



DATE | September 20, 2023
TIME | 12:00 pm
LOCATION | CAPK Administrative Office
5005 Business Park North
Bakersfield, CA 93309

Budget & Finance Committee Agenda

1. Call to Order

2. Roll Call

Michelle Jara-Rangel (Chair) Nila Hogan
Denise Boshers Lily Pimentel-Stratton

3. Public Comments

The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for July, 2023 – **Info Item**
 - 1. Head Start Budget to Actual for the Period Ended July 31, 2023 (**p. 3-5**)
 - 2. Early Head Start Budget to Actual for the Period Ended July 31, 2023 (**p. 6-10**)
- b. FY24 Subcontractor Agreements for the CalFresh Healthy Living Program – **Action Item (p. 11-38)** Alan Rodriguez, CalFresh Healthy Living Program Administrator
Susana Magana, Director of Health & Nutrition
- c. Request to Approve the 2023-2025 Funding Contract for the City of Bakersfield California Violence Intervention & Prevention (CalVIP) Outreach Worker Program – **Action Item (p. 39-62)** Lois Hannible, Friendship House Community Center Program Manager
- d. Renewal Contract: U.S. Department of Housing & Urban Development (HUD) and Coordinated Entry System – **Action Item (p. 63-69)** Rebecca Moreno, Director of Housing & Supportive Services
- e. July 2023 Financial Statements - **Action Item (p. 70-139)** Tracy Webster, Chief Financial Officer

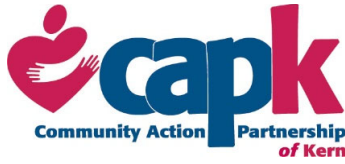
5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
12:00 pm
October 18, 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 by 12:00 pm, September 15, 2023, by Paula Daoutis, Administrative Coordinator.



MEMORANDUM

To: Budget and Finance Committee *Tracy Webster*
From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator
Date: September 20, 2023
Subject: *Agenda Item 4a*: Head Start Budget to Actual Report for the Period Ended July 31, 2023 – **Info Item**

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 July 31, 2023. Five months (41.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 29% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 70% of the budget.

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

The non-Federal share is at 45% 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 - July 31, 2023
 Month 05 of 12 (41.7%)

Prepared 8/31/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	2,856,181	7,617,893	27%	73%
FRINGE BENEFITS	4,056,398	818,572	3,237,826	20%	80%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	267,483	476,558	36%	64%
CONTRACTUAL	131,568	108,168	23,400	82%	18%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	1,270,841	1,436,442	47%	53%
INDIRECT	1,754,646	501,320	1,253,326	29%	71%
TOTAL BASE FUNDING	19,868,010	5,822,565	14,045,445	29%	71%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	27,327	14,577	65%	35%
SUPPLIES	23,986	7,885	16,101	33%	67%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	77,135	(4,383)	106%	-6%
INDIRECT	16,144	11,210	4,934	69%	31%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	123,998	53,588	70%	30%

CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL HS FEDERAL FUNDS **20,045,596** **5,946,563** **14,099,033** **30%** **70%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	1,498,587	459,811	77%	23%
CALIF DEPT OF ED	11,131,398	4,448,308	6,683,090	40%	60%
TOTAL NON-FEDERAL	13,089,796	5,946,895	7,142,901	45%	55%

Budget reflects Notice of Award #09CH011132-05-01

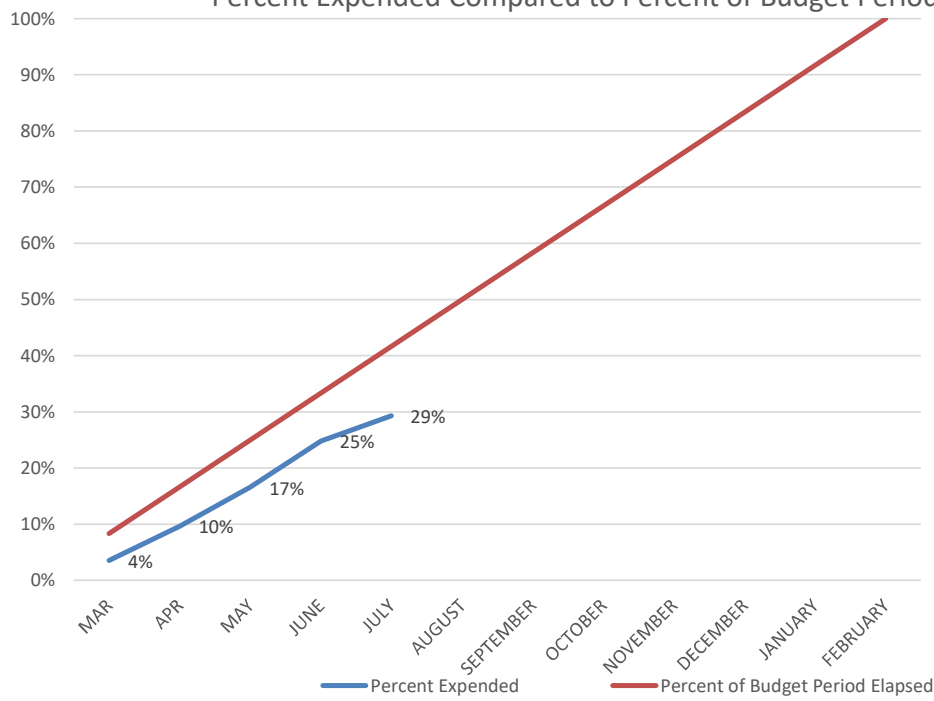
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2023

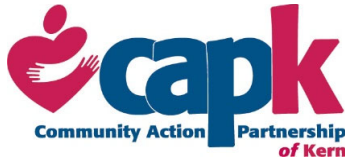
Administrative Cost for HS and EHS Combined 5.1%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	47,219	-	-	-	47,219	8/1/2023
Lowe's	40,733	511	-	-	41,245	8/3/2023
Smart & Final	406	-	-	-	406	8/1/2023
Save Mart	530	-	67	118	715	7/31/2023
Chevron & Texaco Business Card	6,715	-	-	-	6,715	8/6/2023
Home Depot	10,370	457	1,957	-	12,785	8/4/2023
	105,974	-	2,024	118	109,085	

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

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

Date: September 20, 2023

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the Period Ended July 31, 2023 – **Info Item**

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 July 31, 2023. Five months (41.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 33% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 30% 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 - July 31, 2023
 Month 05 of 12 (41.7%)

Prepared 8/31/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	3,129,862	6,732,566	32%	68%
FRINGE BENEFITS	2,829,887	894,926	1,934,961	32%	68%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	241,164	963,959	20%	80%
CONTRACTUAL	1,057,942	359,091	698,851	34%	66%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	964,662	1,207,277	44%	56%
INDIRECT	1,666,021	538,435	1,127,586	32%	68%
TOTAL BASE FUNDING	18,793,340	6,128,140	12,665,200	33%	67%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	22,833	21,359	52%	48%
SUPPLIES	30,013	3,242	26,771	11%	89%
CONTRACTUAL	26,080	5,808	20,272	22%	78%
OTHER	212,393	68,425	143,968	32%	68%
INDIRECT	31,268	9,351	21,917	30%	70%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	103,023	240,923	30%	70%

CARRYOVER

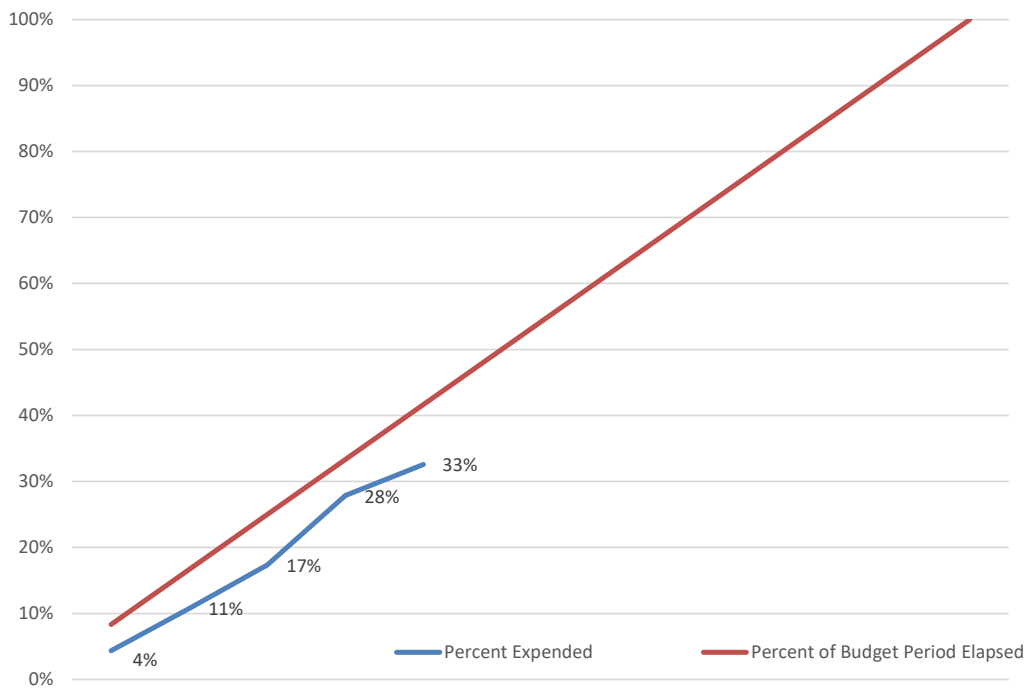
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	19,137,286	6,231,164	12,906,122	33%	67%
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2023

