



DATE	January 24, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18 th St., 3 rd Floor Bakersfield, CA 93301

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

- | | |
|---|---|
| <p>a. Head Start / Early Head Start Budget to Actual Reports for November 30, 2023 - Info Item</p> <ol style="list-style-type: none"> 1. Head Start Budget to Actual for the Period Ended November 30, 2023 (p.3-5) 2. Early Head Start Budget to Actual for the Period Ended November 30, 2023 (p.6-10) | <p>Tracy Webster, Chief Financial Officer / Louis Rodriguez, Head Start Finance Administrator</p> |
| <p>b. Revised Budget # 3 for Fiscal year 2023/2024 – Action Item (p.11-23)</p> | <p>Tracy Webster, Chief Financial Officer</p> |
| <p>c. Food Bank Community Impact & Funding Needs – Info Item (p.24)</p> | <p>Jeremy Tobias, Chief Executive Officer</p> |
| <p>d. 2023-24 Head Start /Early Head Start Carry Over Budget Revision – Action Item (p.25-27)</p> | <p>Jerry Meade, Head Start & Early Child Development Assistant Director</p> |
| <p>e. Head Start No Cost Extension Request - Action Item (p.28-29)</p> | <p>Jerry Meade, Head Start & Early Child Development Assistant Director</p> |
| <p>f. 18th Street Notice to Proceed with Phase II Construction – Action Item (p.30-37)</p> | <p>Emilio Wagner, Chief Facilities & Technology Officer</p> |
| <p>g. Annual Budget for Fiscal Year 2024/2025 – Info Item (p.38-209)</p> | <p>Tracy Webster, Chief Financial Officer</p> |
| <p>h. Financial Statements as of November 30, 2023 – Action Item (p.210-271)</p> | <p>Tracy Webster, Chief Financial Officer</p> |

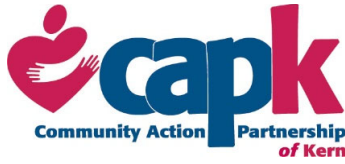
5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee Meeting
12:00 pm
Wednesday, February 21, 2024
CAPK Administrative Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th St, Bakersfield, CA and online at www.capk.org by 12:00 pm, January 19, 2023, by Glyniel Campbell, Administrative Coordinator.



MEMORANDUM

To: Budget and Finance Committee *Tracy Webster*
From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator
Date: January 24, 2024
Subject: *Agenda Item: 4a* Head Start Budget to Actual Report for the period ended November 30, 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 November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 61% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

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

The non-Federal share is at 83% 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 - November 30, 2023
Month 09 of 12 (75%)

Prepared 01/02/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	5,457,216	5,016,858	52%	48%
FRINGE BENEFITS	4,056,398	1,454,876	2,601,522	36%	64%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	779,595	(35,554)	105%	-5%
CONTRACTUAL	131,568	179,372	(47,804)	136%	-36%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	3,225,882	(518,599)	119%	-19%
INDIRECT	1,754,646	1,035,011	719,635	59%	41%
TOTAL BASE FUNDING	19,868,010	12,131,953	7,736,057	61%	39%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	31,552	10,352	75%	25%
SUPPLIES	23,986	8,697	15,289	36%	64%
CONTRACTUAL	22,800	13,242	9,558	58%	42%
OTHER	72,752	106,682	(33,930)	147%	-47%
INDIRECT	16,144	17,413	(1,269)	108%	-8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	177,586	0	100%	0%

CARRYOVER

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

GRAND TOTAL HS FEDERAL FUNDS **20,045,596** **12,309,539** **7,736,057** **61%** **39%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	2,533,822	(575,424)	129%	-29%
CALIF DEPT OF ED	11,131,398	8,304,445	2,826,953	75%	25%
TOTAL NON-FEDERAL	13,089,796	10,838,267	2,251,529	83%	17%

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

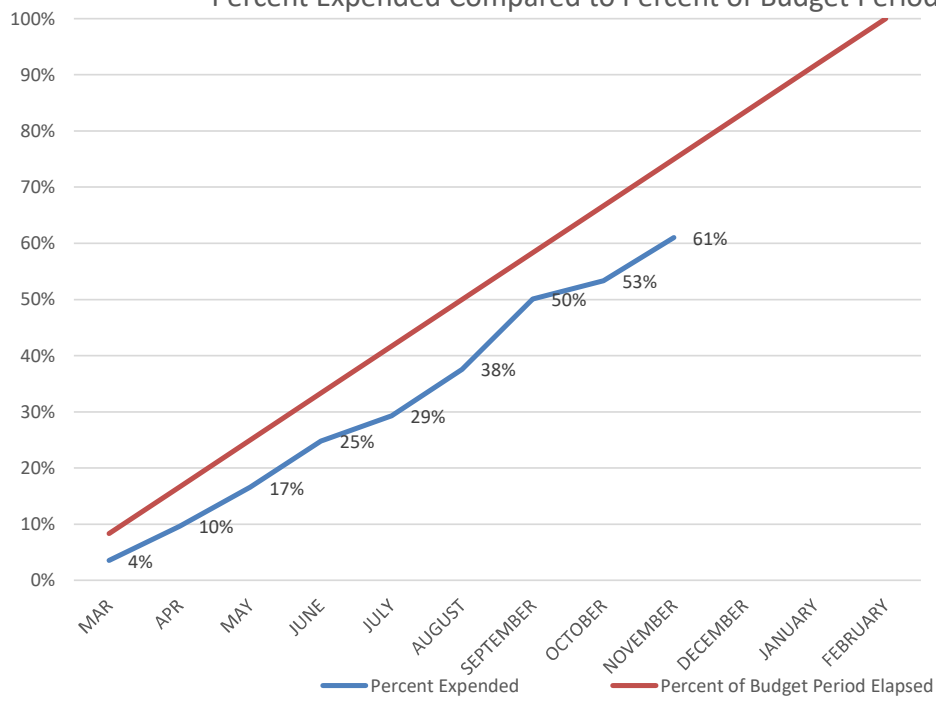
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023

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	41,409	-	-	-	41,409	12/1/2023
Lowe's	14,765	2,592	53	-	17,411	12/5/2023
Smart & Final	1,649	67	-	-	1,716	12/1/2023
Save Mart	2,149	652	-	-	2,801	11/27/2023
Chevron & Texaco Business Card	8,186	-	-	-	8,186	12/6/2023
Home Depot	14,819	2,592	-	-	17,411	12/5/2023
	82,978	-	53	-	88,934	

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

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

Date: January 24, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 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 November 30, 2023. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are 59% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 68% 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 - November 30, 2023
 Month 09 of 12 (75%)

Prepared 01/02/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,862,428	5,565,178	4,297,250	56%	44%
FRINGE BENEFITS	2,829,887	1,550,097	1,279,790	55%	45%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	544,011	661,112	45%	55%
CONTRACTUAL	1,057,942	544,956	512,986	52%	48%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	1,855,359	316,580	85%	15%
INDIRECT	1,666,021	958,677	707,344	58%	42%
TOTAL BASE FUNDING	18,793,340	11,018,277	7,775,063	59%	41%

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	52,620	(8,428)	119%	-19%
SUPPLIES	30,013	23,848	6,165	79%	21%
CONTRACTUAL	26,080	17,943	8,137	69%	31%
OTHER	212,393	125,279	87,114	59%	41%
INDIRECT	31,268	20,447	10,821	65%	35%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	233,501	110,445	68%	32%

CARRYOVER

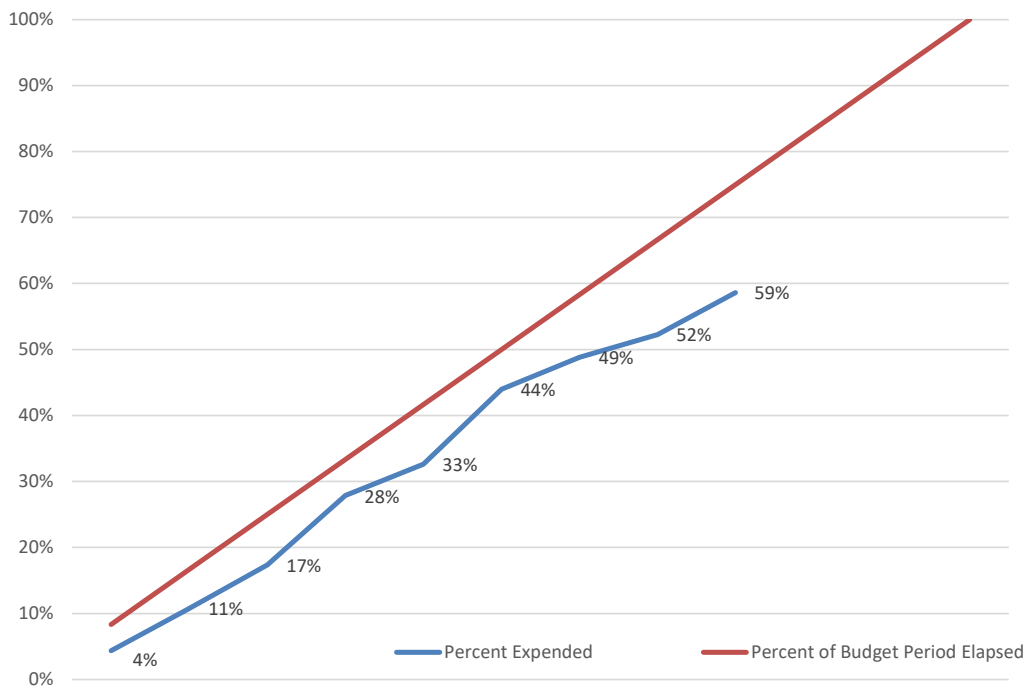
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
TOTAL CARRYOVER	-	-	-		

GRAND TOTAL EHS FEDERAL FUNDS	19,137,286	11,251,779	7,885,507	59%	41%
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 11/30/2023

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 November 30, 2023 (Month 9 of 12)
 Percent of budget period elapsed: 75.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	4,558	10,079	11,841	6,289	56,433	Kern	39,812	142%
Alicante	20	10,979	8,866	11,664	6,824	3,926	6,449	187	8,579	236	57,709	Kern	19,906	290%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,960	9,410	9,043	13,238	9,078	93,102	Kern	59,718	156%
Broadway	40	5,844	8,572	3,952	0	0	1,351	4,164	7,423	9,427	40,733	Kern	39,812	102%
California City	20	3,962	3,239	1,327	0	0	0	193	5,964	68	14,753	Kern	19,906	74%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	2,508	2,418	1,635	5,971	41,190	Kern	22,892	180%
Delano	76	21,579	21,523	10,293	0	0	7,807	15,038	20,443	19,900	116,583	Kern	75,643	154%
East California	52	6,966	7,633	16,447	10,427	6,476	8,440	8,925	8,979	8,660	82,953	Kern	51,756	160%
Fairfax	39	14,513	14,443	10,955	0	0	2,204	6,885	8,166	9,021	66,188	Kern	38,817	171%
Fairview	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,787	14,253	12,847	14,722	12,227	9,645	13,554	121,124	Kern	139,343	87%
Heritage	20	6,419	4,447	3,094	0	0	1,064	3,271	3,535	3,528	25,357	Kern	19,906	127%
Home Base	152	13,671	16,943	9,226	7,798	7,609	11,572	7,565	9,432	45	83,860	Kern	75,643	111%
Lamont	20	6,800	7,113	3,715	0	0	3,913	7,017	8,222	2,452	39,233	Kern	19,906	197%
Martha J. Morgan	71	18,212	18,278	16,909	13,241	10,398	10,880	12,236	10,201	11,068	121,423	Kern	70,667	172%
McFarland	20	18,674	14,207	11,433	0	0	2,580	8,259	9,590	8,556	73,299	Kern	19,906	368%
Mojave	20	2,344	954	100	0	0	1,065	66	2,927	3,553	11,010	Kern	19,906	55%
Oasis	45	14,048	12,295	9,215	0	0	653	9,110	7,828	6,345	59,492	Kern	44,789	133%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,803	24,504	20,355	33,710	13,734	216,181	Kern	127,399	170%
Planz	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	15,112	19,420	23,858	27,724	613	192,916	Kern	75,643	255%
Rosamond	60	4,136	4,253	1,942	0	0	649	3,948	166	353	15,447	Kern	59,718	26%
San Diego	32	7,732	6,487	4,299	2,942	4,354	4,261	5,034	6,976	249	42,333	Kern	31,850	133%
Seibert	20	2,192	2,325	1,186	0	0	392	2,865	272	204	9,434	Kern	19,906	47%
Shafter	20	5,245	3,951	2,855	4,498	1,177	2,175	3,176	1,579	0	24,656	Kern	19,906	124%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,698	3,980	4,281	4,566	75	26,910	Kern	23,887	113%
Sterling	124	17,632	14,182	16,513	14,791	16,430	18,707	16,586	23,643	317	138,800	Kern	123,418	112%
Stockdale Head Start	60													
Sunrise Villa	20	2,987	4,203	1,784	0	0	656	2,918	2,883	226	15,657	Kern	19,906	79%
Taft	60	8,550	8,852	6,946	0	0	511	2,640	7,557	510	35,567	Kern	59,718	60%
Tehachapi	34	1,671	2,593	77	0	0	0	537	2,877	543	8,299	Kern	33,840	25%
Vineland	20	2,263	2,062	1,834	0	0	828	836	2,295	0	10,117	Kern	19,906	51%
Virginia	20	9,620	10,265	12,432	0	0	4,897	12,413	13,764	113	63,504	Kern	19,906	319%
Wesley	60	21,461	17,008	14,220	0	0	3,919	3,309	7,301	302	67,520	Kern	59,718	113%
Willow	40	10,607	9,946	6,779	0	0	2,984	5,660	12,678	0	48,654	Kern	39,812	122%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	0	0	0%
Governance		485	363	394	15	39	144	23	35	0	1,498	Kern	15,000	10%
Program Services		13,559	8,991	8,585	11,830	7,588	5,257	7,283	382	0	63,476	Kern/SJC	74,265	85%
California Street	24	5,829	6,641	6,121	4,730	4,028	6,606	7,050	6,427	362	47,794	SJC	39,646	121%
Chrisman	16	4,794	4,540	2,987	946	0	0	0	0	0	13,267	SJC	26,431	50%
Glanone	0	0	0	0	0	0	682	494	226	0	1,402	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,784	3,215	964	3,158	181	16,328	SJC	26,431	62%
Lodi Home Base	30	8,307	13,348	14,790	11,503	10,329	13,084	1,265	7,299	113	80,039	SJC	24,779	323%
Lodi UCC	30	6,058	6,624	5,855	5,632	6,573	6,882	45	7,057	0	44,526	SJC	49,558	90%
Manteca Home Base	11	7,143	5,740	6,477	4,518	7,040	5,900	1,622	1,860	68	40,368	SJC	9,086	444%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	3,315	673	1,923	0	19,375	SJC	39,646	49%
St. Mary's	24	4,791	3,369	3,162	6,541	4,107	6,003	7,227	6,535	0	41,736	SJC	39,646	105%
Stockton Home Base	78	9,353	11,386	11,847	13,688	11,139	15,010	8,419	10,042	113	90,997	SJC	64,425	141%
Tracy Home Base	12	6,099	4,634	4,532	3,758	3,040	0	0	0	0	22,062	SJC	9,912	223%
Walnut	24	3,586	3,040	3,039	4,162	5,619	5,756	3,557	1,381	373	30,515	SJC	39,646	77%
SUBTOTAL IN-KIND	1,945	402,967	392,442	354,839	215,570	177,407	248,713	263,720	341,961	136,203	2,533,822	0	1,971,337	129%
State General Child Care*		273,064	254,458	266,636	260,460	203,319	238,128	216,189	237,647	211,249	2,161,150	Kern	3,297,554	66%
State Preschool*		623,046	525,600	542,386	315,917	171,560	375,128	454,961	588,144	526,245	4,122,987	Kern	6,413,658	64%
State Migrant Child Care*		5,212	7,596	7,442	3,941	907	2,551	3,373	4,053	2,551	37,625	Kern	0	0%
SUBTOTAL CA DEPT of ED	901,323	787,654	816,465	580,318	375,785	615,807	674,523	829,843	740,045	6,321,763	x	9,711,212	65%	
State General Child Care*		96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	1,270,255	SJC	1,175,152	108%
SUBTOTAL CA DEPT of ED	96,972	128,349	139,529	128,466	109,071	159,715	163,431	185,856	158,866	1,270,255	x	1,175,152	108%	
GRAND TOTAL		1,401,262	1,308,445	1,310,833	924,354	662,263	1,024,235	1,101,674	1,357,660	1,035,114	10,125,840		12,857,701	79%
											712,427			
											10,838,267			

**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 November 30, 2023 (Month 9 of 12)**

Percent of year elapsed: **75.0%**

LOCATION	FUNDED ENROLLMENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	2,335	339	2,014	3,370	19,910	103,398	19%
Kern Community College District - BC	32	27,579	13,672	20,450	23,742	22,090	23,937	24,011	24,706	0	180,187	137,864	131%
KCSOS - Blanton	16	33,685	6,355	8,527	37,414	13,482	29,774	108,940	10,478	0	248,655	68,932	361%
Garden Pathways	11	0	166	0	0	0	0	0	136	0	302	47,391	1%
Taft College	42	49,928	44,682	45,507	38,442	18,116	23,296	21,039	22,308	0	263,318	180,947	146%
Escuelita Hernandez	16	57	0	0	0	0	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	152	113,580	67,100	77,115	102,524	55,427	79,341	154,330	59,642	3,370	712,427	654,854	109%

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



MEMORANDUM

To: Budget and Finance Committee

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

Date: January 24, 2024

Subject: *Agenda Item 4b: Agency-Wide Budget Revision #3 – Action Item*

The proposed revised annual budget for the 2023/24 fiscal year is presented using the following functional categories:

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

The annual operating budget (program services and support services) has been revised from \$127,513,387 to \$129,405,194. The increase is attributed to the realignment of Energy programming. The Energy program was able to spend down the LIHEAP 2023 (Low Income Home Energy Assistance Program) contract by the end of December 2023 to achieve a level A rating. In addition, the DOE BIL (Department of Energy Bipartisan Infrastructure Law) contract was acquired, and staff are completing the required goals.

The Indirect budget has been revised from \$8,669,690 to \$8,737,690 for the five support divisions: Executive, Human Resources, Finance, Operations and Program Administration. A projected cost of \$68,000 has been added for the acquisition of Board Room furniture for 1300 18th Street.

Recommendation

Staff recommends that the Executive Committee approve the revised annual budget for FY 2023/24.

Attachments: (1) Revised Annual Budget for FY 2023/24 (11 pages)
(2) Detail of Budget Revision Changes for FY 2023/24 (1 page)

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

	Program Services					Support Services	TOTAL	Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising		
Revenue								
Government Revenue	\$ 89,594,751	\$ 15,413,644	\$ 7,313,621	\$ 9,562,696	\$ 1,791,327	\$ -	\$ 123,676,039	\$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	1,823,142	-	-	-	11,520	1,834,662	-
Other Revenue	-	253,247	-	-	-	8,464	261,711	10,269,644
Donations	-	229,241	-	-	-	10,000	239,241	-
Total Revenue	\$ 88,094,416	\$ 19,219,609	\$ 7,313,621	\$ 9,562,696	\$ 1,791,327	\$ 29,984	\$ 126,011,653	\$ 10,269,644
Expenditures								
Salaries	34,805,356	4,791,680	2,144,738	4,219,812	981,358	157,156	47,100,100	4,684,733
Benefits	10,516,956	1,486,523	563,572	1,226,969	230,966	48,718	14,073,704	1,216,557
Travel	668,717	110,349	45,978	55,702	40,290	24,750	945,786	88,000
Space Cost	5,232,039	6,790,477	209,036	953,189	260,590	3,005,700	16,451,031	354,950
Supplies	2,449,189	125,671	270,912	232,451	30,245	8,800	3,117,268	332,650
Equipment	810,970	850,740	107,306	58,550	4,867	-	1,832,433	200,000
Consultant/Contract	1,309,179	648,910	1,855,564	830,833	27,035	30,307	4,701,828	1,049,000
Other Operating Costs	1,162,562	409,174	1,078,691	380,166	44,380	109,610	3,184,583	780,300
Program Costs	23,131,098	3,068,971	382,704	825,804	3,000	-	27,411,577	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,696,110	932,114	655,120	779,220	168,596	38,484	10,269,644	-
Total Expenditures	\$ 88,094,416	\$ 19,219,609	\$ 7,313,621	\$ 9,562,696	\$ 1,791,327	\$ 3,423,525	\$ 129,405,194	\$ 8,737,690
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,393,541)	\$ (3,393,541)	\$ 1,531,954

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2023/24
BUDGET REVISION #1 (PROPOSED CHANGES)**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ -	\$ -	\$ 1,891,807	\$ -	\$ -	\$ -	\$ 1,891,807	\$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	162,228
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ -	\$ -	\$ 1,891,807	\$ -	\$ -	\$ -	\$ 1,891,807	\$ 162,228
Expenditures								
Salaries	-	-	382,648	-	-	-	382,648	-
Benefits	-	-	21,390	-	-	-	21,390	-
Travel	-	-	2,602	-	-	-	2,602	-
Space Cost	-	-	3,005	-	-	-	3,005	-
Supplies	-	-	26,929	-	-	-	26,929	68,000
Equipment	-	-	25,978	-	-	-	25,978	-
Consultant/Contract	-	-	933,856	-	-	-	933,856	-
Other Operating Costs	-	-	384,212	-	-	-	384,212	-
Program Costs	-	-	(51,041)	-	-	-	(51,041)	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	-	-	162,228	-	-	-	162,228	-
Total Expenditures	\$ -	\$ -	\$ 1,891,807	\$ -	\$ -	\$ -	\$ 1,891,807	\$ 68,000
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,228

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

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 89,594,751	\$ 15,413,644	\$ 5,421,814	\$ 9,562,696	\$ 1,791,327	\$ -	\$ 121,784,232	\$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	1,823,142	-	-	-	11,520	1,834,662	-
Other Revenue	-	253,247	-	-	-	8,464	261,711	10,107,416
Donations	-	229,241	-	-	-	10,000	239,241	-
Total Revenue	\$ 88,094,416	\$ 19,219,609	\$ 5,421,814	\$ 9,562,696	\$ 1,791,327	\$ 29,984	\$ 124,119,846	\$ 10,107,416
Expenditures								
Salaries	34,805,356	4,791,680	1,762,090	4,219,812	981,358	157,156	46,717,452	4,684,733
Benefits	10,516,956	1,486,523	542,182	1,226,969	230,966	48,718	14,052,314	1,216,557
Travel	668,717	110,349	43,376	55,702	40,290	24,750	943,184	88,000
Space Cost	5,232,039	6,790,477	206,031	953,189	260,590	3,005,700	16,448,026	354,950
Supplies	2,449,189	125,671	243,983	232,451	30,245	8,800	3,090,339	264,650
Equipment	810,970	850,740	81,328	58,550	4,867	-	1,806,455	200,000
Consultant/Contract	1,309,179	648,910	921,708	830,833	27,035	30,307	3,767,972	1,049,000
Other Operating Costs	1,162,562	409,174	694,479	380,166	44,380	109,610	2,800,371	780,300
Program Costs	23,131,098	3,068,971	433,745	825,804	3,000	-	27,462,618	-
Depreciation	312,240	5,000	-	-	-	-	317,240	31,500
Indirect	7,696,110	932,114	492,892	779,220	168,596	38,484	10,107,416	-
Total Expenditures	\$ 88,094,416	\$ 19,219,609	\$ 5,421,814	\$ 9,562,696	\$ 1,791,327	\$ 3,423,525	\$ 127,513,387	\$ 8,669,690
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (393,541)	\$ (393,541)	\$ 1,437,726

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

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	42,706,702	11,165,592	1,571,900	4,874,043	29,276,514	89,594,751
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	(1,500,335)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ 41,206,367	\$ 11,165,592	\$ 1,571,900	\$ 4,874,043	\$ 29,276,514	\$ 88,094,416
Expenditures						
Salaries	20,645,733	7,804,438	1,097,973	2,785,694	2,471,518	34,805,356
Benefits	6,235,249	2,325,118	347,465	894,331	714,793	10,516,956
Travel	406,217	-	-	232,000	30,500	668,717
Space Cost	4,989,339	-	-	96,000	146,700	5,232,039
Supplies	2,283,041	-	-	110,148	56,000	2,449,189
Equipment	414,100	-	-	-	396,870	810,970
Consultant/Contract	1,238,097	20,982	3,600	25,000	21,500	1,309,179
Other Operating Costs	944,918	-	-	78,284	139,360	1,162,562
Program Costs	247,157	-	-	196,000	22,687,941	23,131,098
Depreciation	297,840	-	-	14,400	-	312,240
Indirect	3,504,676	1,015,054	122,862	442,186	2,611,332	7,696,110
Total Expenditures	\$ 41,206,367	\$ 11,165,592	\$ 1,571,900	\$ 4,874,043	\$ 29,276,514	\$ 88,094,416
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.2%	29.8%	31.6%	32.1%	28.9%	30.2%

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

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	Food Bank Expansion	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP			
Revenue								
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410,252	\$ -	\$ 410,252
Other Government Revenue	4,346,698	1,814,696	2,098,319	203,206	2,301,525	1,868,025	5,082,700	15,413,644
Head Start Subsidy for CACFP	-	-	1,213,057	287,278	1,500,335	-	-	1,500,335
Private Revenue	-	-	-	-	-	50,000	1,773,142	1,823,142
Other Revenue	-	-	-	-	-	253,247	-	253,247
Donations	-	-	-	-	-	229,241	-	229,241
Total Revenue	\$ 4,346,698	\$ 1,814,696	\$ 3,311,376	\$ 490,484	\$ 3,801,860	\$ 2,810,765	\$ 6,855,842	\$ 19,629,861
Expenditures								
Salaries	2,518,623	655,319	843,039	-	843,039	1,049,062	-	5,066,043
Benefits	780,773	197,066	258,634	-	258,634	332,359	-	1,568,832
Travel	12,000	33,307	27,000	-	27,000	38,042	-	110,349
Space Cost	402,948	49,627	121,700	-	121,700	186,100	6,030,102	6,790,477
Supplies	40,657	16,887	6,000	-	6,000	62,127	-	125,671
Equipment	25,000	-	-	-	-	-	825,740	850,740
Consultant/Contract	-	648,910	-	-	-	16,285	-	665,195
Other Operating Costs	165,816	48,608	62,600	-	62,600	132,150	-	409,174
Program Costs	3,000	-	1,801,647	-	1,801,647	792,313	-	2,596,960
- Vended Meals	-	-	-	472,011	472,011	-	-	472,011
Depreciation	5,000	-	-	-	-	-	-	5,000
Indirect	392,881	164,972	190,756	18,473	209,229	202,327	-	969,409
Total Expenditures	\$ 4,346,698	\$ 1,814,696	\$ 3,311,376	\$ 490,484	\$ 3,801,860	\$ 2,810,765	\$ 6,855,842	\$ 19,629,861
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	31.0%	30.1%	30.7%		30.7%	31.7%		31.0%

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

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	7,313,621
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 7,313,621
Expenditures	
Salaries	2,144,738
Benefits	563,572
Travel	45,978
Space Cost	209,036
Supplies	270,912
Equipment	107,306
Consultant/Contract	1,855,564
Other Operating Costs	1,078,691
Program Costs	382,704
Depreciation	-
Indirect	655,120
Total Expenditures	\$ 7,313,621
Gain/(Loss)	\$ -
Benefit Rate	26.3%

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

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Youth Centers	TOTAL
Revenue									
Community Services Block Grant (CSBG)	\$ 235,268	\$ 137,516	\$ 46,256	\$ -	\$ 182,034	\$ -	\$ -	\$ 552,590	\$ 1,153,664
Other Government Revenue	1,494,337	5,166,121	260,000	213,205	1,082,924	377,000	500,000	469,109	9,562,696
Private Revenue	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 1,729,605	\$ 5,303,637	\$ 306,256	\$ 213,205	\$ 1,264,958	\$ 377,000	\$ 500,000	\$ 1,021,699	\$ 10,716,360
Expenditures									
Salaries	1,053,176	2,280,992	172,368	117,000	386,885	7,900	282,422	470,450	4,771,193
Benefits	304,754	644,877	37,574	35,100	101,675	2,500	87,551	130,472	1,344,503
Travel	2,620	17,500	11,350	2,000	17,322	600	17,500	12,100	80,992
Space Cost	78,000	828,848	38,700	4,500	33,252	-	-	230,479	1,213,779
Supplies	53,483	140,396	1,066	1,000	13,212	2,000	34,342	14,197	259,696
Equipment	-	-	-	45,000	13,550	-	-	4,867	63,417
Consultant/Contract	4,000	24,419	-	-	522,974	285,000	-	5,190	841,583
Other Operating Costs	76,335	138,086	13,371	2,136	100,827	-	32,730	59,061	422,546
Program Costs	-	749,104	-	-	3,500	72,700	-	3,500	828,804
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	157,237	479,415	31,827	6,469	71,761	6,300	45,455	91,383	889,847
Total Expenditures	\$ 1,729,605	\$ 5,303,637	\$ 306,256	\$ 213,205	\$ 1,264,958	\$ 377,000	\$ 500,000	\$ 1,021,699	\$ 10,716,360
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	28.9%	28.3%	21.8%	30.0%	26.3%	31.6%	31.0%	27.7%	28.2%

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

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 410,252	\$ 235,268	\$ 46,256	\$ 182,034	\$ 552,590	\$ 137,516	\$ 227,411	\$ 1,791,327
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 410,252	\$ 235,268	\$ 46,256	\$ 182,034	\$ 552,590	\$ 137,516	\$ 227,411	\$ 1,791,327
Expenditures								
Salaries	274,363	179,904	10,368	83,061	213,267	64,781	155,614	981,358
Benefits	82,309	33,976	1,574	10,528	53,317	18,139	31,123	230,966
Travel	-	-	4,000	11,000	5,790	4,500	15,000	40,290
Space Cost	-	-	15,000	24,400	191,111	30,079	-	260,590
Supplies	-	-	200	12,850	9,695	4,500	3,000	30,245
Equipment	-	-	-	-	4,867	-	-	4,867
Consultant/Contract	16,285	-	-	5,000	750	5,000	-	27,035
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	44,380
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	37,295	21,388	15,114	15,620	48,738	9,767	20,674	168,596
Total Expenditures	\$ 410,252	\$ 235,268	\$ 46,256	\$ 182,034	\$ 552,590	\$ 137,516	\$ 227,411	\$ 1,791,327
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	18.9%	15.2%	12.7%	25.0%	0.0%	20.0%	23.5%

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

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	11,520
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Transfer Released From Restriction	(408,080)	408,080	-
Total Revenue	\$ (385,355)	\$ 408,080	\$ 22,725
Expenditures			
Salaries	-	157,156	157,156
Benefits	-	48,718	48,718
Travel	-	24,750	24,750
Space Cost	3,002,200	3,500	3,005,700
Supplies	-	8,800	8,800
Equipment	-	-	-
Consultant/Contract	-	30,307	30,307
Other Operating Costs	5,260	104,350	109,610
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	726	37,758	38,484
Total Expenditures	\$ 3,008,186	\$ 415,339	\$ 3,423,525
Fund Balance	-	7,259	7,259
Gain/(Loss)	\$ (3,393,541)	\$ -	\$ (3,393,541)
Benefit Rate	0.0%	31.0%	31.0%

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

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -		\$ -
Other Government Revenue	-	-	-	-		-
Private Revenue	-	-	-	-		-
Other Revenue	-	-	-	-		10,269,644
Donations	-	-	-	-		-
Total Revenue	\$ -	\$ -	\$ -	\$ -		\$ 10,269,644
Expenditures						
Salaries	877,925	1,198,641	290,209	1,573,326	744,632	4,684,733
Benefits	210,702	290,474	89,965	394,580	230,836	1,216,557
Travel	9,000	25,000	25,450	9,000	19,550	88,000
Space Cost	-	351,700	-	3,250	-	354,950
Supplies	78,000	108,000	86,000	30,000	30,650	332,650
Equipment	-	200,000	-	-	-	200,000
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	1,049,000
Other Operating Costs	23,000	494,250	94,400	42,250	126,400	780,300
Program Costs	-	-	-	-	-	-
Depreciation	-	31,500	-	-	-	31,500
Indirect	-	-	-	-	-	-
Total Expenditures	\$ 1,302,127	\$ 2,952,565	\$ 602,524	\$ 2,550,906	\$ 1,329,568	\$ 8,737,690
Gain/(Loss)						\$ 1,531,954
Benefit Rate	24.0%	24.2%	31.0%	25.1%	31.0%	26.0%

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

Line Items	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Revenue	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,917,489	\$ 10,269,644	29.7%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	7.9%
Benefits	674,091	756,241	875,486	931,312	982,302	1,216,557	23.8%
<i>Benefit Rate</i>	23.9%	24.6%	24.3%	23.4%	22.6%	26.0%	
Total Personnel Costs	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	\$ 5,901,290	10.8%
	71.3%	72.5%	71.2%	71.9%	70.0%	67.5%	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	386,450	79.2%
Supplies	138,400	166,500	119,400	150,200	195,000	332,650	70.6%
Equipment	-	-	-	196,000	-	200,000	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	780,300	52.7%
Total Operating Costs	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,280,957	\$ 2,836,400	24.4%
	28.7%	27.5%	28.8%	28.1%	30.0%	32.5%	
Total Expenditures	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,605,471	\$ 8,737,690	14.9%
Excess Indirect Revenue	\$ 155,513	\$ 521,953	\$ 572,765	\$ 632,984	\$ 312,018	\$ 1,531,954	391.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Operations	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	\$ 2,952,565	29.9%
Human Resources	1,223,465	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1.1%
Finance	1,046,900	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	13.0%
Community Development	704,410	705,930	-	-	-	1,329,568	0.0%
Executive	534,935	612,204	1,145,335	1,133,815	1,337,079	602,524	-54.9%
TOTAL	\$ 4,904,076	\$ 5,272,341	\$ 5,934,667	\$ 6,507,462	\$ 7,155,020	\$ 8,737,690	22.1%

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

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Education	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	\$ 88,094,416	44.1%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	-22.7%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	7,313,621	15.7%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	49.1%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	17.0%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	3,423,525	998.1%
COVID Response	-	-	-	4,259,035	3,602,032	-	-100.0%
Total Annual Budget	\$ 56,885,471	\$ 72,400,955	\$ 82,521,802	\$ 88,221,361	\$ 104,174,023	\$ 129,405,194	24.2%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Salaries	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	\$ 47,100,100	22.1%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,073,704	26.1%
Travel	536,271	604,666	814,611	723,003	721,930	945,786	31.0%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	16,451,031	-29.1%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	3,117,268	-4.2%
Equipment	211,038	99,000	92,760	291,353	831,379	1,832,433	120.4%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	4,701,828	23.9%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	3,184,583	-7.8%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	27,411,577	143.1%
Depreciation	306,776	362,700	311,004	301,440	301,440	317,240	5.2%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	10,269,644	35.2%
TOTAL	\$ 56,885,471	\$ 72,400,955	\$ 82,521,802	\$ 88,221,361	\$ 104,174,023	\$ 129,405,194	24.2%



MEMORANDUM

To: Budget and Finance Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: January 24, 2024

Subject: *Agenda Item 4c*: Food Bank:Community Impact and Funding Needs - **Info Item**

During the agency annual budget development process, Food Bank leadership assessed the current and the long-term budget outlook in the program. During the past 5 years the program has seen increases in funding with new and expanded funding streams due in part to robust state budgets, and large outlays in pandemic related funding. The growth in funding allowed the Food Bank to make a significant impact on the relatively high food insecurity rate that exists in Kern County. Today, the Food Bank has grown to 265 food distribution sites county-wide, including partnership agreements with more than 200 agency partners. This has enabled the Food Bank to serve more than 100,00 Kern County residents monthly.

Staff has concerns with a state budget year that appears to be much leaner in the upcoming fiscal year, along with the realization that some of the state funding that was originally tied to pandemic services is ending. Also, our network partners are charged a “maintenance fee” for some types of food obtained through the Food Bank. We follow the requirements and recommendations set by Feeding America for food obtained through our rescue program at grocery stores, charging partners 19 cents per pound. However, we are anticipating that the fee may be reduced or eliminated in the coming years, as it has become a burden for our partners and is limiting the number of total pantry partners in our network. In analyzing this information and looking out over the next 3, 5 or even 10 years, there is a concern that our funding levels may not match up with our mission to alleviate food insecurity in Kern County.

In response to these challenges, we have initiated outreach efforts to secure support from local government offices.

Over the past couple of weeks, our team has met with representatives from the City of Bakersfield and County of Kern. During these engagements, we conducted a comprehensive presentation that highlighted the food bank’s impact across the county, measured by the pounds of food distributed and the number of meals served. We also delved into our various funding sources and brought attention to the potential loss of revenue.

The presentations extended an invitation for collaboration, urging City and County officials to be actively involved in shaping the future impact of the food bank. We emphasized the following key goals:

Articulating Financial Requirements: We outlined both immediate and long-term financial needs crucial for sustaining and potentially expanding our vital services.

Underscoring Unparalleled Community Impact: As the largest emergency food distributor in Kern County, we stressed the unique position of the food bank in positively influencing our community's well-being.

Illuminating Operational Challenges: We shared insights into the operational challenges we face, particularly in terms of staffing and logistics, as we strive to maintain our expansive reach across the county.

We want to acknowledge how our services impact community partners and contribute to the collaborative effort in uplifting community members. Our presentation provided an opportunity for collaborative decision-making in the near future. We are currently awaiting feedback from City and County officials, and we will keep the board informed of the outcomes and progress of our ongoing conversations.



MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: January 24, 2024

Subject: **Agenda Item 4d: 2023-24 Head Start / Early Head Start Carry Over Budget Revision – Action Item**

In August 2023, CAPK Board of Director's approved the submission of a Carry Over request to the Office of Head Start (OHS). As we approach the end of our fiscal year, the Head Start and State Child Development Division, through ongoing monitoring and review of the budget to actuals, are proposing to reallocate any potential savings within the carry over budget to other projects. Program staff in partnership with the Finance Division have identified savings in the Head Start / Early Head Start Kern carry over funding in the Other Category, where a realignment has been deemed necessary. Within this budget revision, staff are proposing to reallocate savings from the Other to the Construction category.

We attribute this change to the timing of the Carry Over Approval from OHS. Many of the projects intended to be coded to Carry Over were completed and subsequently funded through HS/EHS Base funding prior to the release of the Notice of Award from OHS. The balance of funding needed for the Central Kitchen renovation project was added to the Construction category totaling \$1.7 million. The attached table identifies the changes proposed in the budget revision.

All previously approved projects not already completed will be funded from the Carry Over as previously approved. These projects include recruitment and retention incentive programs from Personnel and Fringe categories; increased travel opportunities for staff training in the Travel Category; as well as expenditures in both Supplies and the Other categories to fund minor renovation and repair projects including outdoor environments at HS/EHS facilities. This will also include paying off the mortgage for the Pete Parra Facility. Equipment approval was also obtained to support the purchase of shade structures and vehicle purchases for the Central Kitchen.

Recommendation

Staff recommends the Board of Directors approve the submission of the Budget Revision for Carry Over for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget periods.

Attachments:

Carry Over Budget Detail Revised 2023
Resolution #2024-01

Community Action Partnership of Kern
Head Start and State Child Development Division
2023-2024 Budget Revision for Carry Over
Budget Detail

BASE and T&TA	APPROVED CARRYOVER REQUEST	APPROVED Head Start Revised	APPROVED Early Head Start Revised	REVISED CARRYOVER REQUEST	REVISED Head Start Revised	REVISED Early Head Start Revised	CARRY OVER BUDGET REVISION	PROJECTS
PERSONNEL (BASE)	\$ 309,231	\$ 216,462	\$ 92,769	\$ 309,231	\$ 216,462	\$ 92,769	\$ -	
FRINGE BENEFITS (BASE)	\$ 8,000	\$ 8,000		\$ 8,000	\$ 8,000		\$ -	
TRAVEL (T&TA)	\$ 62,331	\$ 25,133	\$ 37,198	\$ 62,331	\$ 25,133	\$ 37,198	\$ -	
SUPPLIES (BASE)	\$ 66,733	\$ 53,386	\$ 13,347	\$ 66,733	\$ 53,386	\$ 13,347	\$ -	
EQUIPMENT (BASE)	\$ 414,100	\$ 314,100	\$ 100,000	\$ 414,100	\$ 314,100	\$ 100,000	\$ -	
CONSTRUCTION (BASE)	\$ -			\$ 1,700,000	\$ 1,000,000	\$ 700,000	\$ 1,700,000	**\$645,378 included in 1303 Carry Over previously submitted
CONTRACTUAL (BASE)	\$ 5,825	\$ 4,505	\$ 1,320	\$ 5,825	\$ 4,505	\$ 1,320	\$ -	
OTHER (BASE)	\$ 1,975,174	\$ 1,185,104	\$ 790,070	\$ 239,492	\$ 165,483	\$ 74,009	\$ (1,735,682)	Reduced as projects were already paid from BASE Funds for Minor Renovations Projects, Landscape Design, and Fencing
INDIRECT (BASE)	\$ 37,047	\$ 29,638	\$ 7,409	\$ 72,729	\$ 49,259	\$ 23,470	\$ 35,682	Adjusted MTDC
TOTAL	\$ 2,878,441	\$ 1,836,328	\$ 1,042,113	\$ 2,878,441	\$ 1,836,328	\$ 1,042,113		

** \$645,378 1303 Carry Over Request for Barnett House
\$ 3,523,819 Total Approved to be carried over mirroring the Final SF 425



RESOLUTION # 2024-01

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of a Carry Over Budget Revision to the Office of Head Start

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on January 31, 2024, at a scheduled meeting offsite at 1300 17th Street, Bakersfield, CA 93301, and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit to the Office of Head Start a Carry Over Budget Revision for the Head Start / Early Head Start for the budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to have \$1.7 million moved from the Other category to the Construction category to support the Central Kitchen renovation project;

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision request Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission a Budget Revision for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of January 2024.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: January 24, 2024

Subject: *Agenda Item 4e*: Head Start No Cost Extension Request – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to submit a request to extend the period of availability of funds for our Head Start and Early Head Start Grant (09CH011132).

This request aims to extend the period of time in which the program can fully obligate the Head Start and Early Head grant. Currently, this award is scheduled to end February 29, 2024. The extension will allow the program to fully obligate and liquidate funding available. The program has identified needs to support Head Start services. This additional time will support Head Start in completing the procurement processes, allow vendors the time needed to fulfill their contracted obligations, as well as any additional project approvals required from the Office of Head Start.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance and Executive teams. With approval from the Board of Directors, the program will submit the request in writing to extend the period of availability of funding for an additional 12 months. Upon approval from the Office of Head Start, the grant will close February 28, 2025.

Recommendation:

Staff recommends the Board of Director's approves with resolution the submission of a request to Extend the Period of Availability of funds for Head Start and Early Head Start (09CH011132) grant and authorized the Chief Executive Officer to sign the letter on behalf of the Board of Directors.

Attachment:

Resolution #2024-02



RESOLUTION # 2024-02

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of a No Cost Extension Request Letter to the Office of Head Start

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on January 31, 2024, at a scheduled meeting at 1300 17th Street, Bakersfield, CA and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit to the Office of Head Start a letter requestion to extend the period of availability for the Head Start / Early Head Start for the budget year 2023-2024 with a No Cost Extension request; and

WHEREAS, the Head Start and State Child Development Division has requested to have the availability of funds to be extended for twelve months to February 28, 2025,

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a No Cost Extension request Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission a No Cost Extension letter for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 31st day of January 2024.


Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget and Finance Committee

From: 
Emilio G. Wagner, Chief Facilities and Technology Officer

Date: January 24, 2024

Subject: *Agenda Item 4f*: 18th Street Notice to Proceed with Phase II Construction– **Action Item**

Background

Piuser Construction and Ethosphere Studio were selected as the Design Build team for the interior improvements of the 1300 18th Street offices. The project was broken into two phases. Phase I included Executive staff, IT, Finance, and Facilities. Phase II includes Community Development, HR, Head Start, 211, and CalFresh.

Phase I of the project was completed on time and within budget, which allowed for a successful move-in. During construction and move, the design-build team developed construction documents meeting the needs of the phase II occupants. The project was designed to use as much of the existing walls and offices as possible while considering an efficient and comfortable workspace. The design team has worked diligently to keep costs down while using durable materials and finishes to provide professional office space.

Current Events

All phase II occupants approved their space's design, and construction documents were submitted to the County for plan check. The project was bid out by Piuser Construction to get the best possible cost for phase II. As a result, the expected construction cost is \$893,590. Three alternate adds were considered yet will not be moving forward, folding partition walls for the board room, modifying existing shower finishes, and upgrading all lighting to Title 24 standards. Staff have been working with PG&E to upgrade all lighting through one of their LED programs.

Construction is expected to take 4 months with the project phased based critical need for space. As a section is completed, we will be moving those departments on the predetermined priority list, for example, Reception, HR, and Head Start will be the first to move in. Community Development, 211, and CalFresh currently have space through July.

Fiscal Impact

The total project cost is identified as follows:

Design	\$154,000
Phase I Construction	\$382,585
Phase II Construction	\$893,590
Total Project Cost	\$1,430,590
10% Contingency *	\$89,359
Total Potential Project Cost	\$1,519,534

*10% contingency is for owner-identified change orders as some spaces may require additional electrical or infrastructure, such as the Board Room. Since there are some Board Room design aspects to be determined, staff would like to take a little more time to ensure the room functions to provide the most practical method for members of the Board to consume and give information. This will include monitor, audio, and microphone placements.

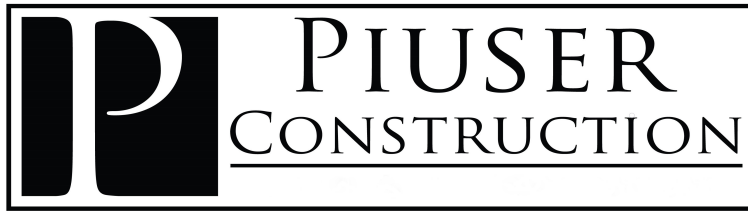
The original proposal received from Piuser Construction in June of 2023 totaled \$1,899,005 staff worked with the design team to identify a savings of \$468,415. As for the financial component of the tenant improvements cost will be attributed to the discretionary fund. These costs will be included in the cost basis for our depreciation, that develops into our use fee for program occupancy. As such, these costs will be covered by programs as part of their use fee.

Recommendation:

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a notice to proceed with construction and authorize any change orders associated with Phase II up to a total contract amount of \$1,519,534.

Attachments:

Phase II – Project Cost



CAPK Administration Building
Tenant Improvement Phase 2
Budget Proposal

Prepared by Piuser Construction
Eric J. Moser
4117 East Drive
Bakersfield, CA 93308
661-679-6403
eric@piuserconstruction.com

Date: January 18th, 2024

Prepared for: CAPK

We are thrilled that you are considering Piuser Construction to manage the construction of your tenant improvement. We have reviewed the drawings and project specifications and are excited about the prospect of working with you.

Attached please find a completed budget proposal for CAPK Administration Building Phase 2. After carefully reviewing the project's specifications, we have broken down the scope, process, cost, and all other expectations to help you make the best decision possible for your project.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact David Piuser or Eric Moser at david@piuserconstruction.com / eric@piuserconstruction.com or 661-679-6403 with any questions you may have.

We look forward to hearing from you!

Best,

A handwritten signature in cursive script that reads "Eric J. Moser".

Eric J. Moser
Piuser Construction

Project Scope

Project Summary:

Project to include all necessary structural elements, electrical, plumbing, HVAC, and finish work per drawings submitted to the county 01/19/2024.

Procedural Expectations:

Upon acceptance of this budget proposal, Piuser Construction will be responsible for securing and maintaining the job site and all materials and subcontractors hired. Piuser Construction will be responsible for all construction related clean-up and waste management.

Project Owner Expectations:

Piuser Construction will ensure all visitors to the job site will be approved by on-site management and always wear all necessary personal protective equipment. Job site access will be limited to Architect, Inspectors, Contractors, Owner And Owners representatives.

Materials And Services Not Included:

This Proposal covers only the labor, services, materials, and goods outlined herein. Piuser Construction is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfounded existing conditions, Piuser Construction will work with owners to determine the scope of extra work, costs involved with remedying the conditions, and a date for payment through a written Change Order.