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



**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 July 31, 2023 (Month 5 of 12)

Percent of budget period elapsed: **41.7%**

LOCATION	Enroll-ment	March	April	May	June	July	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET	
Alberta Dillard	40	12,893	7,852	2,921	0	0	23,666	Kern	39,812	59%	
Alicante	20	10,979	8,866	11,664	6,824	3,341	41,673	Kern	19,906	209%	
Angela Martinez	60	8,111	9,756	13,679	11,828	8,755	52,128	Kern	59,718	87%	
Broadway	40	5,844	8,572	3,967	0	0	18,384	Kern	39,812	46%	
California City	20	3,962	3,239	1,334	0	0	8,535	Kern	19,906	43%	
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	28,658	Kern	28,892	125%	
Delano	76	21,579	21,523	10,293	0	0	53,395	Kern	75,643	71%	
East California	52	6,966	7,633	16,470	10,427	6,476	47,972	Kern	51,756	93%	
Fairfax	39	14,513	14,443	11,020	0	0	39,976	Kern	38,817	103%	
Fairview	0	0	0	0	0	0	0	Kern	0	0%	
Harvey L. Hall	140	15,666	14,424	13,784	14,253	11,611	69,737	Kern	139,343	50%	
Heritage	20	6,419	4,447	2,392	0	0	13,258	Kern	19,906	67%	
Home Base	126	13,671	16,943	8,815	7,531	6,051	53,010	Kern	62,704	85%	
Lamont	20	6,800	7,113	3,715	0	0	17,629	Kern	19,906	89%	
Martha J. Morgan	71	18,212	18,278	16,383	11,873	7,314	72,060	Kern	70,667	102%	
McFarland	20	18,674	14,207	11,433	0	0	44,314	Kern	19,906	223%	
Mojave	20	2,344	954	100	0	0	3,399	Kern	19,906	17%	
Oasis	45	14,048	12,103	9,215	0	0	35,366	Kern	44,789	79%	
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,175	123,250	Kern	127,399	97%	
Planz	0	0	0	0	0	0	0	Kern	0	0%	
Primeros Pasos	76	16,591	28,746	32,941	27,910	14,522	120,711	Kern	75,643	160%	
Rosamond	60	4,136	4,253	1,942	0	0	10,331	Kern	59,718	17%	
San Diego	32	7,732	6,487	4,299	2,778	2,436	23,732	Kern	31,850	75%	
Seibert	20	2,192	2,325	1,186	0	0	5,702	Kern	19,906	29%	
Shafter	20	5,245	3,951	2,855	4,498	592	17,142	Kern	19,906	86%	
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,359	13,667	Kern	23,887	57%	
Sterling	124	17,586	14,182	16,513	14,750	11,281	74,312	Kern	123,418	60%	
Stockdale Head Start	60										
Sunrise Villa	20	2,987	4,203	1,784	0	0	8,974	Kern	19,906	45%	
Taft	60	8,550	8,852	6,946	0	0	24,349	Kern	59,718	41%	
Tehachapi	34	1,671	2,593	77	0	0	4,342	Kern	33,840	13%	
Vineland	20	2,263	2,062	1,834	0	0	6,159	Kern	19,906	31%	
Virginia	20	9,620	10,265	12,432	0	0	32,317	Kern	19,906	162%	
Wesley	60	21,461	17,008	14,220	0	0	52,689	Kern	59,718	88%	
Willow	40	10,607	9,946	6,779	0	0	27,332	Kern	39,812	69%	
Administrative Services		0	0	0	0	0	0	Kern	0	0%	
PC Planning		0	0	0	0	0	0	Kern	0	0%	
PC By Laws		0	0	0	0	0	0				
Governance		451	166	23	0	0	640	Kern	15,000	4%	
Program Services		13,559	8,991	5,680	6,201	7,588	42,021	Kern	74,265	57%	
California Street	24	5,829	6,641	6,121	4,730	3,443	26,764	SJC	39,646	68%	
Chrisman	16	4,794	4,540	2,987	946	0	13,267	SJC	26,431	50%	
Gianone	0	0	0	0	0	0	0	SJC	0	0%	
Kennedy	16	1,373	2,054	1,184	1,415	2,560	8,586	SJC	26,431	32%	
Lodi Home Base	30	8,307	13,348	14,790	10,683	5,160	52,288	SJC	24,779	211%	
Lodi UCC	30	6,058	6,624	5,855	5,632	5,928	30,097	SJC	49,558	61%	
Manteca Home Base	11	7,143	5,740	6,477	3,909	4,286	27,556	SJC	9,086	303%	
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	13,463	SJC	39,646	34%	
St. Mary's	24	4,791	3,369	3,162	6,348	3,404	21,075	SJC	39,646	53%	
Stockton Home Base	78	9,353	11,386	11,847	12,647	7,203	52,435	SJC	64,425	81%	
Tracy Home Base	12	6,099	4,634	4,532	3,758	0	19,023	SJC	9,912	192%	
Walnut	24	3,586	3,040	3,039	4,162	5,123	18,951	SJC	39,646	48%	
Administrative Services		0	0	0	0	0	0	SJC	0	0%	
Program Services		0	0	755	3,501	0	4,256	SJC	0	0%	
Policy Council		0	0	0	0	0	0	SJC	0	0%	
SUBTOTAL IN-KIND	1,919	402,886	392,053	350,785	208,925	143,939	1,498,587	0	1,958,398	77%	
x											
State General Child Care*		273,064	254,458	266,636	260,460	211,943	1,266,560	Kern	3,297,554	38%	
State Preschool*		623,046	525,600	542,386	315,917	179,767	2,186,717	Kern	6,413,658	34%	
State Migrant Child Care*		5,212	7,596	7,442	3,941	1,020	25,212	Kern	245,034	10%	
SUBTOTAL CA DEPT of ED		901,323	787,654	816,465	580,318	392,730	3,478,489		9,956,246	35%	
x											
State General Child Care*		96,972	128,349	139,529	128,466	114,272	607,589	SJC	1,175,152	52%	
SUBTOTAL CA DEPT of ED		96,972	128,349	139,529	128,466	114,272	607,589		1,175,152	52%	
GRAND TOTAL		1,401,181	1,308,056	1,306,779	917,709	650,941	5,584,665		13,089,796	43%	
							<u>362,230</u>				
							<u>5,946,895</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 February 29, 2024
 Report for period ending July 31, 2023 (Month 5 of 12)**

Percent of year elapsed: **41.7%**

LOCATION	FUNDED ENROLLMENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	11,851	103,398	11%
Kern Community College District - BC	32	27,579	13,672	20,450	23,702	272	85,674	137,864	62%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	0	85,923	68,932	125%
Garden Pathways	11	0	166	0	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	0	178,559	180,947	99%
Escuelita Hernandez	16	57	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0		
GRAND TOTAL	152	113,580	67,100	77,056	102,484	2,010	362,230	654,854	55%

Budget reflects Notice of Award #09CH011132-05-01



MEMORANDUM

To: Board of Directors

From: Alan Rodriguez, Cal Fresh Healthy Living Program Administrator

Susana Magana, Director of Health and Nutrition

Date: 9/20/2023

Subject: *Agenda Item 4b*: FY24 Subcontractor Agreements for the CalFresh Healthy Living Program– **Action Item**

CAPK CalFresh Healthy Living Program’s fiscal year is 10/1/2023 – 9/30/2024. One of the requirements of the CalFresh Healthy Living contract was that at least 30% of the funds are subcontracted to partners who will assist with the delivery of services. In 2023 the percentage requirement was removed. The CFHL program continued the relationships with all current subcontractors to implement the CFHL program with the school districts within their jurisdiction under the LEARN domain. The amount being allocated for subcontracts is \$947,103.54. The subcontractors continue to be Kernville Unified Schools District, Kern County Superintendent of Schools, and Lamont Elementary School District. All Subcontractor Agreements exceed the CEO’s signing authority and Board approval is required.

The mission statement of the CAPK CalFresh Healthy Living program is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

This three-year reimbursable grant will reach 12,000 unduplicated SNAP-Ed participants in over 300 eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play, and eat.

CAPK CalFresh Healthy Living is funded by the California Department of Public Health, Nutrition and Physical Activity Branch (CDPH NPAB), (formerly Nutrition Education and Obesity Prevention Branch/NEOPB) with the origin of funding being the USDA-FNS-Supplemental Nutrition Assistance Program.

CAPK CalFresh Healthy Living subcontracts to meet the fiduciary responsibility as well as programmatic compliance. The subcontracted partners provide approved CalFresh Healthy Living activities for K-12 to meet nutrition standards for the CalFresh Healthy Living three-year scope of work. CAPK CalFresh Healthy Living staff monitor subcontractor monthly activities to ensure programmatic and fiscal compliance. Subcontractors report programmatic activities in the Program Evaluation and Reporting System (PEARS) to provide evaluation data and submit monthly invoicing to meet fiscal compliance.

The total FY 2023 budget of **\$2,074,288.75** will be allocated as follows:

Personnel Costs: \$841,179.31

Operating Costs: \$115,448.71

Indirect Costs: \$170,557.19

Subcontracts: \$947,103.54

(KCSOS-\$296,832.30; Kernville-\$299,734.55; Lamont-\$350,536.69)

CAPK CalFresh Healthy Living program goals align with the CAPK strategic Goal 1 to meet the needs of its priority populations and Increase access to healthy, affordable food to support the health of the communities we serve. In Specific, Indicators 1.2.2 Strengthen and expand partnerships with schools to reach additional children and families and 2.2.1(b): Partner with resource agencies to identify potential providers that would benefit from a CAPK partnership to advocate for the educational advancement for all children.

Recommendation:

Staff recommends Board approval of the subcontracts with Kern County Superintendent of Schools, Kernville Union School District, and Lamont Elementary School District for the period of October 1, 2023, to September 30, 2024, and authorize the Chief Executive Officer, to act on behalf of the Board as CAPK’s representative signatory for the subcontracts and any subsequent amendments during the contract period.

Attachments:

Kern County Superintendent of Schools (KCSOS) Subcontract Agreement

Kernville Union School District Subcontract Agreement

Lamont Elementary School District Subcontract Agreement



Community Action Partnership of Kern
 5005 Business Park North, Bakersfield, CA 93309
 P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO SUB-CONTRACT AGREEMENT

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated October 1st, 2022 by and between Kern County Superintendent of Schools and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment II will be October 1, 2023.

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

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20th of each month up to an aggregate sum not to exceed \$296,832.30 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor’s name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK’s Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

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

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2024.

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

VENDOR: KERN COUNTY SUPERINTDENT OF SCHOOLS

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A

CalFresh Healthy Living Grant

Community Action Partnerships of Kern (CAPK)
SCOPE OF WORK (SOW)

October 2023

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for *Kern County Superintendent of Schools / Office of John G. Mendiburu* will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;
7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. **Direct Education: Conduct evidence-based direct education series reaching at a minimum 2,500 unduplicated CalFresh Healthy Living participants in FY24.**

Direct Education (5 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (5 to 17): Engage at a minimum 3,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY24.**

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. Conduct annual community level and setting-based needs assessments during FY24, FY25, and FY26.

- a. Conduct appropriate community level and setting-based needs assessments such as IOE and SLAQ. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around

healthy eating and physical activity. Planning and preparation for implementation will begin in FFY24 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY24-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2024, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2024, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.
- c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt

nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and/or local collaboratives.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

10. FFY 24 KCSOS Site List			
Kern County Superintendent of Schools (KCSOS) Contact:		Brianna Crosby, Coordinator 661-636-4035 EM: brcrosby@kern.org KCSOS Office of John G. Mendiburu 1300 17 th Street Bakersfield 93301	
CalFresh Healthy Living Services provided	Site Name	Address & Phone	On CDPH Site List?
Delano Union Elementary IOE - Intervention	Fremont Elementary	1318 Clinton Street Delano CA 93215 661-721-5050	Yes
Delano Union Elementary IOE – Control Site	Del Vista Math & Science Academy	710 Quincy Street Delano CA 93215 661-721-5040	Yes
Delano Union Elementary IOE – Intervention	Princeton Street Elementary	1959 Princeton Street Delano 93215 661-721-5080	Yes
Youth Engagement Team & PSE/SLAQ	Bridges Academy	301 E. 18 th St. Bakersfield CA 93305 661-852-5730	Yes
Youth Engagement Team & PSE/SLAQ	Kelly F. Blanton Education Center/Community Learning Center(CLC) Tech	300 E. Truxtun Ave., Bakersfield CA 93305 661-852-5700	Yes
Direct & Indirect Education	Independence through Grace https://www.itsgrace.org/schedule	1830 Truxtun Avenue, Suite 101 Bakersfield CA 93301 661-747-9007	Yes
Direct & Indirect Education	Albany Park Elementary School	235 West 20 th Ave Delano CA 93215 661-721-5020	Yes
Direct & Indirect Education	Standard Elementary School	115 Miner Ave Bakersfield CA 93308 661-392-2120	Yes
Direct & Indirect Education	Highland Elementary School	2900 Barnett St Bakersfield CA 93308 661-392-2115	Yes
Direct & Indirect Education	Wingland Elementary School	701 Douglas St Bakersfield CA 93308 661-392-2125	Yes
PSE/SLAQ, Direct & Indirect Education	Nueva Vista Language Academy	120 Garces Hwy Delano CA 93215 661-721-5070	Yes
PSE/SLAQ, Direct & Indirect Education	Buttonwillow Union Elementary	42600 CA-58 Buttonwillow CA 93206 661-764-5248	Yes
PSE/SLAQ, Direct & Indirect Education	Golden Oak Elementary	19 S Wall St Shafter CA 93263 661-746-8670	Yes

11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



Community Action Partnership of Kern
 5005 Business Park North, Bakersfield, CA 93309
 P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO SUB-CONTRACT AGREEMENT

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated October 1st, 2022 by and between Kernville Union School District and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment II will be October 1, 2023.

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

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20th of each month up to an aggregate sum not to exceed \$299,734.55 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor’s name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK’s Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

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

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2022.

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

VENDOR: KERNVILLE UNION SCHOOL DISTRICT

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A

CalFresh Healthy Living Grant

Community Action Partnerships of Kern (CAPK)
SCOPE OF WORK (SOW)

October 2023

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for **Kernville Union School District-Family Resource Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The strategies will be Nutrition Standards, Physical Activity (non-PE), Portion Size, Gardens for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;
7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. **Direct Education: Conduct evidence-based direct education series reaching at a minimum 1,500 unduplicated CalFresh Healthy Living participants in FY24.**

Direct Education (0 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (0 to 17): Engage at a minimum 4,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY24.**

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

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healthy eating and physical activity. Planning and preparation for implementation will begin in FFY24 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY4-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 and Before and After School initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2024, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2024, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.
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9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens.

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Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

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Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

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Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

10. FFY 24 Kernville USD Site List			
Kernville Union School District Kernville Family Resource Center Contact:		Cindy Filkosky Project Facilitator 760-379-2556 Email: cfilkosky@kernvilleusd.org	
CalFresh Healthy Living Services provided	Site Name	Address & Phone	On CDPH Site List?
Program Staff Location	Kernville Union School District Family Resource Center	6048 Lake Isabella Blvd Laker Siabella CA 93240 760-379-2556	Yes
Direct & Indirect Education & PSE	Woodrow W. Wallace Elementary	3240 Erskine Creek Road Lake Isabella 93263 760-379-2249	Yes
Youth Engagement team & PSE	Woodrow W. Wallace Middle	3240 Erskine Creek Road Lake Isabella 93263 760-379-5953	Yes
Direct & Indirect Education & PSE	Kernville Elementary School	13350 Sierra Way Kernville CA 93240 760-376-2249	Yes
Direct & Indirect Education & PSE	South Fork Middle School	5225 Kelso Valley Road Weldon CA 93283 760-378-4000	Yes
Direct & Indirect Education & PSE	South Fork Elementary School	6401 Fay Ranch Road Weldon CA 93283 760-378-2211	Yes
Direct & Indirect Education & PSE	K.N.U.C.K.L.E. U.P Ministries at the Ark	5301 Laker Isabella Blvd Lake Isabella CA 93240 760-549-7034	Yes
Direct & Indirect Education	Kern Valley High School	3340 Erskine Creek Road Laker Isabella CA 93240 760-379-2611	Yes
Direct & Indirect Education	Kern River Valley Branch Library	7054 Laker Isabella Blvd Lake Isabella CA 93240 760-549-2083	Yes
Direct & Indirect Education	Canyon Hills KRV	25 Arden Ave. Wofford Heights CA 93285 661-871-1150	Yes

11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



Community Action Partnership of Kern
 5005 Business Park North, Bakersfield, CA 93309
 P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO SUB-CONTRACT AGREEMENT

This is Amendment II to the Contract for Services Agreement (“Agreement”) dated October 1st, 2022, by and between Lamont Elementary School District Family Resource & Learning Center and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment II will be October 1, 2023.

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

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20th of each month up to an aggregate sum not to exceed \$350,536.69 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor’s name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK’s Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

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

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK’s behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2024.

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

VENDOR: LAMONT ELEMENTARY SCHOOL DISTRICT FAMILY RESOURCE & LEARNING CENTER

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A

Attachment A

CalFresh Healthy Living Community Action Partnership of Kern (CAPK)
Scope of Work (SOW) October 2023

The Community Action Partnership of Kern (CAPK) Cal Fresh Healthy Living Funded Partner Scope of Work for **Lamont Elementary School District Family Resource & Learning Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The assigned PSE strategies will be Nutrition Standards, Gardens, and School Wellness Policy.

As a funded CAPK Cal Fresh Healthy Living contracted partner you will:

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Site Review visits for CAPK's Cal Fresh Healthy Living Staff to review program compliance;
3. Submit Cal Fresh Healthy Living Monthly Invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK Community Nutrition Action Partnership (CNAP) Collaborative, and community meetings to support Cal Fresh Healthy Living program efforts;
5. Participate and attend in-person or online Cal Fresh Healthy Living trainings, webinars, and/or annual meetings;
6. Submit to CAPK Cal Fresh Healthy Living Project Administrator proof of any required Cal Fresh Healthy Living Program Certifications for funded staff;
7. Provide Cal Fresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
 - a. **Direct Education: Conduct evidence-based direct education reaching 1,500 unduplicated eligible Cal Fresh Healthy Living participants from October 1st 2023 to September 30th 2024.**

Direct Education (5 to 17 Years): Provide approved curriculum evidence-based direct education series that are appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Provide evidence-based nutrition education regarding Nutrition Standards, Gardens, and School Wellness Policy to the target population.

- b. **Indirect Education (5 to 59 Years): Engage a minimum 3,500 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information.**

Annually promote, support and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the Cal Fresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day,

Fruit and Veggie Fest, community and school events etc. Utilize state developed materials including Rethink Your Drink, Be Better, and/or other statewide media related to beverages. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

Community Action Partnerships of Kern (CAPK)

Cal Fresh Health Living Grant

Scope of Work (SOW) October 2023

All Cal Fresh Healthy Living Education Program Activities will be reported in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; Healthy Eating Behaviors (MT1); Food Resource Management Behaviors (MT2); and Physical Activity and Reduced Sedentary Behaviors (MT3) indicators of behavioral change in Cal Fresh Healthy Living participants.

c. ***Conduct annual community-level and setting-based needs assessments for the Nutrition Standards, Gardens, and School Wellness Policy efforts during FY24.***

All Cal Fresh Healthy Living Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; MT5. MT5 is a multi-component indicator of Nutrition Supports adopted in Environmental Settings. MT5 progress will be reported in PEARS as the Nutrition Standards, Gardens, and School Wellness Policy policy across the settings in Kern County where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work is implemented.

Planning and preparation will begin first quarter of FFY24. Trainings will be scheduled on the Youth Participatory Action Research (YPAR) tool. The YPAR tool will guide the youth team and help them build leadership skills, critical thinking, problem solving, nutrition and physical activities will be incorporated and led by youth leaders. FFY 24, 25 & 26 will closely track changes that are implemented, annual Site Level Assessments Questionnaire such as SLAQ and IOE will be completed, as well as program evaluations, and/or monitoring of activities of the campaign. Cal Fresh Healthy Living activities, strategies, and interventions are to be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. The Youth Participatory Action Research (YPAR), Community Tool Box Needs Assessment, and/or the Site Level Assessment Questionnaire (SLAQ) will be utilized to complete for annual assessments.

YPAR Pre-Assessment will identify current standards for Nutrition Standards, Gardens, and School Wellness Policy for foods and beverages. Collection and analyzing qualitative and quantitative data from primary and secondary sources will include engaging with Stakeholders (e.g. local decision makers, program partners, program participants). Nutrition Standards, Gardens, and School Wellness Policy Promotional priorities and local initiatives will determine appropriate strategies. Engagement will occur in the community and/or at After School program site for understanding of the current issues and relevance of the needs. Advisory groups may form to facilitate and maintain/sustain policy efforts.

YPAR Post-Assessment will include assessing the environment(s) in relation to client impact. Coordinating with CAPK and/or partnering with other existing services and resources such as the County Nutrition Action Plan (CNAP) and local community partners to further the reach and impact of the Nutrition Standards, Gardens, and School Wellness Policy. Partnerships will be critical to instituting the policy, system, and/or environmental change strategies in Kern

communities. By September 30, 2023, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan.

8. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about the Nutrition Standards, Gardens, and School Wellness Policy.

Identify local influencers such as parents, youth leaders, restaurant owners, business owners, and/or business leaders. Present assessment results and/or educate on the benefits and impact of Nutrition Standards, Gardens, and School Wellness Policy. Leverage relationships with influencers to generate support for existing work and/or additional work around improved and/or expanded Nutrition Standards, Gardens, and School Wellness Policy among community members. Incorporate local champions and community members' vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc.

b. Engage community members in priority planning and implementation about the Nutrition Standards, Gardens, and School Wellness Policy.

Engage community members in assessment and/or present assessment results if applicable. Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to Nutrition Standards, Gardens, and School Wellness Policy. Engage community on policy viability (Feasibility).

c. Conduct information sharing and gathering forums with appropriate stakeholders about the Nutrition Standards, Gardens, and School Wellness Policy

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationships, support and funding opportunities. If appropriate, host convenings around Nutrition Standards, Gardens, and School Wellness Policy.

d. Meet and work with appropriate committees, youth partners, and workgroups engaged in planning, implementation, and maintenance about the Nutrition Standards, Gardens, and School Wellness Policy.

Attend, participate, and work with partners who have a vested interest in nutrition and health outcomes to support work and goals. Promote the Dietary Guidelines and Cal Fresh Healthy Living intervention strategies proven to change behavior and utilize intervention strategies from the Cal Fresh Healthy Living Interventions Obesity Prevention Tool Kit for States and follow the Cal Fresh Healthy Living Evaluation Framework. Interventions will focus on nutrition education, physical activity promotion with environmental supports, family resource management education, community events, training and technical assistance, utilizing media and public

Community Action Partnerships of Kern (CAPK)
 Cal Fresh Health Living Grant Scope of Work (SOW) October 2023

relations, and coordination/collaboration with Community Based Organizations (CBOs). Intervention evaluations will follow Cal Fresh Healthy Living definitions of a Formative, Process, Outcome and/or Impact Evaluation to deliver evidence-based approaches that provide Cal Fresh Healthy Living participants nutrition education and obesity prevention services. Collaboration activities related to the Cal Fresh Healthy Living Program Activities will be reported as Partnerships in the Program Evaluation and Reporting System (PEARS).

9. FFY 24-26 Lamont Site List			On CDPH SharePoint?
Lamont Elementary School District Contact:		Jennifer Wood Slayton LESDFRLC Project Director 661-845-2724	
Direct & Indirect Education & PSE	Mountain View Middle School	8001 Weedpatch Hwy Lamont 661-845-2291	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District Family Resource & Learning Center	7839 Burgundy Ave Lamont 661-845-2724	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District	7915 Burgundy Ave Lamont 661-845-0751	Yes
Direct & Indirect Education & PSE	David Head Center	10300 San Diego St, Lamont CA	Yes
Direct & Indirect Education & PSE	Myrtle Ave Elementary	10421 Myrtle Ave. Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Lamont Elementary School	8201 Palm Ave, Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Alicante Elementary School	7998 Alicante Ave Lamont CA 93241	Yes

10. Cal Fresh Healthy Living Program Support Materials

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Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2020
Impact Outcome Evaluation (IOE)

Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
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Public Health Institute
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Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)
(SNAP-Ed) Cal Fresh Healthy Living Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



MEMORANDUM

To: Budget & Finance Committee

Lois Hannible

From: Lois Hannible, Program Manager

Date: September 20, 2023

Subject: *Agenda Item 4c*: Request to Approve the 2023-2025 Funding Contract for the City of Bakersfield's California Violence Intervention and Prevention (CalVIP) Outreach Worker Program – **Action Item**

In July of 2022, the City of Bakersfield was awarded grant funds from the Board of State and Community Corrections (BSCC) for the purpose of improving public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults. CAPK was named as a subcontractor in that opportunity and was awarded a three-year contract agreement for a total of \$578,731.

The CAPK Friendship House recently received another CalVIP grant award from the City of Bakersfield, for an Outreach Worker Program, which is intended to build the capacity of the CalVIP program, by providing incident response. The grant award in the amount of \$225,000.00 is for the period of Sept. 28, 2023 to Dec. 31, 2025.

Program funds will provide for one full-time staff member to conduct outreach to the community to build strong relationships with high-risk individuals, provide intense case management, assist in mediating situations and preventing retaliation between individuals/groups, respond to calls for incidents of violence at any time of day, assist the City and Bakersfield Police (BPD) in conducting at least three safety meetings, and assist the City and BPD in conducting at least five call-ins focused on influencing individual behavior.

Recommendation:

Staff recommends approval of the 2023-2025 funding contract for the California Violence Intervention and Prevention (CalVIP) Outreach Worker Program and authorize the Chief Executive Officer to sign and execute the contract agreement and any amendments throughout the term of the contract,

Attachments:

BSCC CalVIP Outreach Worker 2023-2025 Contract

AGREEMENT NO. _____

INDEPENDENT CONTRACTOR'S AGREEMENT

[Over \$40,000]

This **INDEPENDENT CONTRACTOR'S AGREEMENT** ("Agreement") is made and entered into on _____, by and between the **CITY OF BAKERSFIELD**, a municipal corporation (referred to herein as "CITY"), and **COMMUNITY ACTION PARTNERSHIP OF KERN**, a Non-profit Corporation, authorized to do business in California (referred to herein as "CONTRACTOR").

RECITALS

WHEREAS, in September 2020, the Board of State and Community Corrections' (BSCC) awarded the CITY a \$1,500,000 California Violence Intervention and Prevention (CALVIP) Cohort 3 Grant which expired on June 30, 2023; and

WHEREAS, in July 2022, BSCC awarded the CITY a multi-year \$3,114,625 CALVIP Cohort 4 Grant to implement a Socioecological Model focused on using a public health approach to expand the CITY's gun violence reduction strategies; and

WHEREAS, the CITY's CalVIP initiative consists of a proven, effective, focused deterrence strategy that has four parts: (1) the analysis of serious violent incidents and trends to identify individuals at highest risk of violence; (2) respectfully communicating to those individuals the risks associated with violence; (3) offers of supportive relationships leading to safety and opportunity; and (4) procedurally-just enforcement efforts targeted to individuals that persist in violence; and

WHEREAS, the CITY's CalVIP strategy's goals include: (1) reducing violence as measured by homicides and non-fatal injury shootings; (2) promoting opportunity and reducing recidivism for young people at highest risk of violence; and (3) strengthening community-police relations, particularly with the residents at disproportionately high risk of involvement in violence; and

WHEREAS, the CITY developed a partnership-focused, project support/management team, to work with key community stakeholders to build a

comprehensive and detailed “shared understanding” of the issues, opportunities, and solutions; and

WHEREAS, CONTRACTOR represents CONTRACTOR is an intervention, prevention, mentoring foundation with a mission to educate, motivate, and rehabilitate at-risk youth; and

WHEREAS, on August 31, 2022, the CITY entered into Agreement No. 2022-199 with CONTRACTOR to perform work in accordance with the CalVIP program’s goals and objectives; and

WHEREAS, as a result, homicides within the CITY have reduced, hundreds of firearms have been removed from the streets and community-police relations show improvement, proving program efforts to be successful; and

WHEREAS, the CITY wishes to enter into an additional agreement with CONTRACTOR for an outreach worker who will provide immediate incident response and mediation to prevent retaliation between individuals and groups within the CITY.