Exclusions:

- Special inspections not listed in plans
- Fire Sprinklers / Suppresion
- PG&E tie in
- Cubicles
- Security system
- Permit Fees

PROJECT COSTS

Scope Of Work

- Demolition	Piuser Construction
- Drywall / Metal Framing	Art's Drywall
- Electrical	Marr's Electric
- HVAC	Six Mechanical
- Plumbing	Co-Opp Plumbing
- Flooring / Baseboard	Piuser Construction
- Paint	DSC Painting
- Doors	Piuser Construction
- Cabinets / Countertops	California Custom Laminate
- Signage	Vital Signs
- Acoustic Ceilings	CJM Jr Ceilings
- Windows / Glass	Action Glass
	Subcontractor Total \$721,650.00

Alternates:

Alternate #1: Won-Door Accordion Folding Partition @ Board Room
Total: TBD Waiting on Response

Alternate #2: Shower modification @ 3rd floor restrooms
Total: \$18,666.00

Alternate #3: Replace all lighting / add Title 24 compliant occupancy controls
Total: \$383,895.00

PROJECT COSTS

Miscellaneous		
	ITEM	TOTAL
-	Waste Management	\$10,800.00
	Miscellaneous Total	\$10,800.00

PROJECT TOTALS:

Subcontractor Total	\$721,650.00
Miscellaneous Total	\$10,800.00
Overhead & Profit	\$161,140.00
TOTAL	\$893,590.00

TAXES, PERMITS, BONDS, AND FEES: Bid estimate includes all applicable state taxes, bonds, and fees, as required by all legal authorities at the location of the project.

UNFORSEEN CONDITIONS: Owner agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, Piuser Construction will work with the owner to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written change order.

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it is important to know who the point of authority is for any given process on the job site. Below is a list of necessary processes involved in the completion of your project, as well as the person in charge of each team.

POINT OF AUTHORITY

CONTACT

Project Manager	Eric Moser	eric@piuserconstruction.com 661-477-5858
Site Superintendent	David Piuser	david@piuserconstruction.com 661-201-1908
Project Administrator	Kristen Moser	kristen@piuserconstruction.com 661-679-6403

LIMITED LIABILITY: Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractors control.

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project, and became fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the sum of **\$893,590.00**

Total: Eight Hundred Ninety-Three Thousand Five Hundred and Ninety

Eric J Moser

Piuser Construction

01/18/2024 _____
[Date]



MEMORANDUM

To: Budget & Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: January 24, 2024

Subject: *Agenda Item 4g*: Annual Budget for Fiscal Year 2024/2025 – **Info Item**

The annual budget for the 2024/2025 fiscal year is presented using the following functional categories:

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

The annual operating budget (program services and support services) of \$115,646,059 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2024/2025 is 9.3% less than the prior year. This reduction is principally related to the capital construction costs budgeted in 2023/2024 which will not be included in 2024/2025. Attached is the FY 2024/2025 annual budget with category support schedules.

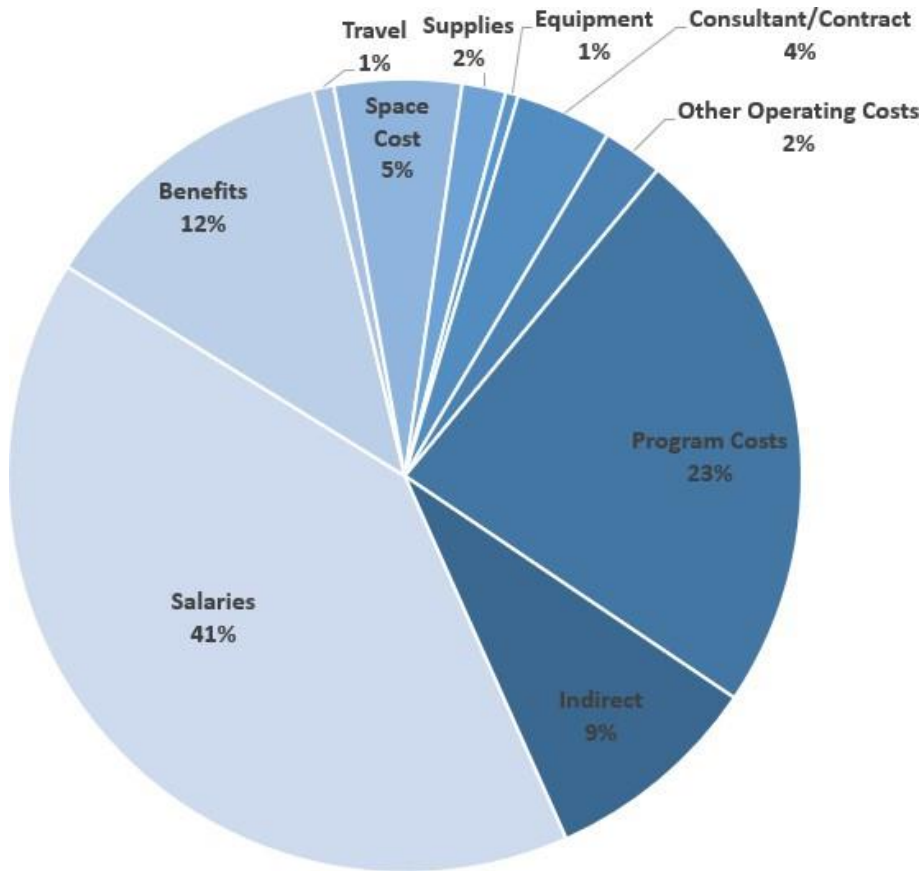
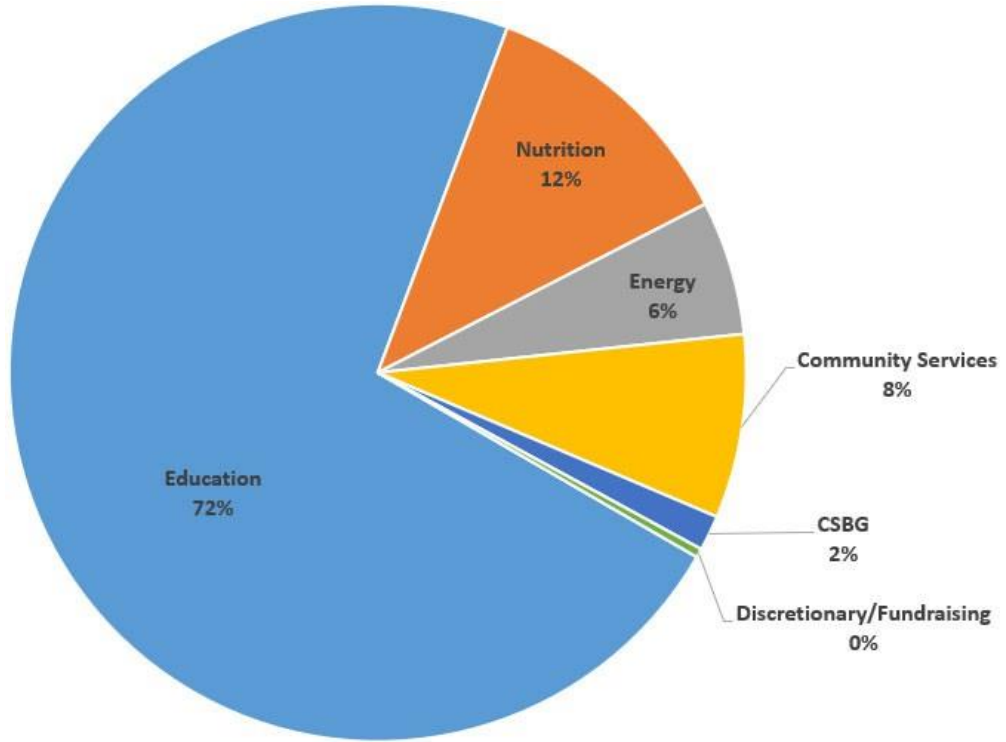
The Indirect budget of \$9,843,096 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 13.5% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in each component of the five support divisions to improve the level of services provided to agency-wide programs. Fiscal Year 2024/2025 will be the ninth year using the 10% indirect cost rate. 73.9% of the Indirect budget is for personnel costs and 26.1% is for operating costs. Attached is a comparison of the Indirect budget for five years.

The 2024/2025 budget presented will be brought to the Budget and Finance Committee in February for review and approval. The current presentation is for review and discussion.

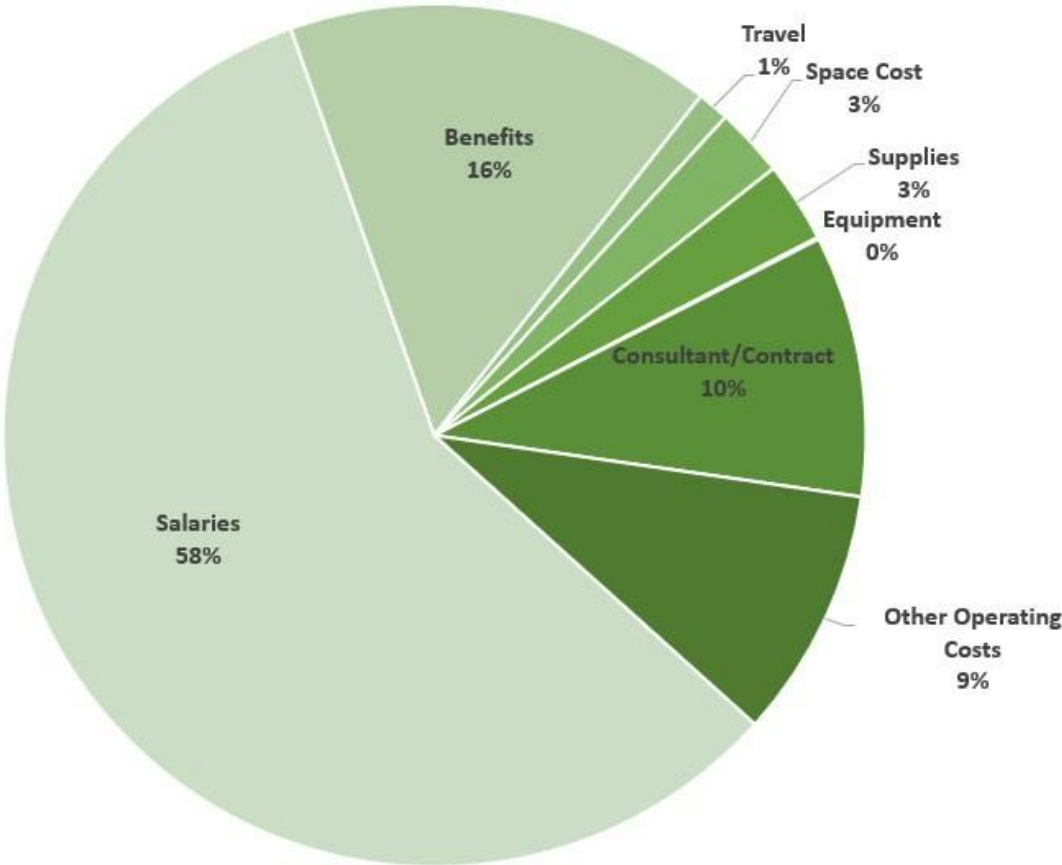
Attachments:

- (1) *Annual Budget for FY 2024/25*
- (2) *Indirect Budget Comparison for Five Years*

AGENCY BUDGET



INDIRECT BUDGET BREAKDOWN



**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 85,225,525	\$ 11,515,329	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ -	\$ 114,671,117	\$ -
Head Start Subsidy for CACFP	(1,503,663)	1,503,663	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	-	253,247	-	-	-	99,065	352,312	10,288,595
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	\$ 83,721,862	\$ 13,545,174	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 101,551	\$ 115,298,850	\$ 10,288,595
Expenditures								
Salaries	34,554,955	4,836,827	2,341,392	3,941,869	965,801	199,565	46,840,409	5,701,891
Benefits	10,676,778	1,502,046	702,424	1,185,464	255,251	64,865	14,386,828	1,575,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	117,750
Space Cost	3,006,784	777,795	238,000	1,401,039	276,199	4,981	5,704,798	180,500
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	297,772
Equipment	414,100	-	174,425	7,000	-	-	595,525	7,000
Consultant/Contract	1,390,108	648,910	1,815,857	650,904	10,750	6,000	4,522,529	964,000
Other Operating Costs	1,389,059	451,389	505,338	344,696	44,380	108,975	2,843,837	924,080
Program Costs	22,197,906	3,963,297	227,662	729,421	3,000	-	27,121,286	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,612,200	1,094,685	603,071	769,074	169,041	40,524	10,288,595	-
Total Expenditures	\$ 83,721,862	\$ 13,545,174	\$ 6,808,169	\$ 9,330,767	\$ 1,791,327	\$ 448,760	\$ 115,646,059	\$ 9,843,096
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (347,209)	\$ (347,209)	\$ 445,499

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
EDUCATION**

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	39,182,883	11,349,485	2,006,425	4,874,043	27,812,689	85,225,525
Head Start Subsidy for CACFP	(1,503,663)	-	-	-	-	(1,503,663)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ 37,679,220	\$ 11,349,485	\$ 2,006,425	\$ 4,874,043	\$ 27,812,689	\$ 83,721,862
Expenditures						
Salaries	20,165,672	7,932,053	1,402,190	2,785,694	2,269,346	34,554,955
Benefits	6,332,776	2,364,679	443,732	894,331	641,260	10,676,778
Travel	437,326	-	-	232,000	16,600	685,926
Space Cost	2,744,784	-	-	96,000	166,000	3,006,784
Supplies	1,332,724	-	-	110,148	69,000	1,511,872
Equipment	414,100	-	-	-	-	414,100
Consultant/Contract	1,319,026	20,982	3,600	25,000	21,500	1,390,108
Other Operating Costs	1,166,475	-	-	78,284	144,300	1,389,059
Program Costs	29,882	-	-	196,000	21,972,024	22,197,906
Depreciation	267,774	-	-	14,400	-	282,174
Indirect	3,468,681	1,031,771	156,903	442,186	2,512,659	7,612,200
Total Expenditures	\$ 37,679,220	\$ 11,349,485	\$ 2,006,425	\$ 4,874,043	\$ 27,812,689	\$ 83,721,862
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	31.4%	29.8%	31.6%	32.1%	28.3%	30.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
NUTRITION**

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401,831	\$ 401,831
Other Government Revenue	4,409,835	1,824,793	1,823,278	203,206	2,026,484	3,254,217	11,515,329
Head Start Subsidy for CACFP	-	-	1,282,683	220,980	1,503,663	-	1,503,663
Private Revenue	-	-	-	-	-	50,000	50,000
Other Revenue	-	-	-	-	-	253,247	253,247
Donations	-	-	-	-	-	222,935	222,935
Total Revenue	\$ 4,409,835	\$ 1,824,793	\$ 3,105,961	\$ 424,186	\$ 3,530,147	\$ 4,182,230	\$ 13,947,005
Expenditures							
Salaries	2,553,500	655,319	845,440	-	845,440	1,063,569	5,117,828
Benefits	791,585	206,245	258,814	-	258,814	329,702	1,586,346
Travel	10,000	33,307	27,000	-	27,000	47,700	118,007
Space Cost	420,368	49,627	121,700	-	121,700	186,100	777,795
Supplies	43,500	16,887	6,000	-	6,000	80,831	147,218
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	648,910	-	-	-	-	648,910
Other Operating Costs	177,489	48,608	62,600	-	62,600	162,692	451,389
Program Costs	7,500	-	1,618,654	36,247	1,654,901	1,931,431	3,593,832
- Vended Meals	-	-	-	369,465	369,465	-	369,465
Depreciation	5,000	-	-	-	-	-	5,000
Indirect	400,893	165,890	165,753	18,474	184,227	380,205	1,131,215
Total Expenditures	\$ 4,409,835	\$ 1,824,793	\$ 3,105,961	\$ 424,186	\$ 3,530,147	\$ 4,182,230	\$ 13,947,005
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	31.0%	31.5%	30.6%		30.6%	31.0%	31.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
ENERGY CONSERVATION**

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,808,169
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 6,808,169
Expenditures	
Salaries	2,341,392
Benefits	702,424
Travel	75,000
Space Cost	238,000
Supplies	125,000
Equipment	174,425
Consultant/Contract	1,815,857
Other Operating Costs	505,338
Program Costs	227,662
Depreciation	-
Indirect	603,071
Total Expenditures	\$ 6,808,169
Gain/(Loss)	\$ -
Benefit Rate	30.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES**

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Diaper Distribution Pilot	KCCD CERF	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	\$ 267,826	\$ 225,054	\$ 47,732	\$ -	\$ 192,413	\$ -	\$ -	\$ -	\$ -	\$ 594,963	\$ 1,327,988
Other Government Revenue	1,299,790	5,468,477	297,799	176,248	1,163,056	48,333	500,000	83,333	65,090	228,641	9,330,767
Private Revenue	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 1,567,616	\$ 5,693,531	\$ 345,531	\$ 176,248	\$ 1,355,469	\$ 48,333	\$ 500,000	\$ 83,333	\$ 65,090	\$ 823,604	\$ 10,658,755
Expenditures											
Salaries	953,639	2,237,596	187,034	121,503	405,470	8,003	276,069	52,252	41,336	314,328	4,597,230
Benefits	288,127	689,990	56,762	30,376	80,194	3,430	85,581	16,198	12,778	86,502	1,349,938
Travel	2,370	27,347	10,000	2,000	17,655	-	16,176	500	1,733	14,113	91,894
Space Cost	78,000	1,258,207	39,917	9,000	40,625	-	1,325	4,800	1,173	244,191	1,677,238
Supplies	45,339	147,500	200	1,500	20,645	-	8,650	-	2,151	32,326	258,311
Equipment	-	-	-	-	7,000	-	-	-	-	-	7,000
Consultant/Contract	-	7,500	-	-	554,153	32,506	66,745	-	-	750	661,654
Other Operating Costs	75,985	135,650	15,125	5,090	99,944	-	-	2,007	-	53,275	387,076
Program Costs	-	674,884	-	-	53,237	-	-	-	-	4,300	732,421
Depreciation	-	-	-	-	-	-	-	-	-	-	-
Indirect	124,156	514,857	36,493	6,779	76,546	4,394	45,454	7,576	5,919	73,819	895,993
Total Expenditures	\$ 1,567,616	\$ 5,693,531	\$ 345,531	\$ 176,248	\$ 1,355,469	\$ 48,333	\$ 500,000	\$ 83,333	\$ 65,090	\$ 823,604	\$ 10,658,755
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.2%	30.8%	30.3%	25.0%	19.8%	42.9%	31.0%	31.0%	30.9%	27.5%	29.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Expenditures								
Salaries	281,001	194,782	11,070	87,421	235,135	126,953	29,439	965,801
Benefits	84,300	48,696	2,214	19,233	58,784	35,547	6,477	255,251
Travel	-	-	4,000	11,000	5,790	4,500	15,000	40,290
Space Cost	-	-	15,000	24,400	206,720	30,079	-	276,199
Supplies	-	-	200	9,220	9,695	4,500	3,000	26,615
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	5,000	750	5,000	-	10,750
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	44,380
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	36,530	24,348	15,248	16,564	53,034	17,725	5,592	169,041
Total Expenditures	\$ 401,831	\$ 267,826	\$ 47,732	\$ 192,413	\$ 594,963	\$ 225,054	\$ 61,508	\$ 1,791,327
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	25.0%	20.0%	22.0%	25.0%	28.0%	22.0%	26.4%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
DISCRETIONARY FUND & FUND RAISING FUND**

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	-	-	-
Other Revenue	-	66,065	66,065
Donations	2,486	-	2,486
Transfer Released From Restriction	(347,209)	347,209	-
Total Revenue	\$ (344,723)	\$ 413,274	\$ 68,551
Expenditures			
Salaries	-	199,565	199,565
Benefits	-	64,865	64,865
Travel	-	10,000	10,000
Space Cost	2,000	2,981	4,981
Supplies	-	18,850	18,850
Equipment	-	-	-
Consultant/Contract	-	6,000	6,000
Other Operating Costs	5,260	103,715	108,975
Program Costs	-	-	-
Depreciation	(5,000)	-	(5,000)
Indirect	226	40,298	40,524
Total Expenditures	\$ 2,486	\$ 446,274	\$ 448,760
Fund Balance	-	33,000	33,000
Gain/(Loss)	\$ (347,209)	\$ -	\$ (347,209)
Benefit Rate	0.0%	32.5%	32.5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
INDIRECT FUND**

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -		\$ -
Other Government Revenue	-	-	-	-		-
Private Revenue	-	-	-	-		-
Other Revenue	-	-	-	-		10,288,595
Donations	-	-	-	-		-
Total Revenue	\$ -	\$ -	\$ -	\$ -		\$ 10,288,595
Expenditures						
Salaries	981,292	1,734,146	429,259	1,888,413	668,781	5,701,891
Benefits	294,388	468,220	133,070	472,103	207,322	1,575,103
Travel	9,000	37,000	27,200	21,000	23,550	117,750
Space Cost	-	180,500	-	-	-	180,500
Supplies	87,000	108,000	17,500	40,000	45,272	297,772
Equipment	-	-	-	-	7,000	7,000
Consultant/Contract	103,500	248,000	16,500	523,000	73,000	964,000
Other Operating Costs	83,630	551,850	95,900	55,900	136,800	924,080
Program Costs	-	-	-	-	-	-
Depreciation	-	75,000	-	-	-	75,000
Indirect	-	-	-	-	-	-
Total Expenditures	\$ 1,558,810	\$ 3,402,716	\$ 719,429	\$ 3,000,416	\$ 1,161,725	\$ 9,843,096
Gain/(Loss)						\$ 445,499
Benefit Rate	30.0%	27.0%	31.0%	25.0%	31.0%	27.6%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
INDIRECT FUND - FIVE YEAR HISTORY**

Line Items	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Revenue	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,917,489	\$ 10,107,416	\$ 10,288,595	1.8%
Expenditures							
Personnel Costs							
Salaries	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	5,701,891	21.7%
Benefits	<u>756,241</u>	<u>875,486</u>	<u>931,312</u>	<u>982,302</u>	<u>1,216,557</u>	<u>1,575,103</u>	<u>29.5%</u>
Benefit Rate	24.6%	24.3%	23.4%	22.6%	26.0%	27.6%	
Total Personnel Costs	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	\$ 5,901,290	\$ 7,276,994	23.3%
	72.5%	71.2%	71.9%	70.0%	60.0%	73.9%	
Operating Costs							
Travel	93,650	56,750	62,350	71,150	88,000	117,750	33.8%
Space Costs	186,800	193,300	206,370	215,700	386,450	255,500	-33.9%
Supplies	166,500	119,400	150,200	195,000	264,650	297,772	12.5%
Equipment	-	-	196,000	-	200,000	7,000	-96.5%
Consultant/Contract	659,100	1,144,066	956,000	1,288,000	1,049,000	964,000	-8.1%
Other Operating Costs	<u>345,050</u>	<u>298,600</u>	<u>352,750</u>	<u>511,107</u>	<u>780,300</u>	<u>924,080</u>	<u>18.4%</u>
Total Operating Costs	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,280,957	\$ 2,768,400	\$ 2,566,102	-7.3%
	27.5%	28.8%	28.1%	30.0%	31.9%	26.1%	
Total Expenditures	\$ <u>5,277,891</u>	\$ <u>6,289,584</u>	\$ <u>6,838,126</u>	\$ <u>7,605,471</u>	\$ <u>8,669,690</u>	\$ <u>9,843,096</u>	<u>13.5%</u>
Excess Indirect Revenue	\$ <u>521,953</u>	\$ <u>572,765</u>	\$ <u>632,984</u>	\$ <u>312,018</u>	\$ <u>1,437,726</u>	\$ <u>445,499</u>	-69.0%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Operations	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	\$ 2,952,565	\$ 3,402,716	15.2%
Human Resources	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1,558,810	19.7%
Finance	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	3,000,416	17.6%
Community Development	705,930	-	-	-	1,329,568	1,161,725	-12.6%
Executive	<u>612,204</u>	<u>1,145,335</u>	<u>1,133,815</u>	<u>1,337,079</u>	<u>534,524</u>	<u>719,429</u>	<u>34.6%</u>
TOTAL	\$ <u>5,272,341</u>	\$ <u>5,934,667</u>	\$ <u>6,507,462</u>	\$ <u>7,155,020</u>	\$ <u>8,669,690</u>	\$ <u>9,843,096</u>	13.5%

**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
AGENCY-WIDE - FIVE YEAR HISTORY**

EXPENDITURES BY PROGRAM SERVICE	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Education	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	\$ 88,094,416	\$ 83,721,862	-5.0%
Nutrition	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	13,545,174	-29.5%
Energy Conservation	5,746,308	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	25.6%
Community Services	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	-2.4%
CSBG	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	41,233	203,689	284,270	311,758	3,423,525	448,760	-86.9%
COVID Response	-	-	4,259,035	3,602,032	-	-	0.0%
Total Annual Budget	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 127,513,387</u>	<u>\$ 115,646,059</u>	-9.3%

RECAP - EXPENDITURES BY CATEGORY	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Salaries	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	\$ 46,717,452	\$ 46,840,409	0.3%
Benefits	9,792,653	10,374,228	11,352,568	11,160,531	14,052,314	14,386,828	2.4%
Travel	604,666	814,611	723,003	721,930	943,184	995,827	5.6%
Space Cost	7,496,553	10,436,885	8,378,137	23,204,587	16,448,026	5,704,798	-65.3%
Supplies	2,343,556	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	-33.2%
Equipment	99,000	92,760	291,353	831,379	1,806,455	595,525	-67.0%
Consultant/Contract	2,765,704	4,177,786	4,224,507	3,795,550	3,767,972	4,522,529	20.0%
Other Operating Cost	2,805,782	2,720,184	2,571,193	3,452,283	2,800,371	2,843,837	1.6%
Program Costs	9,513,508	11,039,753	11,336,024	11,277,182	27,462,618	27,121,286	-1.2%
Depreciation	362,700	311,004	301,440	301,440	317,240	282,174	-11.1%
Indirect	5,799,844	6,862,349	7,471,110	7,597,038	10,107,416	10,288,595	1.8%
TOTAL	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 127,513,387</u>	<u>\$ 115,646,059</u>	-9.3%



Helping People... Changing Lives.

2024-25 Budget Presentations



Education Services



Helping People... Changing Lives.

Head Start: 2024-25 Budget Development

PRESENTED BY:
YOLANDA GONZALES
DIRECTOR HEAD START AND STATE CHILD
DEVELOPMENT

1



Program Overview

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Program Summary

Since 1965, CAPK has provided comprehensive Head Start services across Kern County, a rural area comprised of more than 8,000 square miles in the central valley of California. Eight years ago, CAPK expanded their EHS services with the addition of a Child Care Partnership grant, as well as an EHS program in San Joaquin County, CA. This program currently serves **829** Early Head Start (EHS) pregnant women, infants, and toddlers and **1242** Head Start children. CAPK's history demonstrates a program that is both compliant and high quality, while families will benefit from CAPK's culturally and linguistically responsive services and history of preparing children for kindergarten and improving family self-sufficiency.

CAPK's Head Start program support children's growth from birth to age 5 through services that support early learning and development, health, and family well-being. Head Start staff actively engage parents, recognizing family participation throughout the program as key to strong child outcomes.

Head Start services are available at no cost to children ages birth to 5 in eligible families. Head Start preschool services work with families with children ages 3 to 5. Early Head Start services work with families with children ages birth to 3, and many also serve expectant families. Our program operates both Head Start preschool and Early Head Start services. Programs deliver child development services in center-based, home-based, or family child care settings. All Head Start programs continually work toward our mission for eligible children and families to receive high-quality services in safe and healthy settings that prepare children for school and life.

Current Number of HeadStart Division budgeted staff 701 and of Number of Child Care Centers is 45, 5 are with community partners, and 40 are direct services (7 in San Joaquin County and 33 in Kern).

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Program Goals 2024-2025

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2024 Program Goals

Goal I

Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.

Goal II

Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.

Goal III

Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

Goal IV

School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.

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Early Head Start/HeadStart 2024-2025 School Readiness Goals

•Approaches to Learning – Self-Regulation

Goal: Children will exhibit increased skills in approaches to learning, including curiosity and initiative, self-control of feelings and behaviors, engagement and persistence, and shared Use of space & materials.

•Social and Emotional Development

Goal: Children will strengthen their skills in social behavior, emotional regulation, and emotional well-being.

•Language and Literacy Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.

•English Language Development

Goal: Children will demonstrate increased communication, language, and emergent literacy skills.

•Cognition and General Knowledge (Including Math and Science)

Goal: Children will strengthen their skills in cognition, including math and science.

•Physical Development-Health

Goal: Children will demonstrate improved physical development, including personal care routines

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Goals for 2024-25

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School Readiness Plan 2024-2025 Head Start and State Child Development Division

Program staff support Early Head Start and Head Start in the effort to improve outcomes for children and strengthen school readiness for children and families. We implement this by following Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family, and Community Engagement Framework, California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each of the domains based on research and evidence and enhanced with expert practitioners' suggestions and examples; their purpose is to promote understanding of children's learning and to guide instructional practice. Teachers, administrators, parents, and policymakers will use the HSELOF as a springboard to augment efforts to enable all young children to acquire the competencies that will prepare them for success in school.

Program staff will work in partnership with families to promote Parent, Family, and Community Engagement Outcomes that support school readiness goals. The partnership between parents and Head Start/Early Head Start staff is fundamental to children's current and future success in school readiness and beyond.

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Data Analysis and Reflection

Each program year we design our professional development to support individualized learning and improve teaching practices, including family engagement. This is accomplished by identifying trends in children’s development during the end of the year data aggregation. All developmental domains are planned during the year. to improve teaching practices and promote higher learning outcomes. During the 2023-2024 program year we have selected key findings to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infant 6 weeks to 7 months	Language and Literacy Development	LLD 2 Responsiveness to Language
Older Infants 8 months to 17 months	Approaches to Learning	ATL 2 Self- Comforting
Toddlers 18 months to 36 months	Cognition	COG 3 Number Sense of Quantity
Preschool 3-year old’s	Language and Literacy Development	LLD 8 Phonological Awareness
Preschool 4-year old’s	Cognition	COG 1 Spatial Relationships

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CalWORKS Home Visiting Program

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School Readiness Plan 2024-2025 Head Start and State Child Development Division

The CalWORKS Home Visiting Program is a partnership with the Kern County Department of Human Services.

Areas Served: Bakersfield, Taft, Shafter, Delano, Eastern Kern including Rosamond & Ridgecrest

This program was designed to:

- Support positive health, development, and well-being outcomes for pregnant and parenting people, families, and infants born into poverty through evidence-based home visiting models.
- Expand future educational economic and financial capability opportunities of CalWORKs participants.
- Improve the likelihood that CalWORKs HVP participants will exit poverty.

HVP Staff -50 (32 home visitors)

HVP Clients Served - Contract to serve 312 (currently at 288)

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2024-25 Budget

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Head Start/State Child Development Funding

CAPK receives both Federal and State funding from the Department of Health and Human Services Administration for Children and Families, and California Department of Education (CDE) and CACFP - California Department of Social Services, and the Child and Adult Food Program

Budget 2024-2025

State & Federal Revenues	
HeadStart/EHS Program Operations	38,661,351
Head Start/EHS Training & Technical Assistance	521,532
Child &Adult Care Food Program	2,026,999
CDE and CDSS	<u>13,356,110</u>
Total State & Federal Revenues	54,565,992
HVP Budget	<u>4,874,043</u>
Total Program Budget	59,440,035

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Opportunities and Challenges

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Program's Opportunities and Challenges

Opportunities: Quality Services, top notch facilities, community partners.

Challenges: Qualified Teaching Staffing and Under-enrollment due to staffing.

Pending Projects

All pending projects and projects completed.

Current and pending licensing of 3 additional facilities, and New Central Kitchen renovation project.

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Questions?

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Migrant Childcare Program

2024-25 Budget Development

PRESENTED BY: LAURA PORTA
DIRECTOR: SUSANA MAGAÑA

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Program Overview



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The Migrant Childcare Program is funded by the California Department of Social Services (CDSS).

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



CAPK holds the only contract of its type!

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

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

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Migrant Childcare
Childcare that migrates with you.

Migrant Childcare Program Requirements

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

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Migrant Childcare Program Childcare Options

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

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

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Client Outcomes 2023-2024

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- MCAP is currently actively serving a total of 3048 children. We have enrolled over 2,200 new children in the last 12 months.
- MCAP reached full enrollment and is expected to earn 100% of our contract.
- We onboarded and trained 18 new staff members.
- We increased our provider participation and are currently working with over 500 childcare providers across the State.
- 27/30 staff members passed their bilingual certification in Spanish exam and are now certified.



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Goals for 2024-25

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1. Earn 100% of MCAP's current contract.
2. Find suitable office space for the Kern County MCAP team.
3. Secure office space for the MCAP Tulare County office.
4. Fully absorb program growth effectively and seek additional growth opportunities.
5. Maintain MCAP's high compliance rating and excellent quality of services
6. Facilitate advancement, professional growth, and training opportunities for all MCAP team members.

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2024-25 Budget

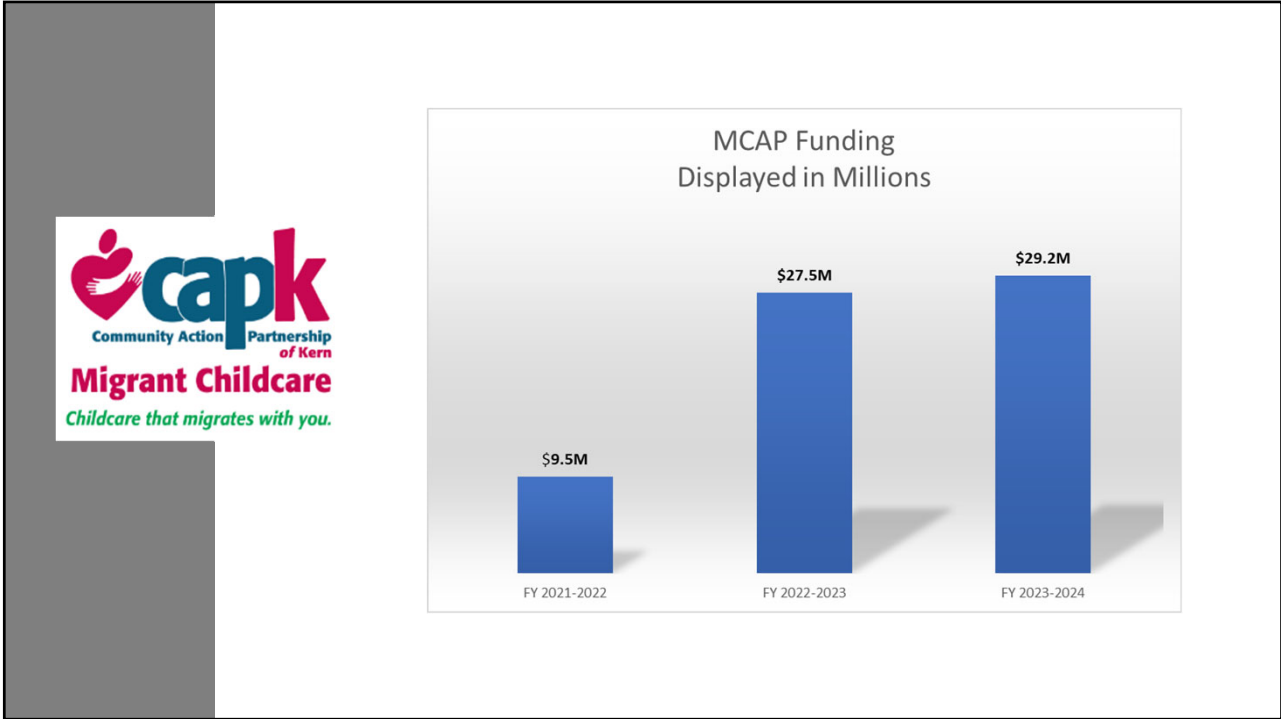
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Program Budget

Childcare Payments	79%	\$ 23,128,446.06
Administration	18.5%	\$ 5,416,155.09
Support Services	2.5%	\$ 731,912.85
MRA	100%	\$ 29,276,514 Million

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Opportunities and Challenges

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Challenges

Waiting list

- Due to our families moving in and out of the area, it is very difficult to keep a waiting list that reflects the true need for our services in our communities.

Childcare Provider Union -

- Constrains in meeting with childcare providers
- Information Requests/timeframes

Shortage of Childcare Providers

- Impacts being able to meet the needs of our families.



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Opportunities

Additional funding opportunities due to being fully enrolled.

- This shows that our services are needed.

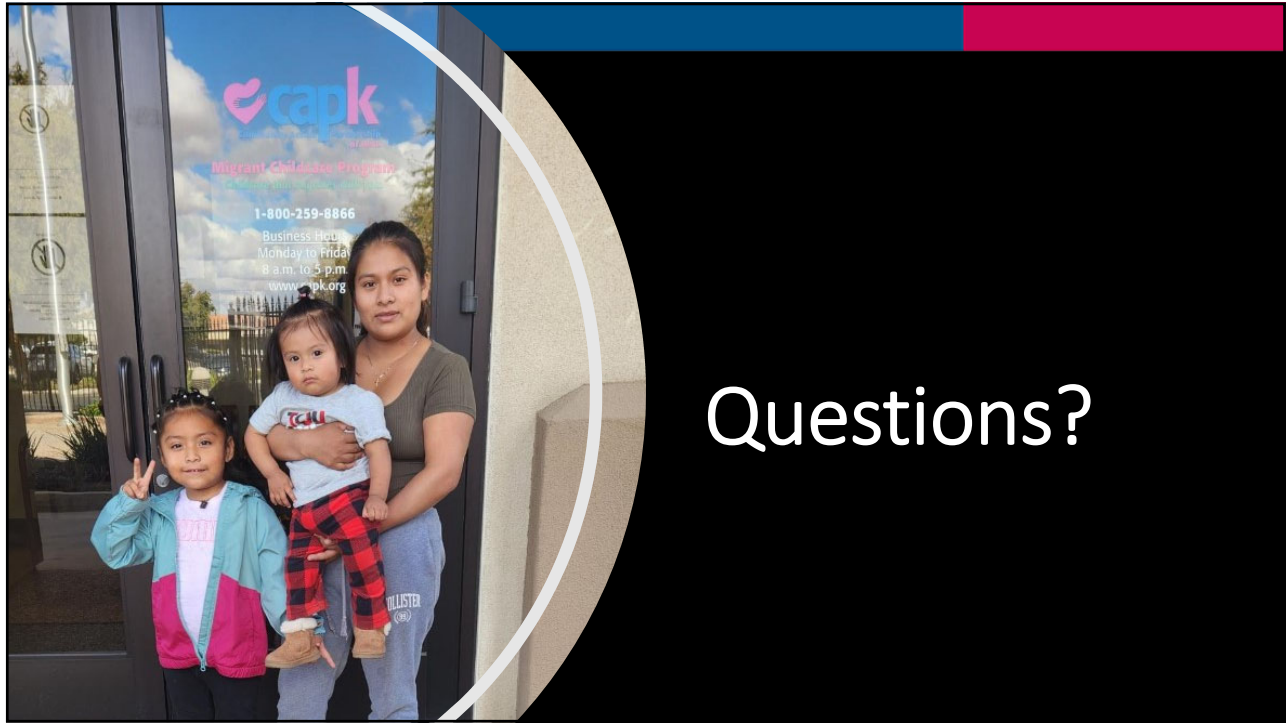
Finding other effective communication methods to educate and collaborate with our childcare providers

- Started our Social Media Program
- Currently in the process of implementing a program to assist our license-exempt providers in becoming licensed.

Building Connections and New Partnerships

- CDSS, sister organizations, and area representatives to continue advocating for the needs of our families.


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Nutrition Services



**Community Action Partnership
of Kern**

Helping People... Changing Lives.



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FOOD BANK

2024-25 Budget Development

PRESENTED BY: KELLY LOWERY
DIRECTOR: SUSANA MAGANA

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FOOD BANK

Program Overview

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TEFAP
Federal Funding

CSFP
State Funding

Grants
Various Organizations

Food Drives
Community Partners



Pantry Partners



Commodity Distribution



CSFP Distribution



Free Farmers Markets



Brighter Bites Program




Coming in 2024
Food2Door Program



Community Events

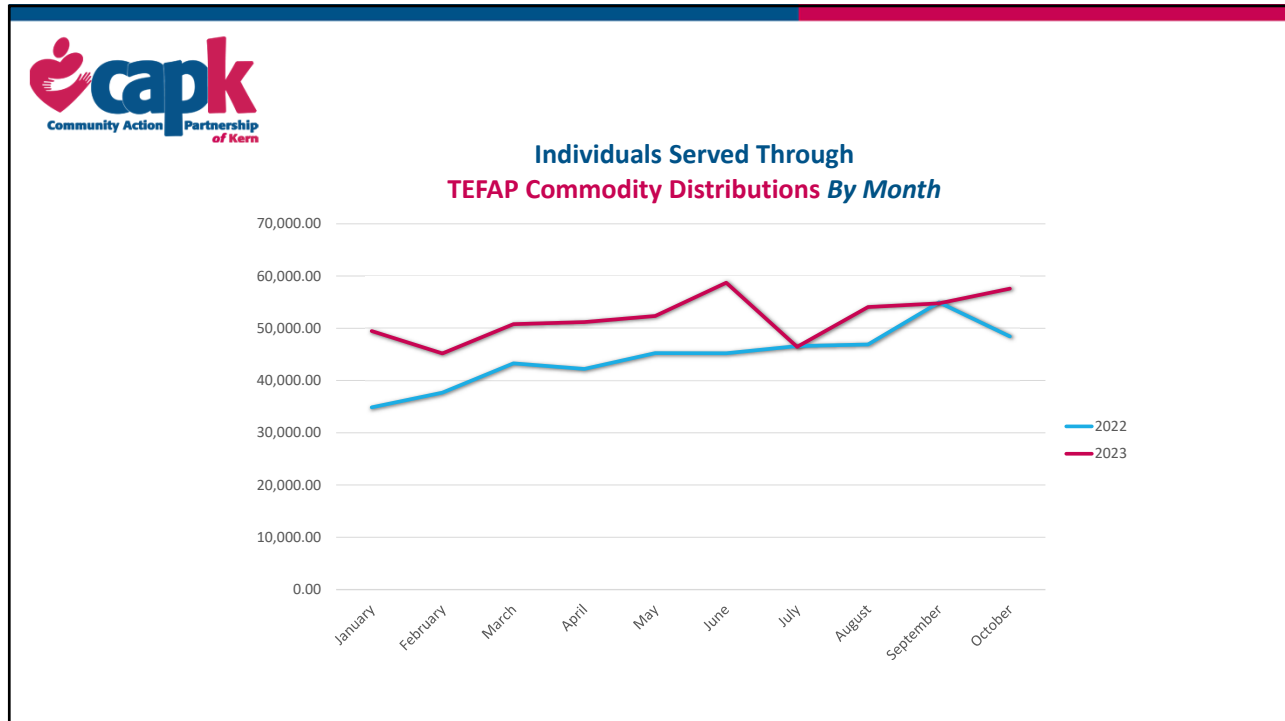


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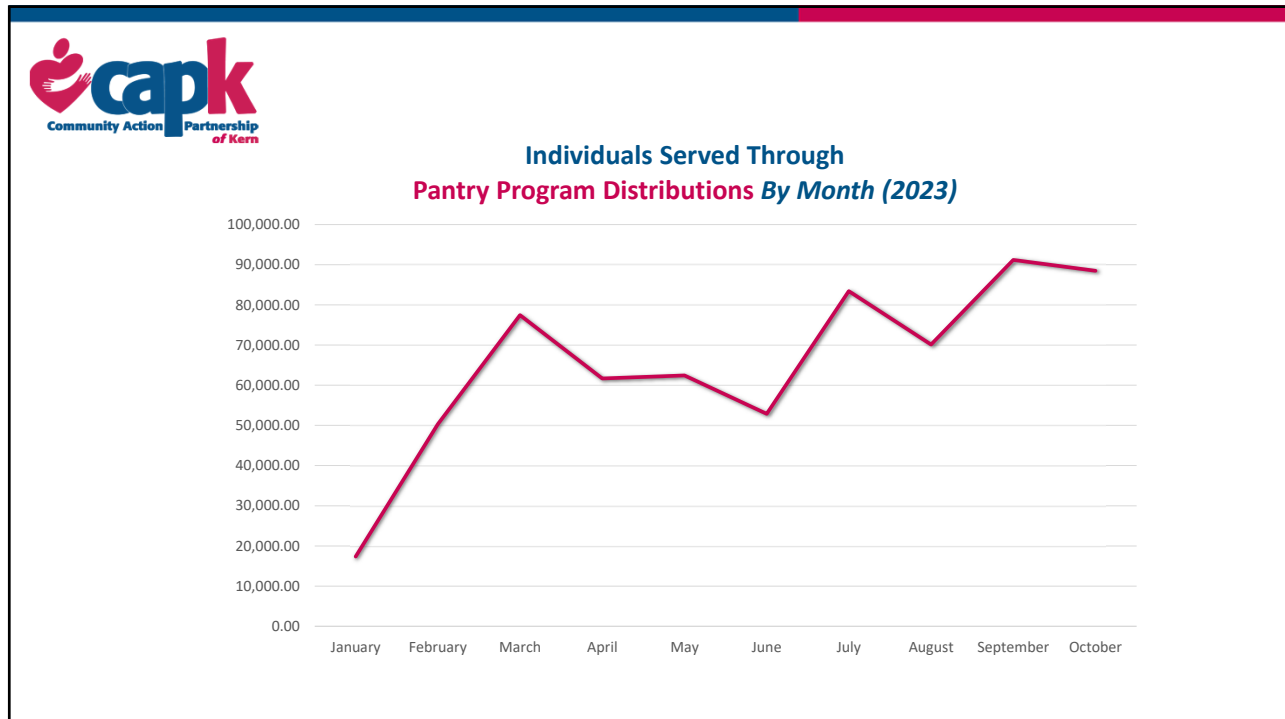