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and CONTRACTOR mutually agree as follows:

1. **SCOPE OF WORK.** In exchange for the Compensation (defined below), CONTRACTOR shall perform the following (“Scope of Work”) under the direction of the CITY’s CalVIP program management and technical assistance teams:

1.1 In coordination with the CITY’s Violence Intervention and Prevention program, law enforcement and community-based-organizations, the outreach worker will provide intensive case management to individuals, groups, and neighborhoods at the highest risk of gun violence; exercise sound judgement in assessing members of the community, carry out appropriate responses, and make referrals to appropriate services. The Outreach Workers’ duties included but are not limited to:

1.1.1 Conduct outreach to the community to build strong relationships with high-risk individuals, residents, businesses, and community groups.

1.1.2 Establish and maintain contacts with community-based

organizations, school officials, and resources; collaborate with City and County partners to align efforts and sustain a network of intervention services and violence prevention.

- 1.1.3** Interact with individuals, groups, and neighborhoods at the highest risk of gun violence, as well as the individuals in their support networks; establish trust; seek answers to questions to better understand situation.
- 1.1.4** Assess each situation quickly and thoroughly; determine the best course of care for the individual.
- 1.1.5** Provide program clients with intensive case management, including daily client contact and coaching as well as support and linkages to programs and opportunities in the community (e.g., job programs, health and wellness and social services, GED, drug treatment, and mentoring).
- 1.1.6** Provide program clients with intensive case management, including daily client contact and coaching as well as support and linkages to programs and opportunities in the community (e.g., job programs, health and wellness and social services, GED, drug treatment, and mentoring).
- 1.1.7** Participate in weekly strategic planning, to include research of shootings to identify and diffuse "hot spots" for shootings and violence.
- 1.1.8** Assist in mediating situations and preventing retaliation between individuals and groups (e.g., working with the community, outreach programs and local law enforcement).
- 1.1.9** Attend, facilitate, and plan community events and incident responses.
- 1.1.10** Respond to calls to serve as a liaison between health/social services and the community; assist with crisis management; deescalate tense situations.

- 1.1.11** Respond to call outs for incidents of violence at any time of day, including immediate emergency responses as directed, to diffuse retaliation, mediate, and build relationships of trust.
- 1.1.12** Maintain awareness of Bakersfield geography; utilize maps and traffic navigation platforms to report to call locations in a timely manner; operate communication equipment and electronic mobile devices.
- 1.1.13** Attend community meetings, staff meetings, and training; promote community education, community-based counseling, social support, and advocacy; participate in outreach activities.
- 1.1.14** Cultivate, foster, and maintain positive working relationships among crew members and with those contacted in the performance of duties, including co-workers and supervisory staff.
- 1.1.15** Identify youth who are involved in high-risk activities and intervene in their lives through case management to aid in solving current problems and preventing future ones. Provide clients with support and linkages to programs and opportunities in the community (e.g., job programs, GED, drug treatment, and mentoring).
- 1.1.16** Focus on the goals of the program in serving 150 individuals; school age, youth, adults and families over the grant period.
- 1.2** Research causes of shootings/killings to assist in mediating situations and preventing retaliation between individuals and groups (e.g., working with the community, outreach programs and local law enforcement to gain information that may be helpful in preventing additional killings).
- 1.3** Document all work performed, including prevention of shootings and other acts of violence, through case notes, referrals, and changes in participant's status as directed by Program Manager. Document case management efforts, update individual case files, and make all required entries into the City's case management database.

- 1.4** Consistently attend and participate in all training (i.e., data management system), coaching, planning/program development, professional development and capacity-building associated with the above operational components and recommendations. This includes twice-monthly CalVIP planning and coordination meetings.
- 1.5** Conduct at least three (3) safety meetings. Safety meetings are small meetings including 1-3 members of the Ceasefire partnership – typically a police leader, a community leader and/or a “credible messenger” – and an individual at imminent risk of violence. CONTRACTOR will follow the safety meetings process outlined by the CITY.
- 1.6** Conduct at least five (5) call-ins focused on influencing individual behavior when they reflect the principles of procedural justice. CONTRACTOR will follow the call-ins outlined by the CITY.
- 1.7** Build a strong resource network within the community to utilize resources to impact client lives as it relates to the outcomes of the program.
- 1.8** Provide timely, comprehensive, and detailed financial reporting and documentation as required by (1) BSCC reporting requirements and (2) City of Bakersfield and policies and procedures.
 - 1.8.1** BSCC fiscal and related expense reporting and documentation requirements as specified in the following BSCC CALVIP policies and procedures: CALVIP Fiscal Responsibilities, Invoice Workbook, Invoice Supporting Documentation guidelines, Budget Modification Scenarios, Eligible & Ineligible Project Expenditures, Grant Incentive Inventory and Log, BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**).
 - 1.8.2** Fiscal and related expense reporting and documentation requirements as required by the City of Bakersfield for: (a) auditing purposes; and (b) for program management, particularly as it applies to the financial self-sufficiency program component specified above.

2. **GOVERNING DOCUMENTS.** All work performed under this Agreement is subject to the rules, requirements, proposals, objectives and guidelines set forth in the following documents, attached hereto and incorporated herein as follows:

- CalVIP Request for Proposal (**EXHIBIT A**)
- BSCC Grant Award # BSCC 873-22 (**EXHIBIT B**)
- BSCC Grant Administration Guide (**EXHIBIT C**)
- Certification of Compliance (**EXHIBIT D**)
- Contractor Certification Clause (**EXHIBIT E**)

Scope of Work shall include all items and procedures necessary to properly complete the task CONTRACTOR has been hired to perform, whether specifically included in the Scope of Work or not.

3. **COMPENSATION/PAYMENT PROCEDURE.** Compensation for all work, services or products called for under this Agreement shall not exceed Two Hundred and Twenty-Five Thousand Hundred Dollars (\$225,000) and is the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. CITY shall pay only the compensation listed unless otherwise agreed to in writing by the parties.

3.1 In the event that expenditures submitted for reimbursement to CITY are determined to be ineligible expenses, per the BSCC Grant Administration Guide, CITY is not obligated to pay CONTRACTOR for reimbursement of ineligible expenses.

3.2 CONTRACTOR shall be paid for services rendered after receipt of an itemized invoice for the work completed and approved by CITY in accordance with the terms of this Agreement. Payment by CITY to CONTRACTOR shall be made within thirty (30) days after receipt and approval by CITY of CONTRACTOR' s itemized invoice. Invoices shall be accompanied with source documentation that support contract billings. Time and attendance reports must support hours charged. Travel vouchers detailing the purpose, time, and destination must support travel claims. Purchase orders, invoices, etc., must support operating expense claims. Dual compensation (i.e., payment to a party more than once for the same work) is specifically prohibited.

Outreach Worker		
Salaries and Benefits		
Proposed		
Outreach Worker (personnel and fringe)	1.0 FTE	\$73,046
TOTAL		\$73,046
Transportation		
Mileage Reimbursement		\$3,668
TOTAL		\$3,668
Program Costs		
Program Management		\$ 142,286
Outreach Worker Training		\$2,000
Client Focused Incentives		\$4,000
TOTAL		\$225,000

4. **TERM.** Unless terminated sooner, as set forth herein, this Agreement shall remain in effect through the close of the grant period on December 31, 2025, plus the three-year minimum records retention period, required by BSCC guidelines.

5. **TERMINATION.** Either party may terminate this Agreement after giving the other party written notice, as provided herein, ten days before the termination is effective.

6. **COMPLIANCE WITH ALL LAWS.** CONTRACTOR shall, at CONTRACTOR's sole cost, comply with all of the requirements of Municipal, State, and Federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all Municipal ordinances and State and Federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation, obtaining a City of Bakersfield business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.

7. **PENALTY CLAUSE.** In the event of a CONTRACTOR's breach of any of the provisions under this Agreement, resulting in the BSCC to disallow reimbursement to CITY for the costs of this Agreement, CONTRACTOR shall be liable to CITY for the amount disallowed, without prejudice to any other rights provided for by law or under this Agreement, including but not limited to the right to seek specific performance, an injunction or claim, for damages.

8. **BUDGET CONTINGENCY.** In the event that the BSCC exercises its right to cancel BSCC Grant Award #BSCC 873-22 or to offer an amendment to reduce the grant award amount, per the BSCC Budget Detail and Payment Provisions in the BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**), CITY reserves the right to cancel this Agreement, without penalty, or offer an amendment to reduce the compensation amount proportionate to the reduction in grant award.

9. **BOOKS AND RECORDS.** CONTRACTOR shall maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR'S performance under this Agreement in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit, under BSCC Grant Award # BSCC 873-22, and shall be subject to examination and/ or audit by the CITY, BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

CONTRACTOR shall make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller' s Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The CONTRACTOR shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant -funded project.

10. **AUDIT REQUIREMENT.** The CITY, as grantee, is required to provide BSCC with a financial audit no later than December 31, 2025. The audit will be conducted between July 1, 2025 and December 31, 2025.

11. **DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT.** It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the CITY is not permitted to enter into contracts or provide reimbursement to sub-contractors that have been debarred by any federal, state, or local government entities during the period of debarment; or convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients and subcontractors to provide an assurance that there has been no applicable debarment,

disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

CONTRACTOR must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (attached hereto as, **EXHIBIT D**).

12. **PROJECT ACCESS.** CONTRACTOR shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period. Access to program records will be made available by CONTRACTOR for a period of three (3) years following the end of the grant period.
13. **CERTIFICATION CLAUSES.** The Contractor Certification Clauses contained in the document CCC 04/2017 (attached hereto as **EXHIBIT E**), is hereby incorporated by reference and made a part of this Agreement. Per the BSCC Grant Administration Guide, sub-contractors must notify their employees that they are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.
14. **INDEPENDENT CONTRACTOR.** This Agreement calls for CONTRACTOR's performance of the Scope of Work as an independent contractor. CONTRACTOR is not an agent or employee of the CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with CONTRACTOR other than that of an independent contractor.
15. **DIRECTION.** CONTRACTOR retains the right to control or direct the manner in which the services described herein are performed.
16. **EQUIPMENT.** CONTRACTOR will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.
17. **STARTING WORK.** CONTRACTOR shall not begin work until authorized to do so in writing by CITY. No work will be authorized before the date first written above.
18. **KEY PERSONNEL.** CONTRACTOR shall include CITY staff in the selection of key personnel. CONTRACTOR shall name all key personnel to be assigned to perform the Scope of Work. All key personnel shall be properly licensed

and have the experience to perform the work called for under this Agreement. CONTRACTOR shall provide background for each of the key personnel including, without limitation, resumes and work experience performing work similar to the Scope of Work. CITY reserves the right to approve key personnel. Once the key personnel are approved, CONTRACTOR shall not change such personnel without CITY's written approval.

CONTRACTOR shall comply with Equal Employment Opportunity per Executive Order 11246 as amended by Executive Order 11375 and supplemented at 41 CFR 60. Notwithstanding, to the extent possible, CONTRACTOR shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code § 10353, per BSCC Grant Award #BSCC 873-22, General Terms and Conditions.

19. **INCLUDED DOCUMENTS.** Any bid documents, including, without limitation, special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.
20. **LICENSES.** CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for CONTRACTOR to practice its profession and perform the Scope of Work. If CONTRACTOR is a corporation, at least one officer or key employee shall hold the required licenses or professional degrees. If CONTRACTOR is a partnership, at least one partner shall hold the required licenses or professional degrees.
21. **STANDARD OF PERFORMANCE.** The Scope of Work shall be performed in conformity with all legal requirements and industry standards observed by a specialist of CONTRACTOR's profession in California.
22. **SB 854 COMPLIANCE.** To the extent Labor Code Section 1771.1 applies to this Agreement, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, be subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public

work pursuant to Section 1725.5 at the time the contract is awarded. The prime contractor is required to post job site notices in compliance with Title 8 California Code of Regulations Section 16451. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

23. NO WAIVER OF DEFAULT. The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time and shall not serve to vary the terms of this Agreement.