Client Outcomes 2023-2024

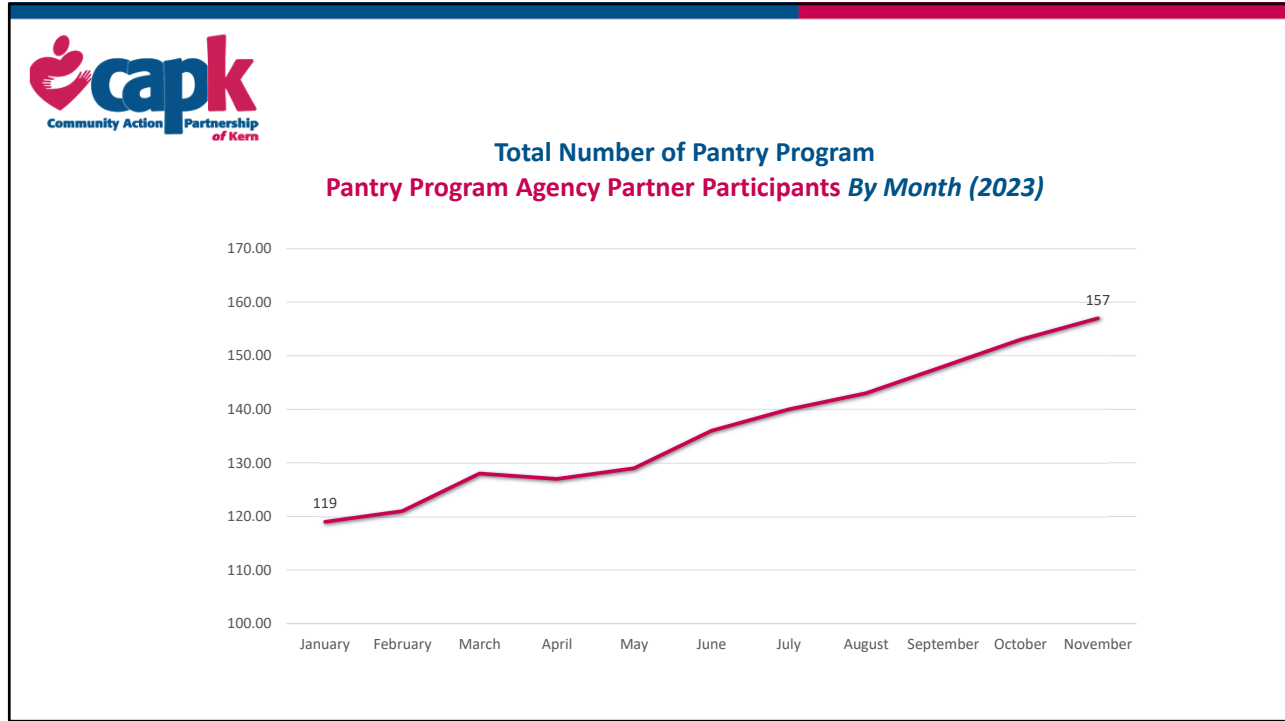
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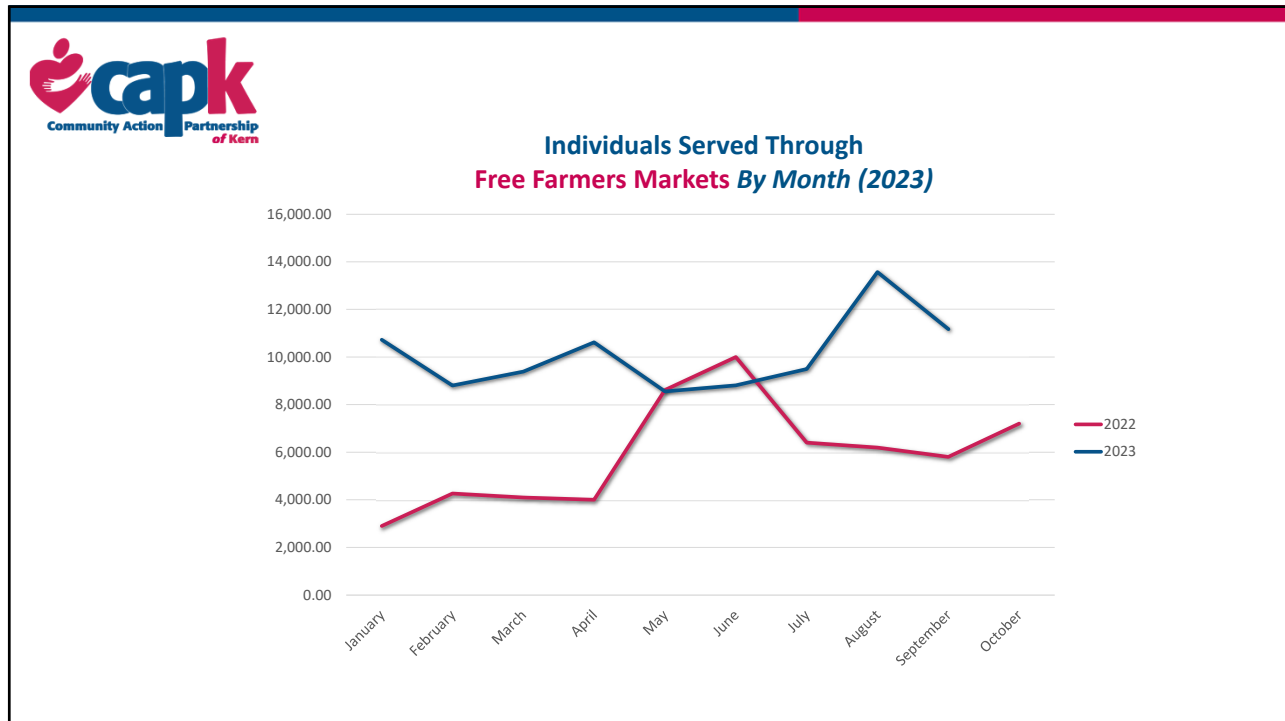
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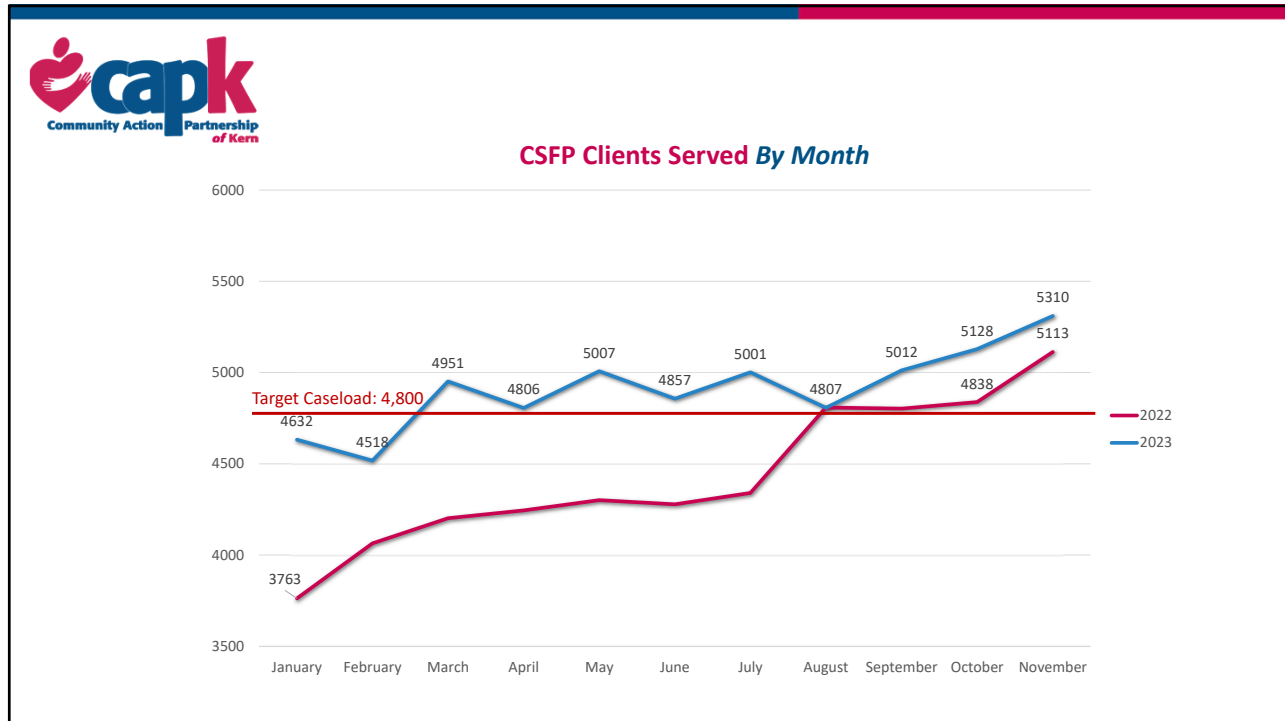
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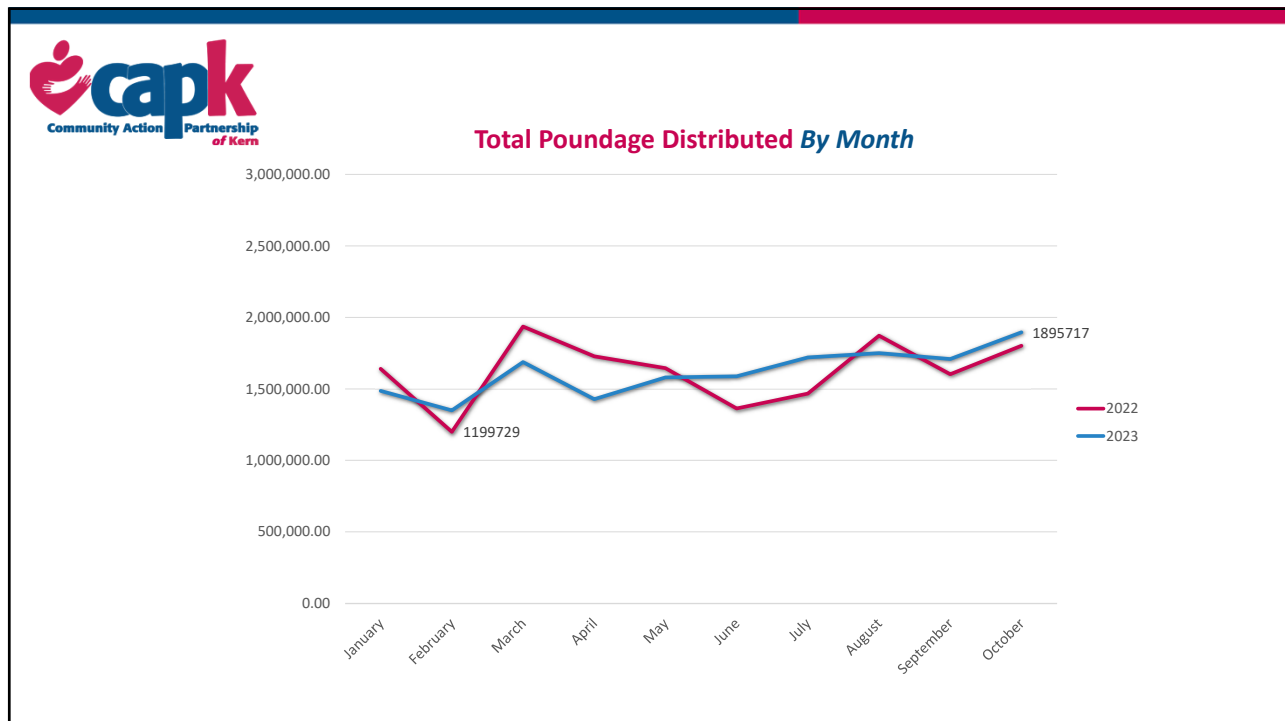
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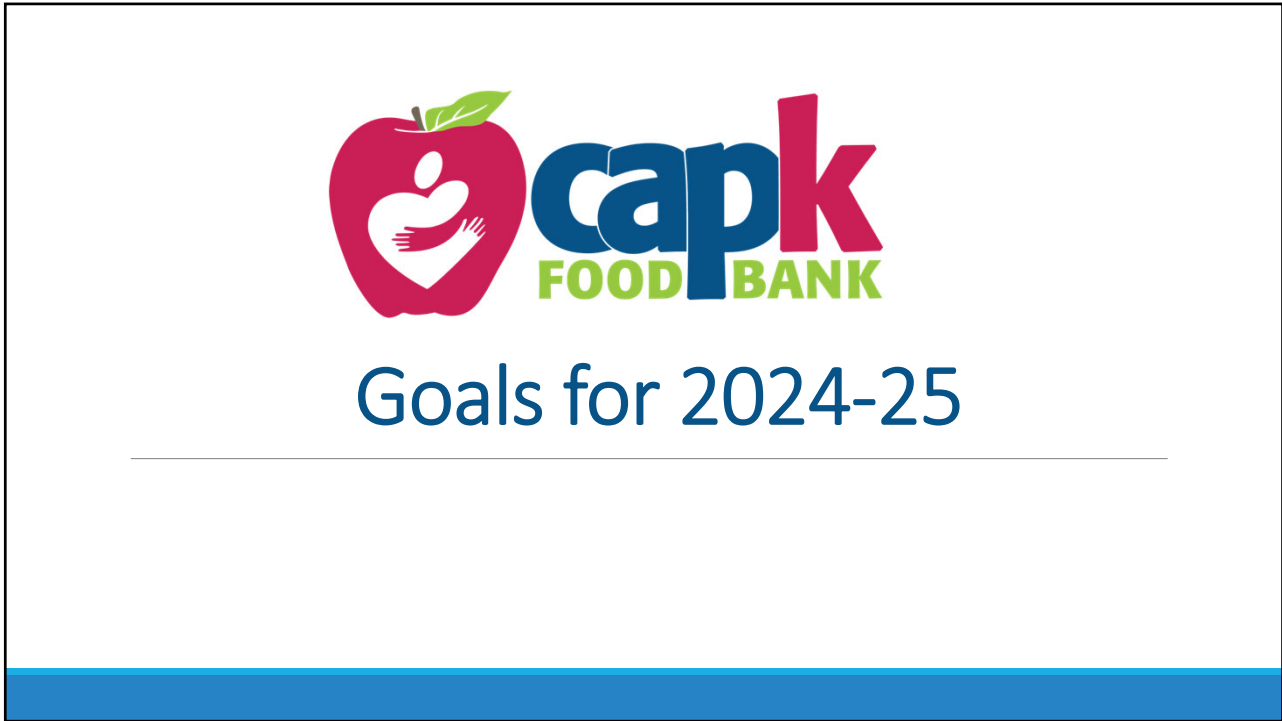
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The infographic features the CAPK logo at the top left, with the text 'Community Action Partnership of Kern' underneath. The main heading is 'CAPK Strategic Goal #1' in blue, followed by the text 'Increased **access** to healthy affordable food to support the **health** of the communities we serve.' in red. To the right, three blue horizontal bars are connected by a vertical line with circular icons. The first bar has a warehouse icon and the text 'Add additional access points in every community (24 additional in 2024)'. The second bar has a delivery truck icon and the text 'Create a home delivery program able to reach every part of the county'. The third bar has a checklist icon and the text 'Develop a system to measure the nutrition level of food being distributed'.

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2024-25 Budget

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The first question to decide as an agency regarding the food bank budget is ***what role do we want to have*** in the emergency food access landscape for Kern County.

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If the decision is that ***we are content*** with our role as the leader in the emergency food access environment and ***at the level we are operating in***, we can focus our efforts on internal process improvement and anchor our resource output according to our current support level.

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If the decision is that we are not content with merely having a leading role in the emergency food access environment, but rather ***we want to make significant progress toward ending food insecurity***, it will ***necessitate a measurable budget increase*** reflective of the desired outcome.

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504

DESCRIPTION	Budget
4120 State Grant Revenue	50,000.00
4210 Private Revenue	50,000.00
4220 Contributions/Donations	229,241.00
4405 Program Income	-
4415 Membership Fees	31,250.00
4420 Shared Maintenance Fees	201,997.00
4435 Recycling Fees	1,000.00
4440 Insurance Proceeds	-
4445 Discounts, Refunds, Rebates	19,000.00
4450 Misc Revenue	-
Total	582,488.00

103 (CSBG)

DESCRIPTION	Budget
4110 Federal Grant Revenue	392,339.00
4405 Program Income	-
Total	392,339.00

Total Operating Budget 504 + 103 = \$974,827
 Operating Cost: \$301,827 or 31% of the total
 Staff Cost: \$673,000 or 69% of the total


Operating Costs will have to increase in the next fiscal year.
 Here are two examples of line items from this year:

Warehouse:
 Utilities *budgeted* for 2023-2024: **\$26,100.00**
Actual Utilities through October: **\$47,791.84**

Vehicles:
 Gasoline *budgeted* for 2023-2024: \$12,642.00
Actual gasoline through October: \$21,794.26

Repair & Maintenance *budgeted* for 2023-2024: \$3,000
Actual repair & maintenance through October: \$59,679.47

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504

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We are *significantly* understaffed in comparison to other food banks, especially those that currently serve smaller counties and population bases.

CAPK Food Bank	Placer Food Bank	CAPSLO Food Bank
21 staff	44 staff	25 staff
60K sq. ft warehouse	88K sq. ft. warehouse	Unknown
19MM pounds distributed annually	9.5MM pounds distributed annually	3.8MM pounds distributed annually
200+ distribution sites monthly	15 distribution sites monthly	65 distribution sites monthly
Population of service area: 917,673	Population of service area: 605,300	Population of service area: 283,159
Size of service area: 8,163 sq. miles	Size of service area: 3,193 sq. miles	Size of service area: 3,616 sq. miles

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504

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4450 Misc Revenue	-
Total	582,488.00

What is *needed* if we are to keep up with the growing food insecurity need amid the increasing costs associated with providing comprehensive county-wide service:

Operating Cost

- Increase of 20% or \$90,548.10 in 2024-2025

Staff:

- Current staff salaries increase by 10% in 2024
- Increase to 27 staff in 2024-2025 & 32 staff in 2025-2026

Equipment

We currently have enough trucks, even for growth, but will need to start a replacement cycle in 2025.

103 (CSBG)

DESCRIPTION	Budget
4110 Federal Grant Revenue	392,339.00
4405 Program Income	-
Total	392,339.00



Opportunities and Challenges



Opportunities

Expanded warehouse
Tenured Operations Staff
Food Policy Council
Trucks & Equipment
CSFP Increases
Homeless Collaboration
School Pantries

Challenges

Budgetary restriction
Operations & Procurement Staffing
Accounting Specialist
Software for on-site data collection
Expiring funding sources

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Questions?

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Helping People... Changing Lives.

CalFresh Healthy Living: Program FFY 2024-2025 Budget Development

PRESENTED BY:

ADMINISTRATOR-ALAN RODRIGUEZ

DIRECTOR-SUSANA MAGANA

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Program Overview

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CalFresh Healthy Living

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

LIVE Domain: Healthcare Clinics and Hospitals

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

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

- Access to farmers markets
- Improving existing markets

LEARN Domain: Before and After-School Programs & Schools (K-12, Elementary, Middle, High)

- Portion Size Limits
- Nutrition Standards
- Nutrition Standards
- Daily Quality Physical Activity

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Client Outcomes 2024-2025

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Program Goals for new Federal Fiscal 2024-2025

- By September 30, 2026, 80% of sites have made changes to support healthy eating.
- By September 30, 2026, 80% of sites that have made changes to increase physical activity will have a sustainability plan.
- By September 30, 2026, at least 50% of participants who complete Direct Education classes will improve at least one food resource management skill such as grocery shopping with a list, comparing prices, or using the nutrition facts label.

*Joint Effort with UCCE, KCAASD, and track on PEARS

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Goals for FFY 2024-2025

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- Create partnerships with organizations to increase how many pantries are participating in the Nutrition Pantry Program (NPP)
- Support the California City FM in implementing the Food Navigator Program and expand the program to the F-St FM with the help of our supplemental grant
- Partner with healthcare Clinics or Hospitals to implement a Food Insecurity Screening process and develop MOU's where Food boxes and resources are given out to community members when screened as positive.
- Partner with Blue Zones of Bakersfield to promote changes in the processes and environments in schools.
- Provide Nutrition education to the other CAPK Programs.
- Identify what other PSE's we want to implement.
- Include other PSE's we are thinking about (needs assessment)
- Create County Ordinances for
 - Food Insecurity Screeners
 - Universally accept EBT in Farmers Markets in Kern County or Bakersfield City
 - Facilitate a process for schools opening of Food Pantries
- Rebrand CFHL and have the Community (including CAPK) stop referring to the program as CalFresh

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2024-25 Budget

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Community Action Partnership of Kern Budget 2024 (Kern) (v1) - In BAR/MYA Phase (Read Only)


Refresh

Community Action Partnership of Kern Budget 2024 (Kern)

Cover Sheet Documents 1) Staffing... 2a) Travel... 2b) Travel... 3a) Non-Cap... 3b) Non-Cap... 4) Material... 5) Building... 6) Maintena... 7) Equipmen... 8

Cover Sheet

Row #	Expenses	FFY 2023 Budget	FFY 2023 Carry-In Budget	FFY 2024 Budget	FFY 2023 Carry-In and FFY 2024 Budget Total
1	Salaries/Benefits	\$727,855.47	\$0.00	\$841,179.31	\$841,179.31
2	Travel	\$33,410.64	\$0.00	\$22,253.81	\$22,253.81
3	Non-Capital Equipment/Supplies	\$111.30	\$0.00	\$13,853.78	\$13,853.78
4	Materials	\$0.00	\$0.00	\$23,374.00	\$23,374.00
5	Building/Space	\$26,707.20	\$0.00	\$26,707.20	\$26,707.20
6	Maintenance	\$16,000.07	\$0.00	\$29,259.92	\$29,259.92
7	Equipment and Other Capital Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
8	Contracts/Sub-Grants/Agreements	\$544,294.06	\$249,495.75	\$697,607.79	\$947,103.54
9	Total Direct Costs	\$1,348,378.74	\$249,495.75	\$1,654,235.81	\$1,903,731.56
	Total Federal Funds	\$1,491,998.00	\$249,495.75	\$1,824,793.00	\$2,074,288.75



***Please note CFHL is currently working on an MYA budget to include an additional \$115,463.25 of carry-in funds to the budget.**

Total Budget for FFY 2024-2025 will be \$2,189,752.00

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Opportunities and Challenges

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Opportunities

- State Focus has shifted from Nutrition Classes to PSE efforts
- Promote Market Match at other farmers markets (California City and Hens Roost)
- Increase PSE opportunities for the county
- Meeting with CDPH Representative to outline planned PSE efforts.
- Collaborating with other Community Agencies
- Rebranding the CFHL Name
- CDPH Recently executed a contract for County Consultants
- **Food Bank**
- State Representative is focused on TTA.

Challenges

- Staff turnover (has begun minimizing)
- Grant Restrictions
- Branding- mistaken for CalFresh Food
- Lack of program incentives makes PSE difficult to implement. In addition, PSE is slow-moving
- The State Representative is not very clear at times.
- Clinic and Healthcare settings are difficult to influence



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Questions?

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Energy



Helping People... Changing Lives.

Energy Program: 2024-2025 Budget Development

PRESENTED BY: WILFREDO CRUZ JR

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: WILFREDO CRUZ JR

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Program Overview

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

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

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Current Contracts for the 2024-2025 Fiscal Year

The Energy Program currently has five open contracts:

- 2023 LIHEAP*
- 2023 SLIHEAP*
- 2023 ESLIHEAP
- 2021 LIHWAP
- 2022 DOE BIL

* will be closed by start of next fiscal year

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

- 2024 LIHEAP
- 2025 LIHEAP

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2024 LIHEAP

- The contract deadline is 6/30/25
 - Category A 12/31/24 (currently on track to hit this goal)
- The budgeted contract amount for the upcoming fiscal year is \$3,732,596
- 45% (\$1,668,780) of this contract is tied to salaries & benefits expenses
- 55% (\$2,063,816) of this contract is tied to operational funds

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2024 LIHEAP - Operational Funds

Major line items

Subcontractor Labor - \$990,577

- Continue to focus on improving processes to reduce the amount of days client files are staying open
- Increasing number of projects closed out and/or benefits being given to clients monthly
- New measures on LIHEAP contracts now include washers, dryers, built-in ovens
- New DOE contract – will require additional work

Outreach - \$193,288

- Determine need for marketing – working with internal team, no longer Hey Salty
 - Includes utilizing television, radio, interviews, outreach events, geo-fencing
- If we take on new grants/programs, we could supplement outreach efforts with this funding as needed

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2022 DOE BIL WAP

- The contract deadline is 6/30/27
- This contract is for Weatherization only
- The budgeted contract amount for the upcoming fiscal year is \$862,500
- 45% (\$385,609) of this contract is tied to salaries & benefits expenses
- 55% (\$476,891) of this contract is tied to operational funds

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2022 DOE BIL WAP - Operational Funds

Subcontractor Labor - \$227,549

- As we will be taking on additional work, we will need to rely on our subcontractors to assist us with measures
- Because of funding, we will need to complete work on additional homes to spend out contract as indicated by CSD

Outreach - \$44,690

- We will need to determine what is the best way to market the DOE contract as qualifications are different than LIHEAP

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2023 ESLIHEAP

- The contract deadline is 5/31/25
- This contract is for Utility Assistance and Weatherization services
- The budgeted contract amount for this fiscal year is \$697,656
- 45% (\$311,910) of this contract is tied to salaries & benefits expenses
- 55% (\$385,746) of this contract is tied to operational funds

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2021 LIHWAP

- The contract deadline is 3/31/24
- This contract is for Utility Assistance services only
- The budgeted contract amount for this fiscal year is \$22,379
- 45% (\$10,005) of this contract is tied to salaries & benefits expenses
- 55% (\$12,374) of this contract is tied to operational funds

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2025 LIHEAP

- The contract deadline is 6/30/26
 - Category A 12/31/25
- The budgeted contract amount for the upcoming fiscal year is \$1,493,038
- 45% (\$667,512) of this contract is tied to salaries & benefits expenses
- 55% (\$825,526) of this contract is tied to operational funds

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Goals for 2024-25

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- Expend all contracts by using strategies we've recently implemented– this will enable us to serve the maximum number of clients in Kern County
- Seek to continuously train employees in Utility Assistance & Weatherization – including obtaining certifications necessary to work on specific contracts
- Continue to work on new procedures and workflows to reduce the amount of days client files are open for Weatherization Work
- Continue to collaborate with community partners who have a vested interest in our community
- Continue to work with all other CAPK programs, as much as possible, to market our services as “One CAPK”
- Continue working with Hancock to eventually develop a paperless system/online client self-application for our program (currently in testing process)
- Create goals for UA and WX to make sure we are expending contracts diligently but also making sure we are not exceeding our budgets (collaboration with Tim Bealessio)
- Complete Energy contracts by CSD milestone dates

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2024-25 Budget

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	LIHEAP 2025	LIHEAP 2024	DOE BIL	LIHWAP	ESLIHEAP	TOTAL
REVENUE						
4120 Site Grant Revenue	1493,038.00	3,732,960.00	8,625,000.00	22,379.00	676,560.00	6,808,697.00
5105 Salaries	513,470.00	1,835,740.00	2,952,200.00	7,990.00	239,930.00	2,341,390.00
BENEFITS						
5205 FICA/FICA-MED Expense	50,834.00	170,850.00	296,500.00	752.00	23,753.00	238,000.00
5210 SUI Expense	42,100.00	115,530.00	250,000.00	900.00	21,900.00	210,720.00
5215 Workman's Compensation	210,580.00	52,544.00	105,000.00	380.00	984,000.00	960,230.00
5220 Health Insurance	43,733.00	89,380.00	252,620.00	6,500.00	20,436.00	194,800.00
5225 Dental Insurance	89,300.00	223,400.00	5,800.00	100.00	41,700.00	40,730.00
5230 Life Insurance	893.00	2,234.00	5,800.00	13.00	41,700.00	40,730.00
5235 Long Term Disability Insurance	520.00	1,560.00	383.00	800.00	3,000.00	3,020.00
5240 Retirement (Pension)	31,348.00	78,369.00	8,090.00	47,000.00	164,800.00	129,440.00
	640,420.00	385,060.00	889,870.00	23,090.00	71,980.00	702,420.00
TRAVEL						
6105 Local Travel Staff	8,200.00	20,560.00	47,500.00	1.00	38,400.00	37,490.00
6120 Out of Town Travel Staff	41,000.00	62,800.00	23,750.00	62.00	19,200.00	87,500.00
6135 Per Diem Staff	8,200.00	20,560.00	47,500.00	100.00	38,400.00	37,490.00
6150 Vehicle Gasoline	10,910.00	26,727.00	51,750.00	1,000.00	49,950.00	48,750.00
	64,710.00	41,100.00	95,000.00	247.00	76,600.00	75,000.00
OPERATING COSTS						
6205 Rent/Lease	28,850.00	70,450.00	132,000.00	4,200.00	137,000.00	135,200.00
6210 Repair/Maintenance/Incidental Alterations	3,350.00	20,800.00	4,300.00	250.00	390,200.00	380,790.00
6230 Security Alarm	2,610.00	6,240.00	15,080.00	300.00	1,000.00	19,000.00
6235 Utilities	10,490.00	32,620.00	75,380.00	600.00	60,970.00	99,500.00
	52,900.00	104,800.00	301,520.00	782.00	243,880.00	238,000.00
SUPPLIES						
6305 Supplies	1,432.00	3,381.00	7,600.00	200.00	62,760.00	62,500.00
6310 Computer & Peripheral Supplies	1,965.00	27,413.00	6,334.00	1,400.00	5,124.00	50,000.00
6315	301.00	7,800.00	1,740.00	450.00	14,000.00	137,500.00

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	LIHEAP 2025	LIHEAP 2024	DOE BIL	LIHWAP	ESLIHEAP	TOTAL
OTHER OPERATING COSTS						
6605 Communication Services	11,065.00	27,610.00	63,840.00	2,800.00	5,740.00	50,530.00
6610 Postage	2,200.00	5,520.00	12,770.00	600.00	13,500.00	10,080.00
6615 Printing	2,200.00	5,520.00	12,770.00	600.00	13,500.00	10,080.00
6620 Risk Insurance	5,530.00	13,800.00	33,200.00	890.00	2,587.00	25,260.00
6625 High Costs	10,000.00	27,610.00	63,800.00	300.00	57.00	50,530.00
6640 First Aid	4,000.00	4,000.00	8,000.00	100.00	8,000.00	9,700.00
6660 Equipment Rent/Lease	3,320.00	8,280.00	191,500.00	800.00	152.00	196,000.00
6665 Equipment Repair/Maintenance	5,520.00	13,800.00	33,200.00	890.00	2,587.00	25,260.00
6675 Outreach	77,450.00	93,280.00	44,690.00	208.00	36,200.00	353,730.00
6680 Membership Dues	7,040.00	2,360.00	5,600.00	200.00	4,570.00	40,820.00
6710 Vehicle License Fees	1,070.00	2,761.00	6,800.00	300.00	517.00	50,530.00
	116,500.00	276,200.00	838,430.00	29,820.00	51,737.00	505,300.00
DIRECT PROGRAM COSTS						
7105 Weatherization Materials	28,470.00	60,420.00	28,940.00			178,450.00
7107 Waste Breakage Weatherization Materials	5,000.00	5,000.00				6,500.00
7120 Client Utility Payments	20,000.00	60,000.00			23,317.00	133,300.00
	49,970.00	125,420.00	28,940.00		23,317.00	227,662.00
INDIRECT EXPENSE						
9999	13,242.00	33,600.00	76,340.00	2,080.00	61,794.00	603,070.00

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8



Challenges and Opportunities

17



Challenges

Utility Assistance

- Continuing to hire qualified staff as necessary
- Continue to monitor increased need of community - incoming applications
- Process of fully training staff (takes approx. 4-6 months)
- Fully completing LIHWAP contract
- Creation and implementation of technology to create full client-self intake tool - Hancock
- Competitive salaries
- Reduced UA client funding potential - not as many contracts as in previous year

Weatherization

- Continued training of WX staff for new contracts, programs, and program services
- Finding and hiring qualified staff for each position
- DOE BIL WAP contract
- Implementation of new Technology - Hancock
- Vandalism/Security
- Competitive salaries
- Operating out of a dilapidated building

9

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Opportunities

Utility Assistance

- Potential for new programs – CalAIM, Asthma Remediation, Environmental Accessibility Adaptions (EAA)
- Reducing open applications - reviewing and updating workflow processes of needed
- Monthly UA meetings with UA team to discuss challenges and issues

Weatherization

- Potential for new program - TCC grant
- Continuing to review workflow processes to reduce days taken to close jobs
- Monthly WX meetings with WX team to discuss challenges and issues



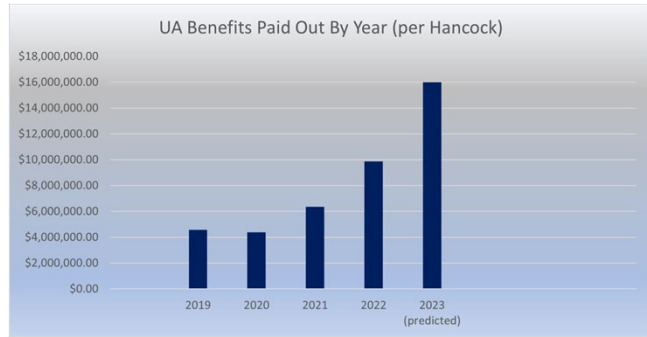
Outcomes

Per our CA CSD Representative, Darrell McCormick, our Energy Program is exemplary and the best operated in his region!



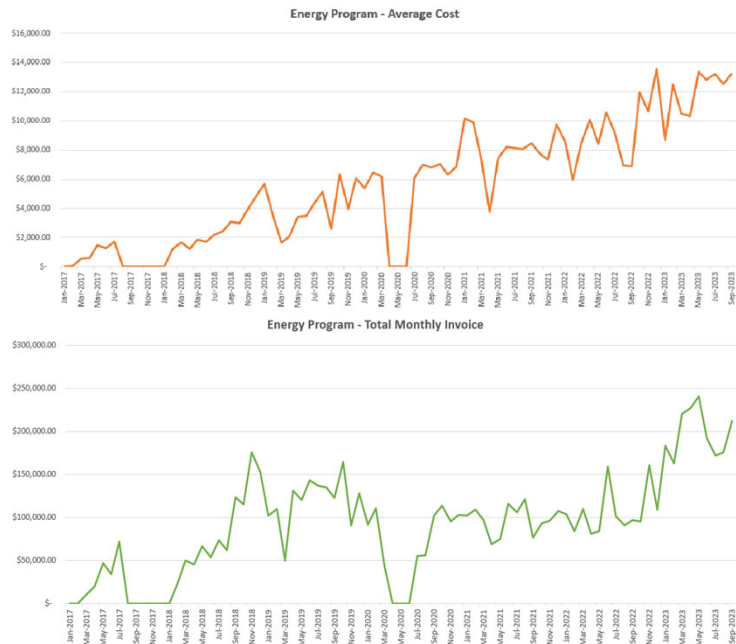
Utility Assistance

- Fully spent ARPA 2021, LIHEAP 2022, SLIHEAP 2022, LIHEAP 2023
- Utility Assistance fully staffed
- Created Outreach Supervisor position
- Established relationship with Hey Salty Marketing
- Increased wages for all UA positions
- Successfully partnered with various CAPK programs to complete Outreach efforts
- Will have paid out approx. \$16 million in UA benefits by end of year!



Weatherization

- Fully spent LIHEAP 2022
- On track to fully spend out LIHEAP 2023 by EOY (Contract obligation - Category A)
- Weatherization Fully Staffed
- Created Energy Program Assistant Weatherization Manager and Assistant positions
- Continued to work and improve process to expediate the Weatherization process
 - Jobs are being closed at a much faster pace
- Created relationships with vested organizations to partner with
- Replaced old vehicles and equipment





Questions?



Community Development Services



Helping People... Changing Lives.

Program 211: 2024-2025 Budget Development

PRESENTED BY:
ADMINISTRATOR: SABRINA JONES-ROBERTS

1



Program Overview

2




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

3

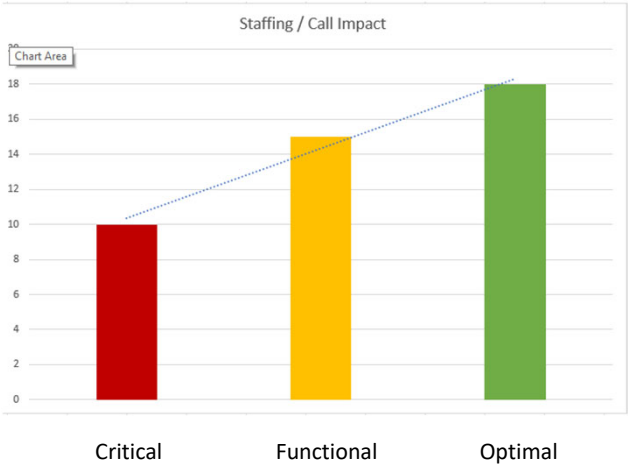


Goals for 2024-2025

4




- Aim to identify trends or patterns of high call volumes and establish a schedule that supports staffing employees at peak times.
- Utilize staffing agency during months that the program anticipates a surge in calls (January – April)
- Identify the number of Information and Referral Specialists needed based on standard call volume



Category	Value
Critical	10
Functional	15
Optimal	18

5



Turnover Rate

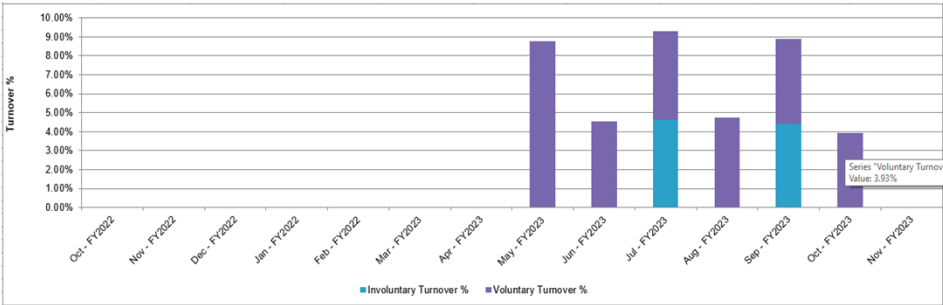
Actual turnover rate is the total terminations as a percentage of average headcount for a given time period.

Analyze About

0% turnover in the organization in Nov - FY2023.

▼ 3.9% Month vs Prior Month Nov - FY2023 | Oct - FY2023

0.54% Organization Benchmark Nov - FY2023



Month	Involuntary Turnover %	Voluntary Turnover %
Oct - FY2022	0.00%	0.00%
Nov - FY2022	0.00%	0.00%
Dec - FY2022	0.00%	0.00%
Jan - FY2023	0.00%	0.00%
Feb - FY2023	0.00%	0.00%
Mar - FY2023	0.00%	0.00%
Apr - FY2023	0.00%	0.00%
May - FY2023	0.00%	8.50%
Jun - FY2023	0.00%	4.50%
Jul - FY2023	4.50%	4.50%
Aug - FY2023	0.00%	4.50%
Sep - FY2023	4.50%	4.50%
Oct - FY2023	0.00%	3.93%
Nov - FY2023	0.00%	0.00%

- Improve staff retention by offering ongoing support, schedule accommodations, and recognizing special occasions for existing employees.
- Prepare ready and eligible staff members to become certified Community Resource Specialists which constitutes a change from IR Tier 1 to IR Tier 2, with an increase in salary.

6



- Renew county contracts for an additional 3 years for Kings, Tulare, Stanislaus, Fresno/Madera, and Merced/Mariposa.
- Research opportunities to expand 2-1-1 service model to benefit clients by the end of 2024. Identify high critical clients of CAPK that need additional support. Target case management program to offer more comprehensive services. Identify if services are moving people away from poverty.

7



2024-25 Budget

8



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

- Total amount:
 - \$45,000
- Length of the contract:
 - 1 year (7/1/2023 - 6/30/2024)
- Scope of work
 - Utilized to support the 2-1-1 Call Center operations
 - No deliverables
- Salaries:
 - N/A

9



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

- Total amount:
 - Year 1: \$80,099.00
 - Year 2: \$83,564.95
 - Year 3: \$83,564.95
- Length of Contract:
 - 3 years (7/1/2021 - 6/30/2024)
- Scope of Work
 - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
- Salaries
 - Varies

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

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

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

- **Total amount**
 - Year 1: \$77,021.00
 - Year 2: \$80,872.05
 - Year 3: \$80,872.05
- **Length of Contract:**
 - 3 years (7/1/2021 - 6/30/2024)
- **Scope of Work**
 - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling.
- **Salaries**
 - Varies

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United Way of Merced County (536-233) - United Way

- Total amount:
 - Year 1: \$25,155
 - Year 2: \$25,909.65
 - Year 3: \$25,909.65
- Length of Contract:
 - 3 years (3/1/2022 - 6/30/2025)
- Scope of work:
 - Information and Referral services via the 2-1-1 Kern call center afterhours and weekends and disaster call handling.
- Salaries
 - Varies

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LIHEAP Energy Calls (536-000)- State

- Current Cost per call:
 - \$6.91
- Methodology
 - Developed and presented to CSD to analyze call data and determine an annual cost per call.
- Scope of Work
 - 2-1-1 Kern County is the call center for CAPK Low Income Home Energy Assistance Program (LIHEAP). Call Specialists initiate the application process, link clients to Energy services, schedule appointments, and provide status updates on pending applications for the utility assistance program. Calls for Weatherization Program are initiated through 2-1-1 Kern and routed to directly to Weatherization Specialists.
- Salaries
 - Various

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

- Total amount:
 - Year 1: \$121,281.60
 - Year 2: \$125,139.77
 - Year 3: \$127,992.88 (option to renew)
- Length of contract:
 - 2 years (1/1/23 - 12/31/24)
 - An option to renew for an additional year
- Scope of Work:
 - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
 - Special projects: VITA call handling and scheduling, Tobacco Cessation, Relief for Energy Assistance through Community Help (REACH).
- Salaries:
 - Varies

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

- Total amount: \$161,487
 - Year 1: \$52,246
 - Year 2: \$53,813
 - Year 3: \$55,428
- Length of contract:
 - 3 years (10/1/2021 - 9/30/2024)
- Scope of Work:
 - CalFresh is offered to clients who are interested in receiving benefits and are currently not enrolled. The 2-1-1 Program Specialist will complete the application via phone using the BenefitsCal Website. The Program Specialist submits all documentation to the Department of Human Services Processing Center on behalf of the client.
- Salaries:
 - Administrator, 2 Information and Referral Specialists

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Medi-Cal Health Enrollment Navigator Project (274) - County of Kern

- Total amount:
 - \$94,000
 - Portion of a \$311,248 grant
- Length of the contract:
 - 1 year (July 1, 2023 - June 30, 2024)
- Scope of Work
 - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
 - Identify 2-1-1 help seekers that are uninsured
 - Assist in Medi-Cal benefit enrollment via the telephone
 - Provide data on a monthly basis, regarding the total number of enrollments completed
- Salaries
 - 1 FTE Program Specialist who completes the applications on behalf of the client
 - 1 FTE Information & Referral Specialists who is identifying callers that have expressed interest in completing a Medi-Cal application

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Medi-Cal Health Redetermination (419) - Kaiser Permanente

- Total amount:
 - \$90,000
- Length of the contract:
 - 1 year (August 1, 2023 - July 31, 2024)
- Scope of Work
 - Medi-Cal is insurance for low-income individuals and families in California, which pays for health care services
 - Identify 2-1-1 help seekers that are insured and due for renewal
 - Assist in accessing online profile and submitting renewal in-person
 - Provide data on a monthly basis, regarding the total number of individuals assisted
- Salaries
 - 1 FTE Program Specialist who guides the applicant through the renewal process

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

- Total amount: \$450,000
 - Year 1: \$82,149
 - Year 2: \$87,948
 - Year 3: \$90,558
 - Year 4: \$93,282
 - Year 5: \$96,064
- Length of Contract:
 - 5 years (7/1/2020-6/30/2025)
- Scope of Work:
 - 2-1-1 Kern Information and Referral Specialists will identify callers with children ages 0-5 years that are interested in a developmental screening and refer them to an Help Me Grow Development Specialist. Quarterly Reports are generated through Persimmony to document progress.
- Salaries
 - Administrator, 2 IR Specialists

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


- Total amount: 1,149,132.00
 - Year 1: \$156,092.00
 - Year2: \$222,555.00
 - Year 3: \$249,281.00
 - Year 4: \$256,718.00
 - Year 5: \$264,386.00
- Length of Contract:
 - 5 years (7/1/2020 - 6/30/2025)
- Scope of Work:
 - Help Me Grow is a collaborative system with a critical mission; to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, 2-1-1 Development Specialist and/or Care Coordinator can complete an online screening tool known as ASQ, that provides a quick snapshot of a child's development. An ASQ evaluates gross motor, fine motor, problem solving, personal social, and communication skills as well as social and emotional skills
- Salaries:
 - Administrator, 2 Development Specialists, 1 Care Coordinator, and 2 IR Specialists

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Opportunities and Challenges

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GL	Description	CAL FRESH	County Public Health Emergenc	FIRST 5 HELP ME GROW	FIRST 5 ZH KEFN	COUNTY OF KERN	Position Youth Medi-Cal Project	Kaiser Permanen in Medi-Cal	y Services Block Grant	211 KINGIS, TILARIE STANISLAUS, FRESNO & MADEIRA, ENERGY	TOTAL
		164	166	264	288	309	274-271	419		536 231,232,234,235	
REVENUE											
410	Federal Grant Revenue	161,487.00	-	-	-	-	-	-	-	-	161,487.00
410	State Grant Revenue	-	-	-	-	-	-	-	243,478.00	-	243,478.00
410	County Grant Revenue	-	-	264,306.00	96,864.00	45,000.00	94,000.00	37,500.00	-	-	636,670.00
420	Private Revenue	-	-	-	-	-	-	-	-	-	-
490	Donated Commodities/Food Revenue	-	-	-	-	-	-	-	-	-	-
		161,487.00	-	264,306.00	96,864.00	45,000.00	94,000.00	37,500.00	243,478.00	-	636,670.00
SALARIES											
510	Salaries	10,022.00	-	102,328.08	66,665.37	-	65,234.00	22,839.50	172,646.00	-	366,025.95
510	Salaries - Subsidy	-	-	-	-	-	-	-	-	-	-
		10,022.00	-	102,328.08	66,665.37	-	65,234.00	22,839.50	172,646.00	-	366,025.95
BENEFITS											
520	FICA/ICA-MED Expense	34,783.82	-	56,521.70	20,666.26	-	20,222.54	11,250.00	48,636.00	-	101,479.32
520	Benefits - Subsidy	-	-	-	-	-	-	-	-	-	-
		34,783.82	-	56,521.70	20,666.26	-	20,222.54	11,250.00	48,636.00	-	101,479.32
TRAVEL											
610	Local Travel - Staff	-	-	1,000.00	-	1,370.00	-	-	-	-	2,370.00
610	Local Travel - Board	-	-	-	-	-	-	-	-	-	-
610	Local Travel - Parents	-	-	-	-	-	-	-	-	-	-
610	Vehicle Rental	-	-	1,000.00	-	1,370.00	-	-	-	-	2,370.00
		-	-	2,000.00	-	2,740.00	-	-	-	-	4,740.00
SPACE COSTS											
620	Rent/Lease	-	-	-	-	-	-	-	-	-	70,000.00
620	Building Purchase	-	-	-	-	-	-	-	-	-	70,000.00
		-	-	-	-	-	-	-	-	-	140,000.00
SUPPLIES											
630	Supplies	-	-	-	-	-	-	-	7,500.00	-	7,500.00
630	Computer & Peripheral Supplies	-	-	-	-	25,539.00	-	-	-	-	25,539.00
630	IT Communication Supplies	-	-	-	-	-	-	-	-	-	-
630	Computer Software	-	-	-	-	25,539.00	-	-	-	-	25,539.00
		-	-	-	-	51,078.00	-	-	-	-	51,078.00
EQUIPMENT PURCHASE											
640	Equipment Purchase	-	-	-	-	-	-	1.00	2.00	-	3.00
		-	-	-	-	-	-	1.00	2.00	-	3.00
OTHER OPERATING COSTS											
650	Communication Services	-	-	-	-	14,000.00	-	-	-	-	14,000.00
650	Postage	-	-	500.00	-	-	-	-	-	-	500.00
650	Printing	-	-	-	-	-	-	-	-	-	-
650	Risk Insurance	-	-	-	-	-	-	-	-	-	-
650	Help Costs	-	-	-	-	-	-	-	-	-	-
650	Employee Costs	-	-	-	-	-	-	-	-	-	-
650	Board Costs	-	-	-	-	-	-	-	-	-	-
650	Fair Ad	-	-	-	-	-	-	-	-	-	-
650	Tuition and Registration Fees - Staff	-	-	-	-	-	-	-	-	-	-
650	Quota	-	-	-	-	-	-	-	-	-	-
650	Training Expenses	-	-	-	-	-	-	-	-	-	-
650	Meeting Expenses	-	-	-	-	-	-	-	-	-	-
650	Membership Dues	-	-	-	-	-	-	-	-	-	-
650	Misc Expense	-	-	500.00	-	14,000.00	-	-	-	-	14,500.00
		-	-	500.00	-	14,000.00	-	-	-	-	14,500.00
INDIRECT											
990	Indirect Subsidy	14,681.18	-	24,036.22	8,732.37	4,091.00	8,543.46	3,409.50	22,134.00	-	52,693.73
990	Indirect Expense	14,681.18	-	24,036.22	8,732.37	4,091.00	8,543.46	3,409.50	22,134.00	-	52,693.73

[FY 2024-25 Budget Tool 2-1-1 Program.xlsx](#)

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Opportunities/Challenges

- Recruiting for Information and Referral Specialists seems to have become an ongoing process. The program has acquired permanent internal employees using the staffing agency and consistently works towards retention for those who are currently amongst the team.
- The volume of LIHEAP calls had increased at the beginning of 2023 and the higher number of calls were becoming traditional until the decreased of calls towards the end of September 2023 attributed to the utility assistance program only accepting new applications for the water program.
- 2-1-1 outreach efforts are highly beneficial to the program. The team attends various events to educate the community on the many benefits of contacting 2-1-1. We have attracted parents for the Help Me Grow Program, and Individuals or families for Medi-Cal, Medi-Cal Redetermination, and CalFresh.
- Identifying a candidate for the Program Specialist Role. Three candidates have been interviewed for the position, the individual to whom an offer was made, declined the position. The staff requisition has been extended.
- Help Me Grow competes with other agencies who also complete ASQ screenings; although the team typically meets and/or exceeds monthly and annual expectations.

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Questions?