24. INSURANCE.

24.1 Types and Limits of Insurance. In addition to any other insurance or security required under this Agreement, CONTRACTOR must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

24.1.1 Automobile liability insurance, providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence.

24.1.2 Commercial general liability insurance, unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence. The policy must:

24.1.2.1 Provide contractual liability coverage for the terms of this Agreement;

24.1.2.2 Provide products and completed operations coverage;

24.1.2.3 Provide premises, operations, and mobile equipment coverage; and

24.1.2.4 Contain an additional insured endorsement in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

24.1.3 Workers' compensation insurance with limits of not less than \$1,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every contractor will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, CONTRACTOR must submit to CITY the following certification before beginning any work on the Improvements:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

By executing this Agreement, CONTRACTOR is submitting the certification required above.

The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

24.2 General Provisions Applying to All Insurance Types.

24.2.1 All policies required of CONTRACTOR must be written on a first-dollar coverage basis or contain a deductible provision. Subject to CITY's advance approval, CONTRACTOR may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.

24.2.2 All policies required of CONTRACTOR must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council, officers, agents, employees, and designated volunteers must be excess of CONTRACTOR's insurance and must not

contribute with it.

- 24.2.3** The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A-:VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A-:VII, must be declared prior to execution of this Agreement and approved by CITY in writing.
- 24.2.4** The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.
- 24.2.5** Full compensation for all premiums which the CONTRACTOR is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.
- 24.2.6** It is further understood and agreed by CONTRACTOR that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by CONTRACTOR in connection with this Agreement.
- 24.2.7** Unless otherwise approved by CITY, if any part of the Scope of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for CONTRACTOR, and all subcontractors must agree in writing to be bound by the provisions of this section.

25. THIRD PARTY CLAIMS. In the case of public works contracts, CITY will timely notify CONTRACTOR of third-party claims relating to this Agreement. CITY shall be allowed to recover from CONTRACTOR, and CONTRACTOR shall pay on demand, all costs of notification.

26. INDEMNITY. CONTRACTOR shall indemnify, defend, and hold harmless CITY

and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by CONTRACTOR or CONTRACTOR's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

27. **ASSIGNMENT.** Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited, and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.

28. **ACCOUNTING RECORDS.** CONTRACTOR shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at CONTRACTOR's office during the term of this Agreement, and for a period of three years from the date of the final payment hereunder and made available to CITY representatives upon request at any time during regular business hours.

29. **BINDING EFFECT.** The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their heirs, administrators, executors, personal representatives, successors and assigns.

30. **CORPORATE AUTHORITY.** Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.

31. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be considered as an original and be effective as such.

32. **EXECUTION.** This Agreement is effective upon execution. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
33. **EXHIBITS.** In the event of a conflict between the terms, conditions or specifications set forth in this Agreement and those in exhibits attached hereto, the terms, conditions, or specifications set forth in this Agreement shall prevail. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached. CITY and CONTRACTOR agree that in the event of any inconsistency between the Agreement and BSCC Grant Award No. BSCC 873-22, the language in the Grant Award will prevail.
34. **FURTHER ASSURANCES.** Each party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.
35. **GOVERNING LAW.** The laws of the State of California will govern the validity of this Agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.
36. **INTERPRETATION.** Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural.
37. **MERGER AND MODIFICATION.** This Agreement sets forth the entire agreement between the parties and supersedes all other oral or written representations. This Agreement may be modified only in a writing approved by the City Council and signed by all the parties.
38. **NON-INTEREST.** No CITY officer or employee shall hold any interest in this Agreement (California Government Code section 1090).
39. **NOTICES.** All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

CITY: CITY OF BAKERSFIELD

**CITY HALL
1600 Truxtun Avenue
Bakersfield, California 93301**

**CONTRACTOR: COMMUNITY PARTNERSHIP OF KERN
ATTN: Jeremy Tobias
5005 Business Park North
Bakersfield, CA 93309**

- 40. RESOURCE ALLOCATION.** All CITY obligations under the terms of this Agreement are subject to the appropriation and allocation of resources by the City Council.
- 41. TITLE TO DOCUMENTS.** All documents, plans, and drawings, maps, photographs, and other papers, or copies thereof prepared by CONTRACTOR pursuant to the terms of this Agreement, shall, upon preparation, become CITY property.
- 42. TAX NUMBERS.**

CONTRACTOR's Federal Tax ID Number 95-2402760
CONTRACTOR is a corporation? Yes X No _____
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

"CITY"
CITY OF BAKERSFIELD

"CONTRACTOR"
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
KAREN GOH
Mayor

By: _____
JEREMY TOBIAS
CEO

APPROVED AS TO CONTENT:
CITY MANAGER'S OFFICE

By: _____
CHRISTIAN CLEGG
City Manager

APPROVED AS TO FORM:
VIRGINIA GENNARO
City Attorney

By: _____
JOSHUA H. RUDNICK
Deputy City Attorney II
Insurance: _____

COUNTERSIGNED:

By: _____
RANDY MCKEEGAN
Finance Director

Attachments: Attachments: Exhibit A - CalVIP Request for Proposal
Exhibit B - BSCC Grant Award # BSCC 873-22
Exhibit C - BSCC Grant Administration Guide
Exhibit D - Certification of Compliance
Exhibit E - Contractor Certification Clause

Appendix I: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE			
(This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY	STATE	ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only)			DATE
X			

Contractor Certification Clause

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
---------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
---------------	---------------------------

CONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b) Establish a Drug-Free Awareness Program to inform employees about:
 1. the dangers of drug abuse in the workplace;
 2. the person's or organization's policy of maintaining a drug-free workplace;
 3. any available counseling, rehabilitation and employee assistance programs; and,

4. penalties that may be imposed upon employees for drug abuse violations.
- c) Provide that every employee who works on the proposed Agreement will:
1. receive a copy of the company's drug-free policy statement; and,
 2. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in

whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations [website](#) and Public Contract Code Section 6108.

- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

GENDER IDENTITY:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

- a) Current State Employees (PCC 10410):
 - 1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
 - 2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.
- b) Former State Employees (PCC 10411):
 - 1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-

making process relevant to the contract while employed in any capacity by any state agency.

2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

LABOR CODE/WORKERS' COMPENSATION:

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

AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good

standing by calling the Office of the Secretary of State.

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.



MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: September 20, 2023

Subject: *Agenda Item 4d*: Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System - **Action Item**

The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

The annual budget of \$236,838.00 has been designed to fund one full-time CES Supervisor and two full-time Homeless Navigators. The Homeless Navigators conduct intakes, referrals, assessments, and determine eligibility in accordance with HUD and local CoC policies. The CES Supervisor provides oversight and guidance to the Homeless Navigators as well as conducts training, data management, and reporting to the CoC.

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION

Staff recommends that the Budget and Finance Committee approve the Contract for Services Agreement with the U. S. Department of Housing and Urban Development for the Coordinated Entry System and authorize the Chief Executive Officer to execute the agreement and all subsequent amendments throughout the duration of the contract term.

Attachment:

Grant Agreement: Grant Number CA1799L9D042204



U.S. Department of Housing and Urban Development
Office of Community Planning and Development
300 N. Los Angeles Street
Suite 4054
Los Angeles, CA 90012

Grant Number: CA1799L9D042204
Recipient's Name: Community Action Partnership of Kern
Tax ID Number: 95-2402760
Unique Entity Identifier [SAM]: MH2JA4FK2WK1
Federal Award Date: 9/12/2023

CONTINUUM OF CARE PROGRAM (CDFA# 14.267) GRANT AGREEMENT

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Community Action Partnership of Kern (the “Recipient”). This Agreement, the Recipient’s use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the Recipient’s operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2022 (Pub. L. 117-103, approved March 15, 2022);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”);
3. the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time;
4. and the Notice of Funding Opportunity for the fiscal year in which the funds were awarded; and
5. the Recipient’s application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the “Application”).

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD’s total funding obligation authorized by this grant agreement is \$236,838, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

Grant No.	Grant Term	Performance Period	Total Amount
CA1799L9D042204	12 months	08-01-2023 - 07-31-2024	\$236,838
a. Continuum of Care planning activities			\$0
b. Acquisition			\$0
c. Rehabilitation			\$0
d. New construction			\$0
e. Leasing			\$0
f. Rental assistance			\$0
g. Supportive services			\$215,307
h. Operating costs			\$0
i. Homeless Management Information System			\$0
j. Administrative costs			\$21,531
k. Relocation Costs			\$0
l. HPC homelessness prevention activities:			
Housing relocation and stabilization services			\$0
Short-term and medium-term rental assistance			\$0

Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period and performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

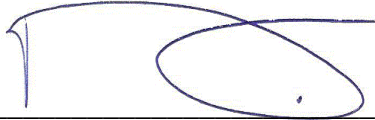
The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

This agreement is hereby executed on behalf of the parties as follows:

**UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development**

By:



(Signature)

Rufus Washington, Director

(Typed Name and Title)

September 12, 2023

(Date)

RECIPIENT

Community Action Partnership of Kern

(Name of Organization)

By:

(Signature of Authorized Official)

Jeremy Tobias, Chief Executive Officer

(Typed Name and Title of Authorized Official)

(Date)

Indirect Cost Schedule

Agency/Dept./Major Function	Indirect Cost Rate	Direct Cost Base
Community Action Partnership of Kern	10%	MTDC

This schedule must include each indirect cost rate that will be used to calculate the Recipient’s indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR §200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Base Allocation Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).



Helping People... Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

BOARD MEETING

SEPTEMBER 20, 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
<u>UNRESTRICTED</u>						
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
<u>RESTRICTED</u>						
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	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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

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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 C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ 569	15 - MOU - 00118	10/01/22 - 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 PRO	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 URBANK 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

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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
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

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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
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

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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
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				
06/30/23	n/a				
07/31/23	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 calculate 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	\$ 221.18	8.90%
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 JULY 31, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(98,708.49)
HEAD START/EARLY HEAD START	368,538.76
SUBTOTAL	269,830.27
GENERAL CHILD CARE	(611,777.89)
MIGRANT A/P	(2,975,182.18)
Child Development Reserve Fund No. 1	183,677.30
Child Development Reserve Fund No. 2	(7,957.38)
MIGRANT CHILD CARE	75,594.09
MIGRANT SPECIALIZED SERVICES	(2,505.00)
SAN JOAQUIN COE GENERAL CHILD CARE	(129,026.26)
STATE PRESCHOOL	3,793,826.56
SUBTOTAL	326,649.24
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(166,263.30)
EF&S	17,891.00
EFAP	(201,131.97)
HUD CPF Food Bank Expansion	(1,792,731.46)
FEEDING AMERICA SERVICE INSIGHTS	46,995.82
FOOD BANK	(283,256.66)
FOOD BANK EXPANSION	1,148.24
FOOD BANK CAPACITY PROGRAM	835,945.65
FOOD BANK - STATE	(976,111.78)
SOUTHERN CA GAS COMPANY	196,822.15
WONDERFUL FOOD BANK EXPANSION	2,200,925.02
WONDERFUL FOUNDATION	85,703.90
SUBTOTAL	(34,063.39)
ENERGY	(84,599.79)
DOE WAP	0.00
LIHEAP	(1,738,113.75)
LIWHAP	(54,001.98)
PG&E	6,065.59
TRANSFER NEGATIVE BALANCE	1,870,649.93
SUBTOTAL	0.00
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	0.00
211	479,150.40
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(59,722.58)
KCCD CERF REGIONAL CONVENOR	(14,145.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(21,254.47)
CALAIM HOMELESS PREVENTION SERVICES	159,656.95
CAL FRESH	(25,725.59)
CALEITC	(380,286.48)
CAPK FOUNDATION	(63,934.35)
COST POOLS	64,259.34
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(73,198.32)
CSBG	(36,870.38)
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(78,130.53)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,289,197.31
EAST KERN FAMILY RESOURCE CENTER	25,465.72
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(26,969.19)
ESG COORDINATED ENTRY SERVICE - COVID19	(1,072.92)
ASTHO VACCINE EQUITY	(40,109.78)
CITY OF BAKERSFIELD CAL VIP	(27,103.07)
FIRST 5 KERN 211	(26,003.07)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(56,164.40)
FIRST 5 HELP ME GROW	(35,341.13)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(53,774.68)
FRIENDSHIP HOUSE	26,828.23
FUNDRAISING	275,059.44
GENERAL FUND	96,494.17
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(421,766.19)
HUD-COORDINATED ENTRY SYSTEM	(8,680.37)
COUNTY OF KERN - 211	0.00
INDIRECT FUND	1,398,359.49
IRS - VITA	(30,599.63)
TAX ASSISTANCE	12,764.38
M ST NAVIGATION CENTER	42,979.87
NEOPB CAL FRESH HEALTHY LIVING	(358,343.90)
POSITIVE YOUTH DEV SVC	(13,449.27)
POSITIVE YOUTH M	(50,281.34)
SHAFTER YOUTH CENTER	77,280.51
OASIS FAMILY RESOURCE CENTER	9,529.25
SIERRA FOUNDATION - ASTHMA MITIGATION	53,238.34
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	47,386.93
WIC	(944,581.39)
LESS: ENERGY NEGATIVE BALANCE	(1,870,649.93)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	1,341,467.17
TOTAL OPERATING CASH	1,903,883.29

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
 July 31, 2023

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

OPERATING ACCOUNT
 ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	07/31/23		2,962,442.40
LESS: OUTSTANDING CHECKS		823,774.18	
ADJUSTED BANK BALANCE AT	07/31/23		2,138,668.22
GENERAL LEDGER BALANCE AT	06/30/23		3,710,042.41
ADD: DEPOSITS		1,254,161.19	
US TREAS DRAWDOWNS		2,878,842.34	
FUNDS FROM OTHER GRANTS		2,056,230.00	
TRANSFERS FROM RESTRICTED ACCOUNTS		711,167.19	
ADP /HEALTH EQUITY REFUND		50.00	
REIMBURSEMENT OF ALTERED PAYEE		541.03	
LESS: CHECKS		2,122,282.13	
ADP PAYROLL 7/14/23		1,457,225.95	
ADP PAYROLL 7/28/23		1,471,220.94	
EFTS FOR HRA/HSA/ STD/403B		308,133.92	
REC LOAN PRINCIPAL/INT EXPENSES		23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		51,891.20	
BANK FEES		-	
ACH VOUCHERS		3,037,821.10	
GENERAL LEDGER BALANCE AT	07/31/23		2,138,668.22

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/16/2023
 APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2023

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	07/31/23	954,385.10
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/23	954,385.10

BALANCE PER G/L	06/30/23	953,564.43
ADD:		
DEPOSITS		0.00
INTEREST		820.67
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	07/31/23	954,385.10

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: 08/16/23
 APPROVED BY: *Macy Webster* TITLE: Chief Financial Officer DATE: 08/16/2023

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2023


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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	07/31/23	16,760.31
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/23	16,760.31

BALANCE PER G/L	06/30/23	688,424.15
ADD:		
DEPOSITS		0.00
INTEREST		512.92
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		672,176.76
BALANCE PER G/L	07/31/23	16,760.31

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00
 ** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/23/23
 APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/23/2023

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2023


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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	07/31/23	21,128.74
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	07/31/23	21,128.74

BALANCE PER GENERAL LEDGER	06/30/23	60,090.52
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		0.00
PAYPAL DEPOSIT		0.00
INTEREST		47.09
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		17.45
BANKCARD FEES		0.99
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		38,990.43
		0.00
BALANCE PER GENERAL LEDGER:	07/31/23	21,128.74

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/16/23
 APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2023

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	07/31/23	7,545.46
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/23	7,545.46

BALANCE PER G/L	06/30/23	7,538.97
ADD:		
DEPOSITS		0.00
INTEREST		6.49
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	07/31/23	7,545.46
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DIFFERENCE: 0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 08/16/23
 APPROVED BY: *Marcy Webster* TITLE: Chief Financial Officer DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2023

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	07/31/23	96,901.15
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/23	96,901.15

BALANCE PER G/L	06/30/23	96,817.83
ADD:		
DEPOSITS		0.00
INTEREST		83.32
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	07/31/23	96,901.15
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DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/16/23
 APPROVED BY: *Gracy Webster* TITLE: Chief Financial Officer DATE: 08/16/2023

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,979.51
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	17,839.55
Freddy Hernandez	Director of Youth and Community Services	6,091.58
Louis Gill	Chief Program Officer	791.21
Lisa McGranahan	Director of Human Resources	463.74
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,071.64
Pritika Ram	Chief Business Development Officer	2,102.53
Jeremy Tobias	Chief Executive Officer	
Emilio Wagner	Director of Operations	6,985.92
Tracy Webster	Chief Financial Officer	3,578.31
Rebecca Moreno	Director of Housing Support Services	460.00
Susana Magana	Director of Nutrition Services	4,854.56
	Total	\$ 47,218.55



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

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

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/10/2023	7/11/2023	Smiths Bakeries Inc 661-8271926, CA				159.84
Cookies for the Oasis Family Resource Center baby shower event on Saturday, July 15th. Foundation support.						
<hr/>						
2 7/10/2023	7/12/2023	Arco #42477 Bakersfield, CA				49.00
Gas for rental vehicle. Travel for Wipfli conference.						
<hr/>						
3 7/13/2023	7/14/2023	Nayax Parking Hunt Valley, MD				72.00
Parking for Wipfli conference.						
<hr/>						
4 7/15/2023	7/17/2023	Chevron 0207110 Las Vegas, NV				70.76
Gas for rental vehicle for Wipfli conference.						
<hr/>						
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				782.34
Hotel for Wipfli conference.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Arco #42477 Bakersfield, CA				39.84
Gas for rental vehicle for Wipfli conference.						
<hr/>						
7 7/15/2023	7/17/2023	Enterprise Rent-A-Car Bakersfield, CA				534.74
Vehicle for Wipfli conference.						
<hr/>						
8 7/20/2023	7/24/2023	Cali Pizza Kitc Inc #220 Bakersfield, CA				238.63
Foundation event planning meeting. Attendees list attached.						
<hr/>						
9 7/25/2023	7/26/2023	Py *cafe Smitten Bakersfield, CA				32.36
Lunch meeting with board member Janea Benton.						
<hr/>						

Transaction Count: 9
Total: 1,979.51

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Yolanda Gonzales	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60
Lodging for 2023 CAPLAW National Training conf 062623-062923 for Letisha B						
<hr/>						
2 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60
Lodging for 2023 CAPLAW National Training Conf for Robert E 062623-062923						
<hr/>						
3 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60
Lodging for 2023 CAPLAW National Training Conf. for Sylvia O 062623-062923						
<hr/>						
4 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60
Lodging for 2023 CAPLAW National Training Conf Yolanda G 062623-062923						
<hr/>						
5 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,062.39
Lodging for 2023 CAPLAW National Training Conf. for Elsa N 062623-062923						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/4/2023	7/5/2023					1.20
		Currency Conversion fee for Flocker				
<hr/>						
7 7/4/2023	7/5/2023	Canva* 03835-33733260 Sydney				119.99
		Membership Renewal for CAPK Education and Support Services				
<hr/>						
8 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Yolanda G 102423-102723				
<hr/>						
9 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Sylvia O 102423-102723				
<hr/>						
10 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Luz A 102423-102723				
<hr/>						
11 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for May Ann M 102423-102723				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Robert E 102423-102723						
<hr/>						
13 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Janey F 102423-102723						
<hr/>						
14 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R0HSA Family Engagement and Cultural Effectiveness Conf for Rosa R 102423-102723						
<hr/>						
15 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Maria G 102423-102723						
<hr/>						
16 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Elizabeth W 102423-102723						
<hr/>						
17 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Francis V 102423-102723						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Lisa G 102423-102723						
19 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Eva R 102423-102723						
20 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf Lizette B 102423-102723						
21 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Cynthia R 102423-102723						
22 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Elsa N 102423-102723						
23 7/13/2023	7/14/2023	Fairmont Austin Austin, TX				-7.79
Lodging for 2023 CAPLAW National Training Conf Hotel refund for Elsa N stay 062623-062923						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24 7/21/2023	7/21/2023	American Air Fort Worth, TX				618.81
Flight for NHSA Fall Leadership Institute Conf Crystal City, VA for Yolanda G 091823-092123						
25 7/21/2023	7/21/2023	American Air Fort Worth, TX				618.81
Flight for NHSA Fall Leadership Institute Conf Crystal City, VA for Sylvia O 091823-092123						
26 7/21/2023	7/21/2023	American Air Fort Worth, TX				623.80
Flight for NCAP Annual Convention 2023 Atlanta, Georgia for Yolanda Gonzales 082123-082623						
27 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf for Cynthia R for Honolulu, Hawaii 102323-102823						
28 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Elizabeth W 102323-102823						
29 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Janey F 102323-102823						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
30 7/27/2023	7/31/2023	United 800-932-2732, TX		_____	_____	766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Lisa G 102323-102823						
31 7/27/2023	7/31/2023	United 800-932-2732, TX		_____	_____	766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Luz A 102323-102823						
32 7/27/2023	7/31/2023	United 800-932-2732, TX		_____	_____	766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Maria G 102323-102823						
33 7/27/2023	7/31/2023	United 800-932-2732, TX		_____	_____	766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Mary Ann M 102323-102823						
34 7/28/2023	7/31/2023	Hawaiian Ai Honolulu, HI		_____	_____	547.00
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Robert E 102323-102823						
						Transaction Count: 34
						Total: 17,839.55

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				1,118.36
Lodging for Abran Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
2 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				1,118.36
Lodging for Andres Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
3 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				854.33
Lodging for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
4 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				1,118.36
Lodging for Lois Hannible to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				1,118.36
Lodging for Wilfredo Cruz to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
6 7/4/2023	7/6/2023	Town And Country - Lod San Diego, CA				235.75
Lodging for Jacquelyn Guerra to attend the IRS Nationwide Tax Forum Conference in San Diego, CA August 21-24, 2023						
<hr/>						
7 7/13/2023	7/14/2023	Www.Calcapa.Org Www.Calcapa.O, CA				599.00
Registration for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 7-9, 2023						
<hr/>						
8 7/14/2023	7/17/2023	Exc - Adv Dep 8552755733, NV				-90.00
Lodging credit from Excalibur (VITA staff attend the Latino Tax Fest in July)						
<hr/>						
9 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				0.02
Lodging adjustment difference owed: for Abran Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
10 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				70.44
Lodging incidental adjustment (dispute): for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-49.16
Lodging Refund Adjustment: for Andres Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
12 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				0.02
Lodging adjustment difference owed: for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
13 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-89.98
Refund: Lodging for Wilfredo Cruz to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
14 7/17/2023	7/18/2023	Dept Parks Contact Cente Sacramento, CA				-41.85
SYC - California State Parks, Hearst Castle - refund of unused tickets purchased July17, 2023						
15 7/19/2023	7/21/2023	Target 00006148 Bakersfield, CA				200.00
Volunteer and Participant Incentives gift card purchase (perfect attendance) SYC						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
16 7/28/2023	7/31/2023	Caesars Hotel & Casino 8662094732, NV				-70.43
Lodging incidental adjustment (REFUND): for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						

Transaction Count: 16

Total: 6,091.58

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Louis Gill	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC		_____	_____	400.00
Lodging/hold for Louis Gill to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
2 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC		_____	_____	400.00
Lodging/hold for Marlene Ruiz to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
3 7/14/2023	7/17/2023	American Ai 800-433-7300, TX		_____	_____	159.80
Airfare for Louis Gill to attend the National Conference on Ending Homelessness and Capitol Hill Day Washington, DC 7/16/23-7/20/23 (SFO to DCA)						
<hr/>						
4 7/14/2023	7/17/2023	American Ai 800-433-7300, TX		_____	_____	173.13
Airfare/EE will reimburse CAPK: Flight cabin upgrade for Louis Gill to attend the National Conference on Ending Homelessness and Capitol Hill Day Washington, DC 7/16/23-7/20/23 (SFO to DCA)						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/15/2023	7/17/2023	American Ai 800-433-7300, TX				30.00
Airfare: Baggage fee for Louis Gill attending the National Conference on Ending Homelessness in Washington, DC July 2023						
6 7/17/2023	7/17/2023	Uber Trip Help.Uber.Com, CA				61.26
Transportation: Uber charges for Louis Gill from Airport to DC Conference July 16, 2023						
7 7/17/2023	7/19/2023	American Ai 800-433-7300, TX				107.19
Airfare related charges for Louis Gill DC Conference July 16, 2023 (TBD pending T.L. reconciliation)						
8 7/18/2023	7/18/2023	Eb 32nd Annual Commun 801-413-7200, CA				108.55
Registration for Louis Gill to attend the 32nd Annual Community Professional Development Conference July 26, 2023						
9 7/19/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				23.93
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
10 7/19/2023	7/20/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee DCA-BFL for Louis Gill attending the National Conference on Ending Homelessness in Washington, DC July 2023						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 7/19/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				32.48
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
<hr/>						
12 7/20/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				13.90
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
<hr/>						
13 7/20/2023	7/21/2023	Uber Trip Help.Uber.Com, CA				10.19
Uber: for Louis Gill from the conference hotel to DCA						
<hr/>						
14 7/20/2023	7/21/2023	Uber Trip Help.Uber.Com, CA				40.78
Uber: for Louis Gill from the conference hotel to DCA						
<hr/>						
15 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Marlene Ruiz to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
16 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Louis Gill to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						