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1



2

Housing & Supportive Services Division

- Coordinated Entry System (CES)
 - HUD
 - Homeless Housing Assistance and Prevention Grant (HHAP) Round 2 & 3
 - CSBG
 - Encampment Resolution Grant (pending)
- Cal-AIM Enhanced Care Management and Community Support
 - Housing Navigation
 - Housing Deposits
 - Housing Substantiality
 - Day Habilitation (pending)
- M Street Navigation Center
- M Street Safe Camping
- M Street Safe Parking
- Adult Re-Entry Warm Handoff
 - California Board of State and Community Corrections (BCSS)

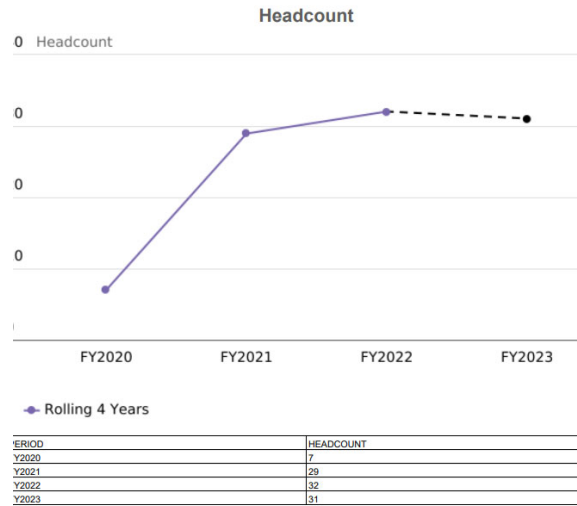


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	CSBG	HUD	HHAP 2	HHAP 3	Cal-AIM	REG WH	LHNC	Safe Camping	Total
Utilities	\$128,953.00	\$264,356.00	\$46,568.00	\$98,580.00	\$365,000.00	\$203,794.00	\$946,500.00	\$385,845.00	\$2,237,596.00
Benefits	\$35,547.00	\$50,951.00	\$54,436.00	\$30,560.00	\$113,150.00	\$63,176.00	\$293,500.00	\$88,670.00	\$689,900.00
Supplies	\$4,500.00				\$6,000.00		\$83,000.00	\$30,000.00	\$125,500.00
Computer					\$16,000.00				\$16,000.00
Software					\$6,000.00				\$6,000.00
Office	\$30,079.00		\$15,000.00	\$10,000.00	\$22,563.00	\$16,000.00			\$93,642.00
Utilities			\$4,500.00				\$116,000.00	\$6,425.00	\$130,625.00
Facility							\$80,000.00	\$30,000.00	\$90,000.00
Security							\$472,000.00	\$472,000.00	\$944,000.00
Operating	\$5790.00		\$5,269.00	\$5,269.00					\$16,328.00
Comm.					\$3,000.00	\$2,500.00	\$18,000.00		\$23,500.00
Postage									
Printing						\$1,500.00			\$1,500.00
Phone			\$500.00	\$500.00	\$1,000.00	\$500.00	\$1000.00	\$1,000.00	\$4,500.00
Misc			\$1,000.00	\$1,000.00	\$1,000.00	\$756.00			\$3,756.00
Travel	\$4500.00		\$1,000.00	\$1,000.00	\$5,347.00	\$4,000.00	\$7,500.00		\$23,647.00
Books					\$1,000.00		\$375.00		\$1,375.00
Vehicle					\$1,000.00		\$100.00		\$1,100.00
Lease							\$500.00	\$46,000.00	\$46,500.00
Tuition			\$3,000.00	\$3,000.00	\$1,500.00	\$5,000.00	\$14,000.00		\$26,500.00
Rent Ins							\$5,400.00		\$5,400.00
Outreach						\$5,500.00			\$5,500.00
Subaward						\$2,500.00			\$2,500.00
Client Inc.						\$23,136.00			\$23,136.00
Client Ser.							\$2000,000.00	\$302,300.00	\$3,302,300.00
Client Ed.						\$10,000.00			\$10,000.00
Comm.							\$226,448.00	\$125,000.00	\$351,448.00
Indirect	\$17,725.00	\$21,531.00	\$7,727.00	\$14,091.00	\$52,500.00	\$32,638.00	\$246,892.00	\$115,984.00	\$509,088.00
Total	\$225,054.00	\$236,838.00	\$100,000.00	\$165,000.00	\$600,000.00	\$375,000.00	\$2,715,815.00	\$1,275,984.00	\$5,699,311.00
Revenue	\$225,054.00	\$236,838.00	\$100,000.00	\$165,000.00	\$600,000.00	\$375,000.00	\$2,715,815.00	\$1,275,984.00	\$5,699,311.00

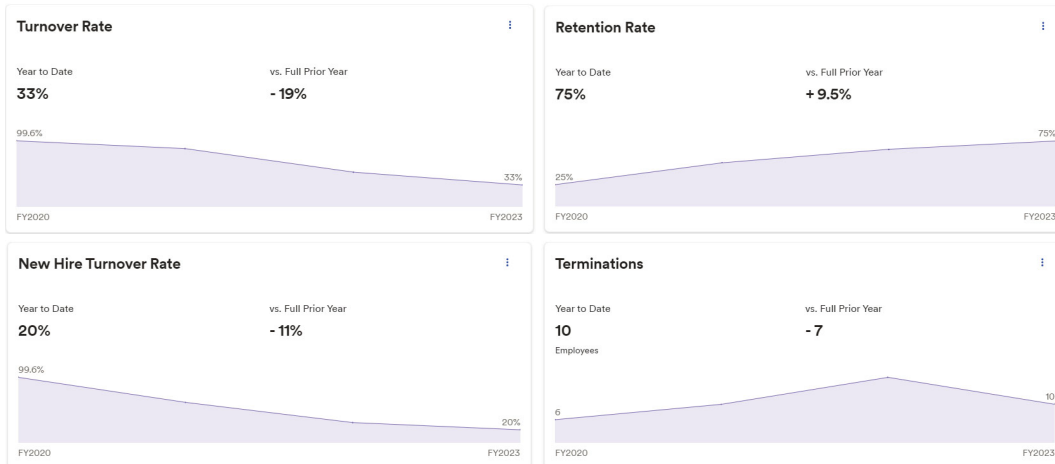
4

Housing & Supportive Services Staffing Profile



5

Housing & Supportive Services Turnover & Retention



6







Coordinated Entry System

- Staffing Profile:
 - HUD: Program Manager: Joseph Aguilar (new position added)
 - Program Supervisor: Marlene Ruiz
 - Program Specialist CES: Vacant
 - Program Specialist Encampment : Vacant (new position added)
 - Housing Navigators: 5 FTE's
 - Director


7

CalAIM

- Staffing Profile:
 - CalAIM: Program Manager: Joseph Aguilar
 - Housing Navigators: 6 FTE's
 - Information & Referral Specialist
 - IT Data Analyst
 - Director

8



M Street Navigation Center

- Staffing Profile:
 - : Program Administrator: Laurie Hughey
 - Operations Manager: Albert Garza
 - Program Supervisor: Keith Jackson
 - Program Coordinators: 2 FTE's
 - Program Specialist: 1 FTE
 - Housing Navigators: 5 FTE's
 - Food Prep: 2 FTE's
 - Shelter Worker: 3 FTE's
 - Transport Driver: 1 FTE
 - Custodian: 1 FTE

9



M Street Safe Camping/Parking

- Staffing Profile:
 - : Program Administrator: Laurie Hughey
 - Operations Manager: Albert Garza
 - Program Supervisor: Keith Jackson
 - Program Specialist: 1 FTE
 - Shelter Worker: 6 FTE's

10




Adult Re-Entry Warm Hand Off

- Staffing Profile:
 - : Program Manager: Rosario Miranda
 - Program Supervisor: Vacant
 - Housing Navigator: 2.5 FTE's

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Visit our website at:
www.capk.org



**Rebecca Moreno, Director of
Housing & Supportive Services**
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<https://eps3w4ytrwd.exactdn.com/wp-content/uploads/2023/05/2023-Agency-One-Sheet-english-spanish.pdf>

12



Helping People... Changing Lives.

Program East Kern Family Resource Center 2024-2025 Budget Development

PRESENTED BY: ANNA SAAVEDRA

DIRECTOR: FREDDY HERNANDEZ

1



Program Overview

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East Kern Family Resource Center

Located in Mojave California, East Kern FRC provides multiple services to families and individuals who reside in East Kern County. Some of the areas we serve are in rural and secluded communities and cities such as Tehachapi, Boron, North Edwards, California City, Keene, and Rosamond.

- Referral Services
- HEAP Utility Assistance
- VITA Volunteer Income Tax Assistance
- WIC
- Emergency Assistance:
 - ✓ Food
 - ✓ Household
 - ✓ COVID Supplies
 - ✓ Emergency Clothing
 - ✓ Safe Sex items
 - ✓ Female hygiene items
 - ✓ Baby supplies (Diapers, Car Seats)
- Office Support Services
- Homeless Assistance Services
- Holiday Food Baskets



Coordinated
Entry
System

Homeless Navigation
Services



is East Kern Family Resource Center

3



Community Partners

- ❖ Wayside Church
- ❖ City Church
- ❖ Salvation Army
- ❖ Department of Health and Human Services
- ❖ Differential Response
- ❖ AES Clean Energy
- ❖ Clinica Sierra Vista

- ❖ Rio/Tinto Borax
- ❖ Mortenson Construction
- ❖ CAPK Food Bank
- ❖ Kern County Health Department
- ❖ Virgin Galactic
- ❖ CCS Mental Health
- ❖ CAPK Energy Program
- ❖ CAPK VITA Program

4



First 5 Kern

First 5 program provides help to families with children ages 0-5

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

Program Outcome

- ✓ 135 Families
- ✓ 105 Children



5



Coordinated Entry Systems

Provides a single point of access for shelter, job resources, mental health, substance abuse and other services for individuals experiencing homelessness in Kern County.

- Case Management Services
- Crisis Support Services for homeless individuals and families.
- Referral Services
- Outreach Services
- Transportation Services
- DMV and Birth Certificate assistance
- Food Assistance
- Necessities:
 - ✓ Hygiene Kits
 - ✓ Sleeping bags
 - ✓ Clothing
 - ✓ Snacks



6




Client Outcomes 2023-2024

7




8




Client Outcomes

- 2.1.4. Number of parents/guardians who received general case management services, including home visits.
 - Target: 30 Actual: 31 Percentage: 103%
- 2.1.7. Number of children who received general case management services, including home visits.
 - Target: 30 Actual: 38 Percentage: 127%
- 2.2.1. Number of parents/guardians who received court-mandated parent education.
 - Target: 10 Actual: 10 Percentage: 100%
- 2.4.3. Number of parents/guardians who received support services.
 - No Target 144

- 3.1.1. Number of children who participated in educational center-based activities.
 - Target: 25 Actual: 26 Percentage: 104%
- 3.1.2. Number of children who participated in educational home-based activities.
 - Target: 15 Actual: 39 Percentage: 260%
- 3.1.3. Number of children who participated in Summer Bridge center-based activities.
 - Target: 10 Actual: 10 Percentage: 100%
- 4.2.1. Number of Collaborative Meetings
 - Target: 9 Actual: 11 Percentage: 122%



9



Support Services Outcomes

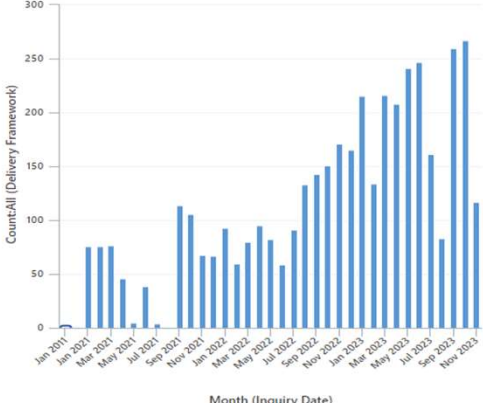
- Food Assistance
 - Provided 1,357 clients
- Referral & Administrative Services
 - We provided 2,624 referrals
- House Hold Items
 - Assisted 99 families
- Clothing Assistance
 - Assisted 543 clients

▪ We have seen a 28% increase in the demand for services since 2021.

Active Inquiries - East FRC

Inquiries by Month

● FRC - East Kern



Month (Inquiry Date)

10



Goals for 2024-2025

11



EKFRFC 2024-25 Goals

- **Find Unrestricted Funding**
 - Continue to work with the CAPK Foundation & Grants Department
 - Local Business Donations
 - The Mojave Chamber of Commerce
- **Grow the Collaborative Meeting**
 - Continue to expand our monthly collaborative meeting.
 - Find additional partners that support the East Kern Communities.
- **Expand Services and Resources**
 - Work with local community partners.
 - Work with other CAPK programs.
- **EKFRFC become a one-stop shop**
 - Eliminate barriers
 - Provide a location for multiple support services.
 - Homeless Individuals
 - Families

12



2024-2025 Budget

13

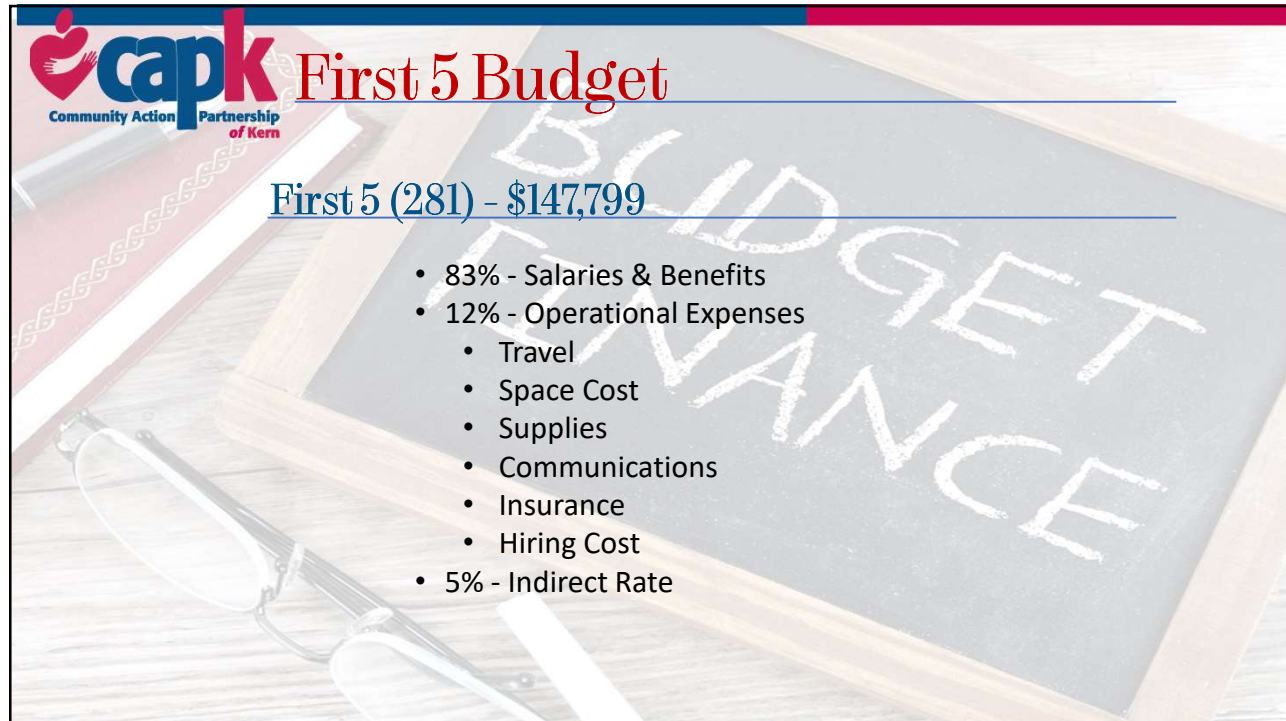


CES Budget

Housing Navigator (276-73) - \$150,000

- 72% - Salaries and Benefits
- 17% Operational Expenses
 - Travel
 - Space Cost
 - Communications
 - Insurance
 - Hiring Cost
- 11% - Indirect Rate

14



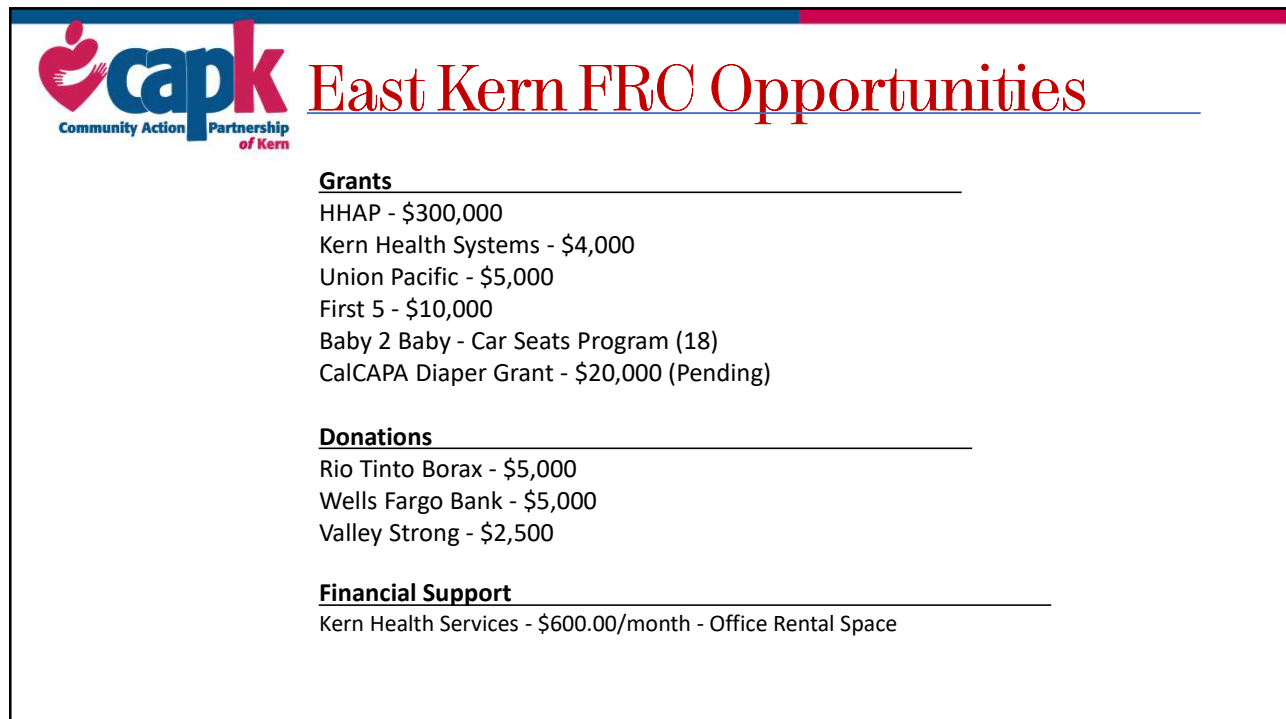
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First 5 Budget

First 5 (281) - \$147,799

- 83% - Salaries & Benefits
- 12% - Operational Expenses
 - Travel
 - Space Cost
 - Supplies
 - Communications
 - Insurance
 - Hiring Cost
- 5% - Indirect Rate

15



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East Kern FRC Opportunities

Grants

HHAP - \$300,000
 Kern Health Systems - \$4,000
 Union Pacific - \$5,000
 First 5 - \$10,000
 Baby 2 Baby - Car Seats Program (18)
 CalCAPA Diaper Grant - \$20,000 (Pending)

Donations

Rio Tinto Borax - \$5,000
 Wells Fargo Bank - \$5,000
 Valley Strong - \$2,500

Financial Support

Kern Health Services - \$600.00/month - Office Rental Space

16



Opportunities and Challenges

17



East Kern FRC Opportunities

- **Expand Services:**
 - Local Partnerships (Non-profits)
 - Food Assistance (CAPK & Salvation Army)
 - Rental Assistance (Need)
 - Health Care Enrollment Assistance (DHS and KHS)
 - Collaboration
- **Local Business Funding**
 - Sponsorships
 - Donations
 - Partnerships (Holiday Drives)
 - Awareness of Services
 - Partnerships with local School Districts
 - Mojave Chamber of Commerce



18



East Kern FRC Challenges

- **Transportation**
 - Difficult for clients to receive services.
 - Difficult to referral clients for services.
- **Facility Maintenance**
 - Repairs take longer to complete.
- **Housing Assistance Services**
 - Many clients are struggling with rent.
- **Utility Assistance**
 - This is a highly needed service.
- **Showers**
 - Highly needed for the homeless population.
- **Washing Clothes Services**
 - Families and Homeless Clients struggle with this need.



19




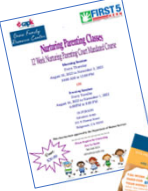
Questions?


20



Program Overview

1



Oasis Family Resource Center

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

Program provides families with children 0-5:

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

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

- Court Mandated Nurturing Parenting Classes

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



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

2



Client Outcomes 2023-2024

3

		First 5 Kern Services				
Focus Area	Service Category	Client Type	2022-2023 Results	Annual Target	YTD Results 2023-2024	% YTD (July-Oct 2022)
Parent Education & Support Services	General Case Management	Parents/Guardians	33	30	27	90%
Parent Education & Support Services	General Case Management	Children	40	30	27	90%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	25	10	5	50%
Early Childcare & Education	Home-Based Activities (Children)	Children	40	15	25	167%
Early Childcare & Education	Summer Bridge	Children	20	10	11	110%

All goals are on track or already exceeded for current fiscal year.
5 month-period 42% expired


4




Client Outcomes 2023-2024

Met and Exceeded all First 5 Kern Goals: See next slide results

- Case Management Services including home activities
- Summer Bridge Program: Doubled goal with June and July Sessions
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter.
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
 - 185 Unduplicated parents with children 0-5 received walk in services in 2022-2023 (more than double previous fiscal year)
 - 119 unduplicated parents with children 0-5 received walk in services YTD Q1 2023-2024.
 - Provided services to 49 pregnant moms in last 12 months
 - Provided services to 241 families (unduplicated) in last 12 months for 932 inquiries providing baby items (Duplicated).