Transaction Count: 16

Total: 791.21

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/10/2023	7/12/2023	Biometrics4all Inc 714-568-9888, CA		_____	_____	18.75
Relay Fees for running New Hire Fingerprints Invoice Period 06/01/2023-6/30/2023 Invoice Date 07/01/2023						
<hr/>						
2 7/25/2023	7/26/2023	Societyforhumanresource 800-2837476, VA		_____	_____	244.00
Professional Membership - Lisa McGranahan						
<hr/>						
3 7/27/2023	7/28/2023	Learnformula(Cpd) Thornhill, ON		_____	_____	199.00
2023 HR Mastery: Achieving Excellence in HR and Leadership training.						
<hr/>						
4 7/27/2023	7/28/2023			_____	_____	1.99
Currency Conversion Fee for 2023 HR Mastery: Achieving Excellence in HR and Leadership training.						
<hr/>						

Transaction Count: 4
Total: 463.74

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/7/2023	7/10/2023	Allianz Travel Ins Allianzins.Us, VA				39.07
Travel Insurance Purchased in error, canceled and credited in 7/21/2023.						
<hr/>						
2 7/7/2023	7/10/2023	American Air Fort Worth, TX				578.80
Travel for National Community Action Conference for QA Administrator.						
<hr/>						
3 7/13/2023	7/14/2023	American Air Fort Worth, TX				583.80
Travel for National Community Action Conference for Program Services Administrator.						
<hr/>						
4 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR				29.00
Anti-Bias Pyramid Model Training for HVP ~ Eramirez						
<hr/>						
5 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR				29.00
Anti-Bias Pyramid Model Training for HVP ~ Apalma						
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Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR				29.00
Anti-Bias Pyramid Model Training for HVP ~ Jrodriguez						
<hr/>						
7 7/21/2023	7/24/2023	Allianz Travel Ins 8006285404, VA				-39.07
Travel Insurance purchased in error Credited from earlier this month.						
<hr/>						
8 7/24/2023	7/26/2023	Tst* The Padre Hotel Bakersfield, CA				396.20
EHS Child Care Partnership Luncheon Deposit						
<hr/>						
9 7/25/2023	7/27/2023	Allegnt Air,l6p 702-5058888, NV				231.00
Travel for the ChildPlus Scramble for QA Specialist.						
<hr/>						
10 7/27/2023	7/28/2023	Target.Com 800-591-3869, MN				194.84
Health and Safety item to support HVP participant						
<hr/>						

Transaction Count: 10

Total: 2,071.64

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 6/30/2023	7/3/2023	Vons.Com #1969 877-505-4040, CA				69.99
Refreshments for Food Policy Council Meeting at FHCC on 6/29/23. Agenda and sign-in sheet attached.						
2 7/1/2023	7/3/2023	Caesars Place Adv Rsvn 8662094732, NV				854.33
Advance Payment for Hotel Room for Savannah Maldonado to attend Wipfli Conference in Las Vegas week of 7/10/23.						
3 7/1/2023	7/3/2023	Stk*shutterstock 866-6633954, NY				29.00
Monthly subscription fee for stock photos.						
4 7/4/2023	7/4/2023	American Air Fort Worth, TX				478.80
Airline Ticket for Savannah Maldonado to attend the NCAP Convention in Atlanta, GA.						
5 7/10/2023	7/12/2023	Moo Creamery Bakersfield, CA				60.47
Lunch Meeting with Raj Cheshire & Pritika Ram.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/19/2023	7/20/2023	Urbane Cafe Bakersfiel Bakersfield, CA		_____	_____	190.37
Lunch Meeting - SWOT Analysis Food Insecurity in Kern County Meeting						
<hr/>						
7 7/20/2023	7/21/2023	Facebk Bsxa9skem2 650-5434800, CA		_____	_____	12.02
Facebook Ad - Summer Job Fair						
<hr/>						
8 7/21/2023	7/21/2023	Eb 32nd Annual Commun 801-413-7200, CA		_____	_____	108.55
Registration Fee for Andrea Reyes to attend the United Way 32nd Annual Community Professional Development Conference						
<hr/>						
9 7/25/2023	7/26/2023	Www.Calcapa.Org Www.Calcapa.O, CA		_____	_____	299.00
Registration Fee for Savannah Maldonado to attend the CalCAPA Region IX Convening in Las Vegas, NV						
<hr/>						

Transaction Count: 9
Total: 2,102.53

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Emilio Wagner	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 6/30/2023	7/3/2023	Best Buy 00008565 Bakersfield, CA		_____	_____	74.66
Accessories for time-lapse camera						
<hr/>						
2 7/1/2023	7/3/2023	Caesars Place Adv Rsvn 8662094732, NV		_____	_____	1,528.36
Hotel Deposit to attend R9Hsa Family Engagement and Cultural Effectiveness Conf for Elsa N 102423-102723						
<hr/>						
3 7/11/2023	7/12/2023	Best Buy 00008565 Bakersfield, CA		_____	_____	221.89
Mouse & Keyboard for Drafting/GIS Specialist						
<hr/>						
4 7/11/2023	7/12/2023	Microsoft#g025959137 Msbill.Info, WA		_____	_____	1,258.20
Azure Virtual machine for Childplus Head Start.						
<hr/>						
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV		_____	_____	1,118.38
Hotel fee for Ryan Dozier to attend Wipfli Conference in Las Vegas, NV.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-499.98
Credit issued for hotel room for Louisa Rosa Silva - Wipfli Conference in Las Vegas.						
7 7/18/2023	7/18/2023	Eb Kern County Ada Co 801-413-7200, CA				75.00
Registration fee for 1 facilities staff member to attend Kern County ADA Conference.						
8 7/19/2023	7/20/2023	Best Buy 00008565 Bakersfield, CA				119.03
Rush purchase for monitor cables.						
9 7/20/2023	7/21/2023	WI *mindbody 805-5462000, CA				461.98
Scheduling software for Energy & Vita.						
10 7/20/2023	7/21/2023	Bluebeam Inc. Httpswww.Blue, CA				900.00
Facility coordination software license - 3 licenses						
11 7/21/2023	7/24/2023	Bluebeam Inc. Httpswww.Blue, CA				300.00
Facility coordination software - 1 license.						



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV				1,182.33
Hotel fee for Louis Rodriguez to attend Wipfli Conference in Las Vegas, Nv.						
<hr/>						
2 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV				1,182.33
Hotel Fee for Laura Alford to attend Wipfli Conference in Las Vegas, NV						
<hr/>						
3 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV				1,182.33
Hotel Fee for Naomi Ibarra - Wipfli Conference in Las Vegas, NV.						
<hr/>						
4 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV				1,182.33
Hotel fee for Tim Bealessio for Wipfli Conference in Las Vegas, NV						
<hr/>						
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-377.24
Refund from Caesars Hotel & Casino for Wipfli Conference 071023-071423						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-45.79
Refund from Caesars Hotel for Wipfli conference 071023-071423						
<hr/>						
7 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-399.99
Refund from Caesars Hotel for Wipfli conf 071023-071423						
<hr/>						
8 7/18/2023	7/19/2023	Caesars Hotel & Casino 8662094732, NV				-327.99
Hotel credit for Laura Alford's room (see page 2 of attached receipt). Wipfli Conference in Las Vegas, NV>						
<hr/>						

Transaction Count: 8
Total: 3,578.31

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
Lodging/hold for Joseph Aguilar to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
2 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
Lodging/hold for Adam Ramos to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
3 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
Lodging/hold for Rebecca Moreno to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
4 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
Lodging/hold for Keith Jackson to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/16/2023	7/18/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee for Rebecca Moreno attending the National Conference on Ending Homelessness in Washington, DC July 2023						
<hr/>						
6 7/21/2023	7/24/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee for Rebecca Moreno attending the National Conference on Ending Homelessness in Washington, DC July 2023						
<hr/>						
7 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Keith Jackson to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
8 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Joseph Aguilar to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
9 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Rebecca Moreno to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						

Transaction Count: 9

Total: 460.00

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Susana Magana	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/10/2023	7/12/2023	Foodmaxx #413 Baker Bakersfield, CA				30.03
		Special Diet Milk				
<hr/>						
2 7/10/2023	7/12/2023	Foodmaxx #453 Baker Bakersfield, CA				21.45
		Special Diet Milk				
<hr/>						
3 7/12/2023	7/13/2023	Target 00006148 Bakersfield, CA				136.06
		Special Diet-Baby Formula				
<hr/>						
4 7/12/2023	7/13/2023	Target 00006148 Bakersfield, CA				120.06
		Special Diet-Baby Formula				
<hr/>						
5 7/15/2023	7/17/2023	Usps Po Boxes Online 800-344-7779, DC				226.00
		Renewal of the MCAP program's PO. Box for Kings County.				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/18/2023	7/19/2023	Lassens Natural Foods-Bk Bakersfield, CA				169.46
		Special Diet-food				
7 7/19/2023	7/24/2023	Odp Bus Sol Llc# 106235 Bakersfield, CA				17.27
		Printing menus for August 2023				
8 7/21/2023	7/26/2023	Embassy Suites 760-7771711, CA				-8.70
		Lodging refund for staff that attend the Riverside County Family Outreach and Recertification 6-5-23.				
9 7/24/2023	7/25/2023	Ntlrest Servsafe 312-7151010, IL				15.00
		Food Handler exam for Raquel Silva				
10 7/25/2023	7/25/2023	American Air Fort Worth, TX				841.80
		Airfare for Kevin Goudge to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023				
11 7/25/2023	7/25/2023	American Air Fort Worth, TX				669.80
		Airfare for Blaine Hodge to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 7/25/2023	7/25/2023	American Air Fort Worth, TX				669.80
Airfare for Kelly Lowery to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
13 7/26/2023	7/28/2023	8883o84415* Doubletree Httpshelp.Lod, CA				-1,168.60
MCAP Prepaid expense REFUND FYE 2023-2024 for lodging for Susana Magana, Laura Porta & Maria Verduzco Sacramento, CA Conference CAPPA September27-29, 2023						
14 7/26/2023	7/28/2023	Office Depot #952 Bakersfield, CA				216.48
Purchased webcams for the Central Kitchen staff authorized by the IT department.						
15 7/26/2023	7/28/2023	Officemax/Depot 6235 Bakersfield, CA				38.95
Office Supplies						
16 7/27/2023	7/28/2023	Sq *porkchop And Bubbas Bakersfield, CA				940.09
Health & Nutrition Div staff training and meeting day 7/28/23						
17 7/27/2023	7/28/2023	Tst* Nothing Bundt Cakes Bakersfield, CA				36.00
Purchase of cupcakes for the July birthdays employee appreciation meeting						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Kelly Lowery to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
19 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Kevin Goudge to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
20 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Blaine Hodge to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
21 7/27/2023	7/31/2023	Hilton Garden Inn Los An 323-7245900, CA				248.61
Lodging for Kelly Lowery to attend the CSFP/TEFAP Best Practices Conference in LA, July 26-27, 2023						
						Transaction Count: 21
						Total: 4,854.56

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 (5 OF 12 MONTHS OR 41.66%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	460,623	22.0%	1,637,696
Head Start Subsidy	<u>1,213,057</u>	<u>480,675</u>	39.6%	<u>732,382</u>
Total Revenue	<u><u>3,311,376</u></u>	<u><u>941,298</u></u>	28.4%	<u><u>2,370,078</u></u>
Expenditures (Note B)				
Salaries	843,039	269,625	32.0%	573,414
Benefits	258,634	80,961	31.3%	177,673
Vehicle Gasoline, Repair/Maintenance	47,000	15,168	32.3%	31,832
Space Costs	121,700	39,788	32.7%	81,912
Supplies - Office & Food Service	106,000	56,677	53.5%	49,323
Equipment Repair/Maintenance & Lease	35,300	8,864	25.1%	26,436
Communication	13,000	6,940	53.4%	6,060
Risk Insurance	12,700	5,356	42.2%	7,344
Printing	1,000	589	58.9%	411
Hiring & Employee Costs	100	1,046	1046.3%	(946)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,552,853</u>	<u>352,384</u>	22.7%	<u>1,200,469</u>
Sub Total	2,991,826	837,398	28.0%	2,154,428
Adult Meals Prepared	128,794	59,266	46.0%	69,528
Indirect	<u>190,756</u>	<u>44,634</u>	23.4%	<u>146,122</u>
Total Expenditures	<u><u>3,311,376</u></u>	<u><u>941,298</u></u>	28.4%	<u><u>2,370,078</u></u>

	Prior Period	JULY 2023	Cumulative
Total Meals Prepared and Vended (Note C)	225,115	31,398	256,513
Total Meals Claimed	<u>144,740</u>	<u>13,798</u>	<u>158,538</u>
Difference	80,375	17,600	97,975

Percentage Claimed to Prepared/Vended	43.9%	61.8%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)

Contract CMAP-1000	July 2023	Aug 2023	July 2024	Aug 2024	July 2025	Aug 2025	July 2026	Aug 2026	July 2027	Aug 2027	July 2028	Aug 2028	Total	%	% Earned to MRA
Provider Payments	\$ 2,723,963												\$ 2,723,963		
Add: Family Fees	<u>-</u>												<u>-</u>		
Net Provider Payments	\$ 2,723,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723,963	85.66%	
Maximum Reimbursable Amount (MRA) for Provider Payments													23,713,976		11.49%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 2,723,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723,963		
Reimbursement Rate	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>		
Revenue Earned	\$ 724,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 724,092		
Program Administration/Support Services Costs	168,399												168,399	5.30%	
Indirect (10% x MTDC) Costs	287,768												287,768	9.05%	
Transfer Indirect to CSBG	<u>-</u>												<u>-</u>		
Total Operating Costs	\$ 456,167	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 456,167	14.34%	
Revenue Earned Over/(Under) Costs	\$ 267,925	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 267,925		
TOTAL COSTS - NET OF FAMILY FEES	\$ 3,180,131	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,180,131	100.00%	

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

Provider payments	2,723,963
Reimbursement Rate (19% / 81%)	<u>x 26.5823%</u>
Revenue Earned	<u>724,092</u>

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

Provider Payments	23,713,976	81.00%
Administration	4,684,242	16.00%
Support Services	878,295	<u>3.00%</u>
Maximum Reimbursable Amount (MRA)	<u>29,276,514</u>	<u>100.00%</u>

Note 3: Increase to contract was received August 2023 in the amount of \$55,652.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-3063)														
Adjusted Days of Enrollment - Certified	5,409	-	-	-	-	-	-	-	-	-	-	-	5,409	
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	\$ 278,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,816	7.09%
Maximum Reimbursable Amount (MRA)													\$3,930,503	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	94.22%													94.22%
Five Percent Flexibility, Maximum = 100 Percent	99.22%													99.22%
CALIFORNIA STATE PRESCHOOL (CSPP-2120)														
Adjusted Days of Enrollment - Certified	3,253	-	-	-	-	-	-	-	-	-	-	-	3,253	
Reimbursement Rate per Child per Day	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	X \$55.27	
Revenue Earned	\$ 179,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,767	2.54%
Maximum Reimbursable Amount (MRA)													\$7,087,664	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	94.59%													94.59%
Five Percent Flexibility, Maximum = 100 Percent	99.59%													99.59%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	20	-	-	-	-	-	-	-	-	-	-	-	20	
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	\$ 1,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021	0.35%
Maximum Reimbursable Amount (MRA)													\$291,239	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	88.89%													88.89%
Five Percent Flexibility, Maximum = 100 Percent	93.89%													93.89%

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 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	2,387	-	-	-	-	-	-	-	-	-	-	-	2,387	
Reimbursement Rate per Child per Day	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	
Revenue Earned	\$ 116,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,564	4.74%
Maximum Reimbursable Amount (MRA)													\$2,458,117	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	87.56%													87.56%
Five Percent Flexibility, Maximum = 100 Percent	92.56%													92.56%

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: July-2023
 Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	July 2023		Year to Date		
	Description	Number	Amount	03/1/23 - 07/31/23	Amount
Bank Deposits		19	1,323,730	81	12,620,358
Wire Deposits		3	2,056,230	51	5,503,998
Head Start/IRS Drawdowns		5	2,813,852	27	13,010,802
Vendor Checks Issued		1881	5,215,841	12,487	47,887,983
Payroll Disbursed			2,928,447		8,860,940
Grant Reports Prepared		33		162	
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

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

LIABILITES 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 Liabilites 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 JUNE 30, 2023	
ASSETS	
Cash in Bank	2,053,739
Cash - Vacation Reserve	954,202
Petty Cash	-
Accounts Receivable	13,043,706
Travel Advance	4,724
Prepaid Expense	836,789
Inventory	1,120,078
Net Fixed Assets - Unrestricted	595,092
Net Fixed Assets - Restricted	<u>30,033,258</u>
Total Assets	48,641,588
LIABILITES AND NET ASSETS	
Accounts Payable	6,360,009
Accrued Expenses	247,323
Accrued Vacation	979,259
Line of Credit	-
Note Payable	596,066
Advance Payable	3,114,693
Deferred Revenue	<u>1,515,708</u>
Total Liabilites	12,813,058
Total Net Assets	<u>35,828,531</u>
Total Liabilities and Net Assets	48,641,589

STATEMENT OF OPERATIONS (UNAUDITED)	
FOR THE PERIOD MARCH 1, 2023 TO JUNE 30, 2023	
REVENUE	
Grant Revenue	48,037,348
Donations	172,080
Other Revenue	4,296,863
In-Kind	<u>6,318,382</u>
Total Revenue	58,824,673
EXPENDITURES	
Salaries	15,787,625
Benefits	4,466,701
Travel	321,013
Space Costs	5,372,946
Supplies	1,126,787
Consultant/Contract Services	2,636,504
Other Costs	2,314,852
Program Costs	15,432,452
Capital Expenditures	732,383
Indirect	4,040,358
In-Kind	<u>6,318,382</u>
Total Expenditures	58,550,003
Net Change in Assets	274,671
Net Assets, beginning	35,553,860
Net Assets, ending	35,828,531

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,534,079	14,558,438	31,975,641	31%
BENEFITS	14,088,242	4,089,378	9,998,864	29%
TRAVEL	861,060	289,097	571,963	34%
SPACE COST	14,976,187	5,084,268	9,891,919	34%
SUPPLIES	2,838,477	1,047,464	1,791,013	37%
EQUIPMENT	435,420	1,962,977	(1,527,557)	451%
CONSULTANT/CONTRACT SERVICES	3,601,227	2,156,221	1,445,006	60%
OTHER COSTS	2,808,734	2,002,575	806,159	71%
PROGRAM COSTS	26,713,909	15,398,115	11,315,794	58%
INDIRECT	9,969,927	4,109,676	5,860,251	41%
TOTAL	122,827,262	50,698,208	72,129,054	41%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	33,991,257	10,625,898	23,365,359	31%
BENEFITS	10,352,447	3,073,851	7,278,596	30%
TRAVEL	606,386	167,055	439,331	28%
SPACE COST	2,923,727	1,376,657	1,547,070	47%
SUPPLIES	2,382,456	603,250	1,779,206	25%
EQUIPMENT	396,870	256,826	140,044	65%
CONSULTANT/CONTRACT SERVICES	1,303,354	490,215	813,139	38%
OTHER COSTS	1,162,562	735,167	427,395	63%
PROGRAM COSTS	22,106,428	13,962,097	8,144,331	63%
INDIRECT	7,490,458	3,084,443	4,406,015	41%
TOTAL	82,715,945	34,375,460	48,340,485	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	1,451,745	3,339,935	30%
BENEFITS	1,486,523	378,742	1,107,781	25%
TRAVEL	110,349	60,558	49,791	55%
SPACE COST	7,621,217	2,483,495	5,137,722	33%
SUPPLIES	125,671	152,338	(26,667)	121%
EQUIPMENT	25,000	810,452	(785,452)	3242%
CONSULTANT/CONTRACT SERVICES	648,910	225,668	423,242	35%
OTHER COSTS	409,174	292,272	116,902	71%
PROGRAM COSTS	3,068,971	1,077,388	1,991,583	35%
INDIRECT	932,114	341,136	590,978	37%
TOTAL	19,219,609	7,273,794	11,945,815	38%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,366,205	829,470	1,536,735	35%
BENEFITS	711,755	216,311	495,444	30%
TRAVEL	50,133	19,417	30,716	39%
SPACE COST	237,817	95,132	142,685	40%
SUPPLIES	70,184	175,383	(105,199)	250%
EQUIPMENT	-	64,572	(64,572)	Not budgeted
CONSULTANT/CONTRACT SERVICES	780,073	763,306	16,767	98%
OTHER COSTS	704,842	578,307	126,535	82%
PROGRAM COSTS	709,706	174,445	535,261	25%
INDIRECT	563,071	280,507	282,564	50%
TOTAL	6,193,786	3,196,849	2,996,937	52%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	1,119,658	3,100,154	27%
BENEFITS	1,226,969	295,936	931,033	24%
TRAVEL	55,702	25,308	30,394	45%
SPACE COST	953,189	882,083	71,106	93%
SUPPLIES	232,451	100,494	131,957	43%
EQUIPMENT	13,550	831,127	(817,577)	6134%
CONSULTANT/CONTRACT SERVICES	830,833	631,045	199,788	76%
OTHER COSTS	380,166	356,553	23,613	94%
PROGRAM COSTS	825,804	174,121	651,683	21%
INDIRECT	779,220	321,917	457,303	41%
TOTAL	9,517,696	4,738,242	4,779,454	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	474,400	533,569	47%
BENEFITS	261,830	116,113	145,717	44%
TRAVEL	13,740	16,158	(2,418)	118%
SPACE COST	234,537	46,901	187,636	20%
SUPPLIES	18,915	9,657	9,258	51%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	2,772	4,978	36%
OTHER COSTS	42,380	26,062	16,318	61%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	68,319	98,261	41%
TOTAL	1,756,701	760,383	996,318	43%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	57,267	99,889	36%
BENEFITS	48,718	8,426	40,292	17%
TRAVEL	24,750	601	24,149	2%
SPACE COST	3,005,700	200,000	2,805,700	7%
SUPPLIES	8,800	6,342	2,458	72%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	43,215	(12,908)	143%
OTHER COSTS	109,610	14,213	95,397	13%
PROGRAM COSTS	-	10,063	(10,063)	Not budgeted
INDIRECT	38,484	13,354	25,130	35%
TOTAL	3,423,525	353,481	3,070,044	10%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 7/31/23 (5 OF 12 MONTHS = 41.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 9,969,927	\$ 4,109,676	41.2%	\$ 5,860,251
Expenditures				
Salaries	4,623,933	1,628,559	35.2%	2,995,374
Benefits @ 23.6% actual	<u>1,197,709</u>	<u>405,520</u>	<u>33.9%</u>	<u>792,189</u>
Total Personnel Costs	5,821,642	2,034,079	34.9%	3,787,563
Operating Costs				
Travel	88,000	28,600	32.5%	59,400
Space Costs	215,950	75,214	34.8%	140,736
Supplies	264,650	82,713	31.3%	181,937
Consultant/Contract	1,049,000	480,340	45.8%	568,660
Other Operating Costs	<u>950,800</u>	<u>308,708</u>	<u>32.5%</u>	<u>642,092</u>
Total Operating Costs	2,568,400	975,574	38.0%	1,592,826
Total Expenditures	<u>\$ 8,390,042</u>	<u>\$ 3,009,653</u>	<u>35.9%</u>	<u>\$ 5,380,389</u>
Excess (Deficit) Indirect Revenue	<u>\$ 1,579,885</u>	<u>\$ 1,100,023</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 498,509	38.3%	\$ 803,618
Operations	2,700,165	931,420	34.5%	1,768,745
Executive	534,524	291,455	54.5%	243,069
Program Administration	-	265	Not budgeted	(265)
Finance	2,523,658	1,071,496	42.5%	1,452,162
Community Development	<u>1,329,568</u>	<u>216,509</u>	<u>16.3%</u>	<u>1,113,060</u>
	<u>\$ 8,390,042</u>	<u>\$ 3,009,653</u>	<u>35.9%</u>	<u>\$ 5,380,389</u>

Prepared Date: 09/12/23