5



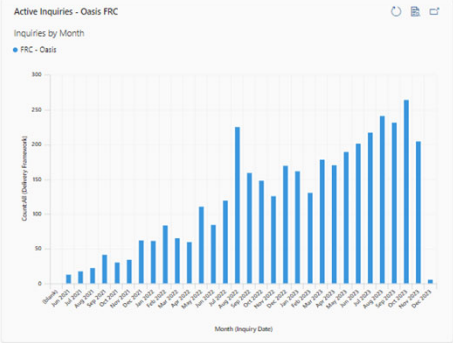
Client Outcomes 2023-2024

Provide CAPK & Non-First 5 Kern Services

2300 Inquiries in last 12 Months (Duplicated Services) serving 601 households (Unduplicated)

- Utility Assistance: Intake in Ridgecrest
- Volunteer Income Tax Assistance: Continue partnership with Alta One Credit Union to expand services
- Referrals to CES, Flood Ministries: Homeless assistance
- Emergency Assistance: Food, household items, bus passes, DMV vouchers, etc.
- Planned Parenthood Sex Education to start in January 2024
- CalCAPA Diaper Supply program to start in December 2023

Forecast 25% increase in next 12 months to provide services for 2875 inquires (Duplicated Services)



6



Goals for 2024-2025

7



First 5 Kern Services 2024-2025 Goals

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

All F5K goals remain the same for next fiscal year 2024-2025

8



9





Oasis Family Resource Center




Fund 286

Oasis FRC Budget 2023-2024

		Budget	%
I. PERSONNEL SERVICES			
Site Supervisor	Le Barbe, Eric Jean Marie	60,486.00	34.93%
Case Manager	Harpster, Ada Evelia	42,578.00	24.59%
Office Assistant	To Be Hired	16,068.00	9.28%
Total Salaries		119,132.00	68.80%
Benefits		29,783.00	17.20%
Total Personnel		148,915.00	86.00%
I. SERVICES AND SUPPLIES			
	Office and Program Supplies	2,000.00	1.15%
	Rent/Occupancy Costs	8,400.00	4.85%
	Communications/IT Support	1,500.00	0.86%
	Travel/Mileage	2,000.00	1.15%
	Postage	50.00	0.03%
	Printing and Duplication	100.00	0.06%
	Recruitment	250.00	0.14%
	Insurance	1,000.00	0.58%
	Emergency Needs	1,000.00	0.58%
	Equipment Repair/Maintenance	740.00	0.47%
	Memberships	550.00	0.32%
Total Services/Supplies		17,590.00	10.15%
Subtotal I & II		166,505.00	96.15%
III. INDIRECT			
	Indirect @ 4%	6,660.00	3.85%
GRAND TOTAL		173,165.00	100.00%

10



Oasis FRC Supplemental Funds

Fund 534

Grant/Source of Funding	Focus	Amount Awarded	Amount Spent	Remaining Balance	Deadline	Indirect Costs
Baby2Baby	Car Seats	42 Car Seats	NA	NA	40 Car Seats	N/A: In Kind
Kern Health Systems	Vehicle Purchase	\$25,000.00	\$25,000.00	\$-	6/30/2023	N/A
Wells Fargo	Vehicle Purchase	\$20,000.00	\$20,000.00	\$-	6/30/2023	N/A
Kern Family Health Care	Emergency Supplies	\$4,000.00	\$4,000.00	\$-	12/31/2023	10%
C.A.R.E. for Kids	Educational Supplies	\$5,109.73	\$5,109.73	\$-	6/30/2023	N/A: In Kind
First 5 Kern Baby Shower	Baby Shower	\$5,000.00	\$5,000.00	\$-	6/30/2023	4%
Planned Parenthood	Sex Education	\$35,000.00	\$-	\$35,000.00	6/30/2024	10%
Albertson's	Hygiene Kits	\$5,000.00	\$5,000.00	\$-	6/30/2024	10%
Wells Fargo	Emergency Supplies	\$10,000.00	\$0.00	\$10,000.00	TBD	10%
First 5 Kern DHS	Emergency Supplies	\$10,000.00	\$6,364.90	\$3,635.10	6/30/2024	Not Allowed
Cal Capa: Diaper Supply Bank	Diapers & Staffing	\$37,440.00	\$0.00	\$37,440.00	4/30/2025	10%
Unrestricted Donations	Unrestricted	\$6,602.81	\$5,303.61	\$1,299.20	N/A	10%
		\$163,152.54	\$75,778.24	\$87,374.30	YTD Spending as of 11/28/2023	

11



Opportunities and Challenges

12



Oasis FRC Opportunities



- Continue to extend CAPK Services to the rural area of Ridgecrest.
 - ✓ Seek additional resources within the agency for the Ridgecrest Community
 - ✓ Continue to collaborate within agency for expansion of services in Ridgecrest Community: VITA, HEAP, Food Bank, CES Services
- Seek additional sources of funding
 - ✓ Hire additional staff
 - ✓ Additional office and storage space
- Continue to apply for additional funding through the foundation and grant administrator to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and homeless individuals)
- Increase of volunteer participation: LDS Church, Pathpoint, Boeing, and individual volunteers
- Implement new programs from recently secured grants:
 - Planned Parenthood: Sex Education
 - CalCapa: Diaper Distribution with basic case management services

13



Implemented Improvements from 2022-2023



Storage & Office Space

- Gain Additional Storage at St Michael's Episcopal Church at low cost \$600 per year
- Traded office with Kern Health Systems with slight increase of office Space (moving in process)

Food Insecurity

- Salvation Army receives monthly food truck deliveries and provides farmer's Market
- Oasis FRC receives deliveries of commodity boxes from Food Bank on monthly basis (Same day as Senior Food Boxes)

Emergency Needs

- Secured small grants to alleviate basic needs: car seats, baby items, hygiene kits, feminine products, household supplies, bus passes
- Received several large in-kind donations of children clothing and baby items

Children Literacy

- Access to Dolly Parton's Library
- Book Distributions
- Partnership with the library including guest readers during Summer Bridge program

Transportation

- Oasis FRC purchased SUV and helped transporting clients as needed
- Secured more funding to purchase gas cards and bus passes for clients

IT

- Some improvement in data collection with aggregate data and Power BI reports

Janitorial Services

- Head Start hired ½ FTE for pre-school including cleaning bathrooms and most common areas (Unsure sure if this will be available in the Summer)

14



Oasis FRC Challenges Program & Community



- Lack of space
 - ✓ Limited Storage (Working on additional storage with United Methodist Church)
 - ✓ No space for additional employees if increasing head count
- Staff
 - ✓ Staff with limited bandwidth to keep up with increasing demand of walk-ins services
 - ✓ Limited time to help families with children 6-18 navigate resources
- Rental assistance is highly needed in Ridgecrest
- HEAP Funding Limitations
- Increase in homelessness
 - ✓ Limited resources for homelessness in Ridgecrest unless victim of domestic violence
- Need for After-School Programs
- Transportation
 - ✓ Clients lack of transportation still challenging due to limited hours of public transport operations
 - ✓ Costly and time consuming to access Bakersfield services

15



Oasis FRC Challenges Program & Agency



- Staffing
 - ✓ High costs of benefits (Kaiser not available in Ridgecrest)
 - HMO not accepted in Ridgecrest
 - PPO is very expensive
- IT
 - ✓ 211 duplicate data and incomplete information
 - ✓ Dynamics Lack of functionality; not able to create individual reports (demographic reports, distribution lists, etc.)
 - ✓ CAPK Dynamics software is not used across all agency programs
- Funding
 - ✓ Limited success with large grants (100K+) but great success with small grants
- Procurement
 - ✓ Cumbersome and slow to process MOUs and check requests
 - ✓ NO SOPs in place with no succession plan with high staff turnover
 - ✓ Limited choice of suppliers (not most cost effective)
- Maintenance
 - ✓ Slow execution of work requests small and large projects
 - ✓ Lack of communication of work being completed for large projects

16



Questions?



17



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

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

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

18



Helping People... Changing Lives.

Community School Partnership Program: 2024-2025 Budget Development

PRESENTED BY:

QUE'MESHA BANNER

1



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

2



Scope of work

Case Managers receive referrals for student families from BCSD Multi-Tiered System of Support, Family and Community Engagement (FACE) Liaisons, outreach, and self-referred parents. Case Managers are to initiate contact to the parent or guardian. Case Managers will schedule a meeting with the family to complete an intake form, pre-assessment of needs, and create a family goal plan using SMART goals. The assessment will be utilized to benchmark the family's level of needs, provide a minimum of three months of case management congruent with their goals, and submit internal referrals using IRM and/or external referrals via 2-1-1.

3



Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Contract and Award Details

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

4



Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Salaries

- 1 FTE Program Supervisor
- 4 FTE Case Managers

Deliverables

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

5



Goals

- To be a valuable and dependable resource for the community schools.
- Elevate school faculty's participation to increase the number of student-family referrals to the program.
- Improve the organization's internal usage of the Inter-agency Referral Management System (IRM)
- Provide ongoing training and professional development for the Case Managers.

6



Goals cont.

- Remain fully staffed throughout the 2023-2024 academic year.
- Provide a minimum of 3 months case management and support to all student-families referred to our program to address their identified needs and improve parent involvement and interest in the program.

7



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

8



Questions?



Helping People... Changing Lives.

Friendship House: 2024-25 Budget Development

PRESENTED BY: LOIS HANNIBLE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM LEADER: LOIS HANNIBLE

1



Positive Youth Development Mentor Program

Program Overview 2024-25

2



The Mentor Program is funded by the County and provides mentoring services for youth ages 6-18.

Services offered include:

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

Mentees:

- Must commit to one year of mentoring services
- Parent registration is required for participation

Mentors:

- 18 or older, complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training
- Follow all rules pertaining to the program



3



Client Outcomes 2023-2024

4



Positive Youth Development Mentor Program Outcomes

- Provide mentoring services (which includes afterschool & summer program) to 100 youth. *As of Oct. 2023, 78 youth have been served.*



5



Goals for 2024-25

6



Positive Youth Development Mentor Program Goals

- Mentoring services shall include at least one of the following: individual or group mentoring, afterschool or summer program, case management, intervention groups, enrichment activities, pre-employment training, family engagement activities.
- Provide three community outreach events:
BPD Meet & Greet, Backpack Giveaway, FHCC Mixer, Fall Carnival
- Provide program information at schools and at outreach events.

7



2024-25 Budget

8



Positive Youth Development Mentor Budget (271)

- Salaries & Benefits: Provides for 1FTE Program Educator
- Travel: to allow for mentor/mentee recruitment, pick-up gift cards from Finance at BPN, and to pick-up program supplies.
- Space Costs: to pay the space costs at the FHCC where program staff is housed.
- Supplies: food, snacks and incentives for participants.
- Hiring Costs: to secure new staff if needed.



9



Opportunities and Challenges

10



Opportunities:

- CAPK Friendship House will have an opportunity to reapply for Positive Youth Development Mentor Program funds with the County of Kern.

Challenges:

- The contract agreement for FY 2023/24 ends June 30, 2024, and CAPK Friendship House will have to reapply for program funds.
- Since COVID, it has been a challenge to offer Aggression Replace Training (ART) classes at the school sites.

11



Positive Youth Development Medi-Cal Program

Program Overview 2024-25

12



What is Medi-Cal?

Medi-Cal is an insurance for low-income individuals and families in California, which pays for health care services.

Services provided by the Following CAPK Programs:

Friendship House Community Center (outreach)

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

2-1-1 Kern County (enrollment)



13



Medi-Cal Client Outcomes 2023-2024

14



Positive Youth Development Medi-Cal Program Outcomes

Due to the end of the public health emergency clients receiving Medi-Cal must now recertify to continue receiving Medi-Cal benefits.

- How many successful contacts were made? *Out of 409 individuals, 73 were successfully contacted as of Oct. 2023.*
- Direct outreach? *As of Oct. 2023, 13,356,749 through social media, emails, and impressions.*
- Media outreach? *As of Sept. 2023, 10,135 through canvassing, phone calls, and flyers.*

15



Goals for 2024-25

16



Positive Youth Development Medi-Cal Program Goals

- All current a new incoming clients will be contacted and offered information and assistance regarding Medi-Cal.
- Clients will be encouraged to update contact information and to watch for renewal packets.
- Outreach and enrollment services will be offered at community collaboratives, resource fairs, via social media, at food distributions, and to the youth center & Head Start parents.

17



2024-25 Budget

18

Positive Youth Development Medi-Cal Budget (274)

- Salaries & Benefits: Provides for 2 FTE Program Educator, and a .10 FTE Program Manager.
- Supplies: office supplies for the program.
- Mileage: travel to provide program outreach.
- Outreach: to provide program outreach through the use of billboards, GET bus ads, and online ads.



19

Positive Youth Development Medi-Cal Budget (274)

- Printing cost: the printing of program flyers for outreach.
- Space Costs: to pay for the space costs at the FHCC for the two Program Educators and the Program Manager housed at the FHCC.
- Misc Expense: the County provided approval for the program to purchase hand sanitizer keychains, and other small incentives, stating Medi-Cal with the number for 211.
- Hiring Costs: to secure new staff, if needed.



20



Opportunities and Challenges

21

Medi-Cal Program Opportunities & Challenges

- **Opportunity:** The funding contract is expected to be renewed.
- **Challenge:** There is *not* enough funding to support two FHCC Program Educators, a 211 Information Referral Specialist, and a 211 Program Specialist with this grant.

211 is looking into other options for one of these positions.



22



CalVIP Mentor Program

Program Overview 2024-25

23



City of Bakersfield CalVIP Mentor Program (247)

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

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

Community partners include:

- The Bakersfield Police Department
- Compassion Christian Center
- Wendale Davis Foundation
- Garden Pathways
- Henrietta Weill Child Guidance Clinic
- Stay Focused Ministries



24



Client Outcomes 2023-2024

25



CalVIP Mentor Program Program Outcomes

- This is a new program for which program outcomes will not be realized until 2025.
- Collectively, the CalVIP partners are to serve 125 participants by 2025.



26



Goals for 2024-25

27



CalVIP Mentor Program Program Goals

- Referred school-age youth and their families impacted by gun violence are connected to a community-based organization for individual and family social services.
- Impacted school-aged youth and their families will participate in the program through referral and case management services.

28



2024-25 Budget

29

CalVIP Mentor Program Budget

- Salaries & Benefits: 2 FTE Program Educators, and a .15 FTE Program Manager.
- Supplies: office supplies for the program.
- Mileage: travel to weekly meetings & to provide program outreach.
- Incentives (annual stipend and/or gift cards for mentees).
- Space Costs



30



Opportunities and Challenges

31

CaVIP Mentor Program

Opportunities:

- Increased funding for the FHCC
- Additional services for SE Bakersfield



Challenges:

- The City's roll-out of the referral system for the program has been extremely slow, resulting in a pause on program participants and spending.
- Staff can only attend meetings until referrals can be accepted.

32



CalVIP Outreach Worker

Program Overview

2024-25

33

CalVIP Outreach Worker

Subcontract of the City of Bakersfield to facilitate the California Outreach Worker Program.

Provides:

- Incident response
- Conflict resolution/mediation
- Case management
- Safety meetings & Call-Ins



34



Client Outcomes 2023-2024

35



CalVIP Outreach Worker Program Outcomes

- This is a new program for which program outcomes will not be realized until 2025.
- Collectively, the CalVIP partners are to serve 125 participants by 2025.

36



CalVIP Outreach Worker Goals for 2024-25

37



CalVIP Outreach Worker Incidence Response Program Goals

- Provide effective collaborative responses to incidents of gun violence as to reduce the recurrence of the incident.
- Connecting victims and their families to support and opportunities services.
- A decrease in gun violence.
- A decrease in homicides by firearm.

38



2024-25 Budget

39

CaVIP Outreach Worker Budget

- Salaries & Benefits: 1 FTE Outreach Worker
- Mileage: travel to meetings & to provide outreach
- Supplies: Office supplies
- Incentives: gift cards for participants
- Space costs



40



Opportunities and Challenges

41

CalVIP Outreach Worker

Opportunity: Increased funding for the FHCC & a new incident response system/position for the City of Bakersfield.

Challenges:

- The City's roll-out of the referral system for CalVIP has been extremely slow, resulting in a pause on program participants and spending.
- The Outreach Worker selected for this position must have a lived experience of gang/crime activity.
- The City & BPD requested to be involved in the selection process for this position.




42



Questions?






capk
Community Action Partnership
of Kern

Helping People... Changing Lives.

Shafter Youth Center: 2024-25 Budget Development

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

1



Program Overview

2



- Provide After School programming to children ages 6 yrs through 18 yrs old during the academic year.
- Provide Summer programming to children ages 6 yrs through 18 yrs old during summer months.
- Provide Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building.
- Offer opportunities for field trips and new class experiences with the assistance of grant funding.
- Collaboration with community partners in order to provide additional services
- Provide location for VITA and Energy services
- Collaborate with Dignity Health - Mental Health Counseling Services in Spanish
- Partnered with Kern County Human Services Dept to provide a County Job Fair location

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Client Outcomes 2023-2024

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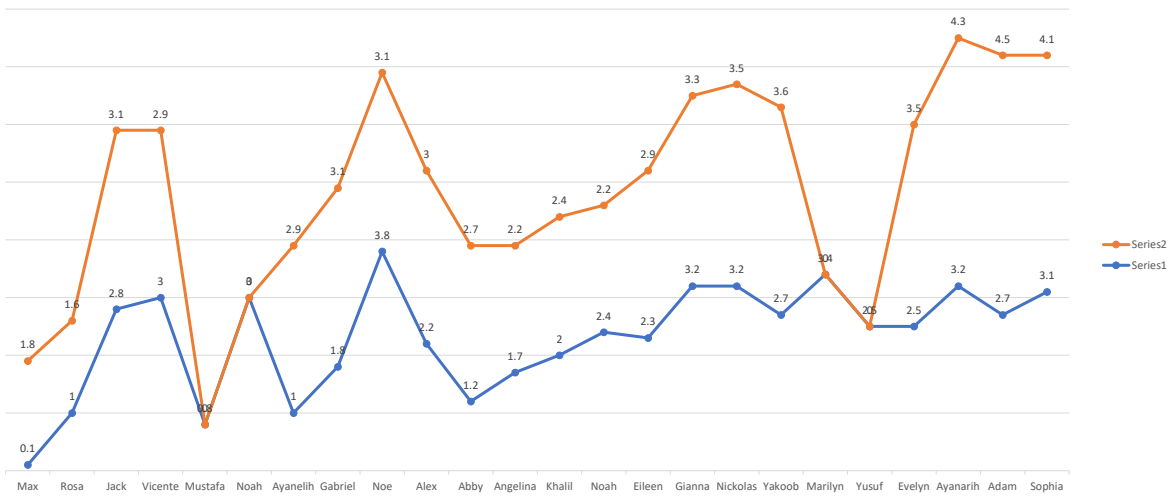


- Students reading scores increasing – 9 of 19 students show an increased reading level from start of academic year.
- Students grades improving – report cards are collected quarterly
- Enrollment increasing steadily
- Energy Program - Clients being served on site once per month
- VITA Program – Clients being served on site February through April
- Food Bank Program – Senior Food clients are being serve each month
- Partners such as Dignity Health, Girls Scouts, community sports clubs are providing services on site
- Community Programs are providing services during the evenings for fitness. From January 1, 2023 – October 23, 2023 we have served 351 unduplicated clients during the community evening program.

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AR Reading Progress



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Client Outcomes



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Goals for 2024-2025

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- Increase the number of services that we currently provide to the community
- Provide Adult programming during the day and evening hours.
- Make Shafter Youth Center more available for the community to rent.
- Attract and strengthen partnerships to extend services provided, such as:
 - Chase Bank providing Financial Literacy
 - Kern Literacy Council providing Citizenship Classes
- Updating the Computer Lab.
 - Furniture
 - Software for STEM based programming



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- Providing incentives for our students.
 - Field Trips
 - Prizes, including gift cards
- Locate additional funding for facility upgrades and staff, working with CAPK Foundation
 - Paint the exterior of the building
 - Install parking lot fence and gates for added security
- Upgrade the gym for basketball tournaments.
 - Digital scoreboard
 - Flooring
 - Additional seating



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2024-2025 Budget

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Shafter Youth Center – Fund 527

Revenue	
City Revenue	\$ 50,000.00
Expenses	
Salaries	\$ 0
Travel	\$ 750.00
Space Costs	\$ 31,491.00
Supplies	\$ 7,000.00
Other Operating Costs	\$ 6,214.00
Indirect Expenses	\$ 4,545.00

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Opportunities and Challenges

13



Opportunities and Successes

- Upgraded Basketball goal hoist system, used donated funds. Bakersfield Rotary West
- Installed playground/outdoor fitness circuit, obtained with donated funds. Wonderful and Bank of the West
- Offered students the opportunity to visit Hearst Castle, with donated funds. Valley Strong Credit Union
- Purchased student/classroom desks, with donated funds.
- Updated gym and sports equipment, with donated funds. Omni Health
- SYC has been selected to host the Children's Art Workshop and Gallery at the upcoming Shafter Colours Festival.
- Partnering with local youth basketball clubs, to use gym facilities.
- Partnered with Kern Literacy Council for Citizenship and ESL classes for the community.

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Opportunities and Successes




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Challenges

- Need computer lab furniture.
- Painting of facility exterior is needed
- Grant opportunities have been increasing although being awarded has been the challenge
- Additional funding to hire more staff and provide more services and maintain facility
 - After School Program currently 2 FTE. Would like to add 1 FTE
- Finding additional community partners to offer additional services
- We have seen an increase in homeless individuals sleeping throughout the property
- Constant property vandalism remains a challenge
 - Need a perimeter fence and gates built to secure parking lot. Through traffic is becoming a hazard as there have been accidents from cars passing through.
 - Illegal dumping has also increased in our parking lot

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Challenges



17



Questions?

18



Helping People... Changing Lives.

VITA 2024-2025 Budget Development

PRESENTED BY: JACQUELYN GUERRA

DIRECTOR: FREDDY HERNANDEZ

1



Program Overview


2




Program Services

- Year-round tax preparation for tax years 2018 & forward
- 17 additional seasonal sites located throughout Kern County
- CAA Services
- Recovering EIP (stimulus payments)
- Assist in responding to IRS/FTB letters & audits
- Promote and Educate Tax Credits throughout Kern & Tulare Counties
- Tax withholding education
- Free tax law training and certifications for volunteers

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Outcomes 2022-2023

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2022-2023 Outcomes

VITA Program:

- 2022-23: \$244,868 (100% spent)
- 8,649 tax returns prepared/clients served
- 100% pass 5/5 of our site review audits
- 2nd in our territory for tax return count

CalEITC Program:

- 2022-23: \$838,056 (100% spent)
- Outreach, Free Tax Prep Services, and ITIN Applications
 - Outreach education done throughout Kern and Tulare counties
 - In collaboration with CSET and UWKC, 48+ tax prep service sites
 - 482 ITIN application tax returns processed

Refunds to Kern County residents

- 2022-23 refunds: \$ 11,072,727
- Tax prep fee savings: \$2,546,000



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Success Stories

Joshua Reyna came into VITA on February 6, 2023, and was excited to learn the CALEITC would apply to his return. He was happy to hear about the amount he was getting back and plans to use his refund toward new tires and his car payments.



Vickie Moore and her grandson William came into VITA on February 2, 2023, where we had the opportunity to educate them on how William's taxes would be calculated since was now 18 and working, and we were able to help Vickie receive the CALEITC. Vickie let us know she plans to share her California Earned Income Tax Credit with her grandson, as he is her main motivation for working so hard each year. She is hoping this credit can provide him with a little extra help this year in his new adult life.

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2024-2025 Goals

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Budget and Program Goals



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Opportunities and Challenges

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Challenges

- Volunteer dedication
- Financial training and education
- Proactive community partners
- IT support
- Additional VITA facility space for grants
 - Year-round outreach staff
 - Year-round financial educator
 - Volunteer space/client lobby area



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Questions?

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Administrative Services



Human Resources: 2024-2025 Budget Development

PRESENTED BY: LISA MCGRANAHAN
DIRECTOR OF HUMAN RESOURCES

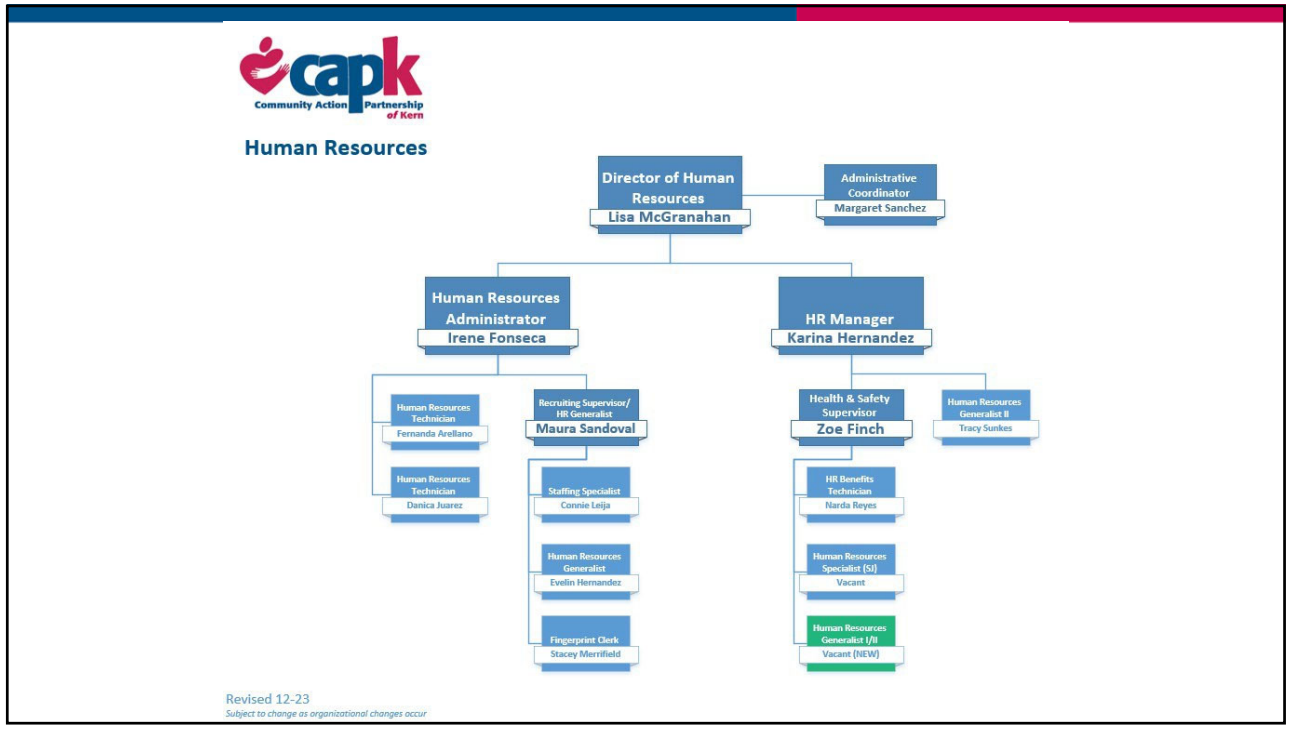
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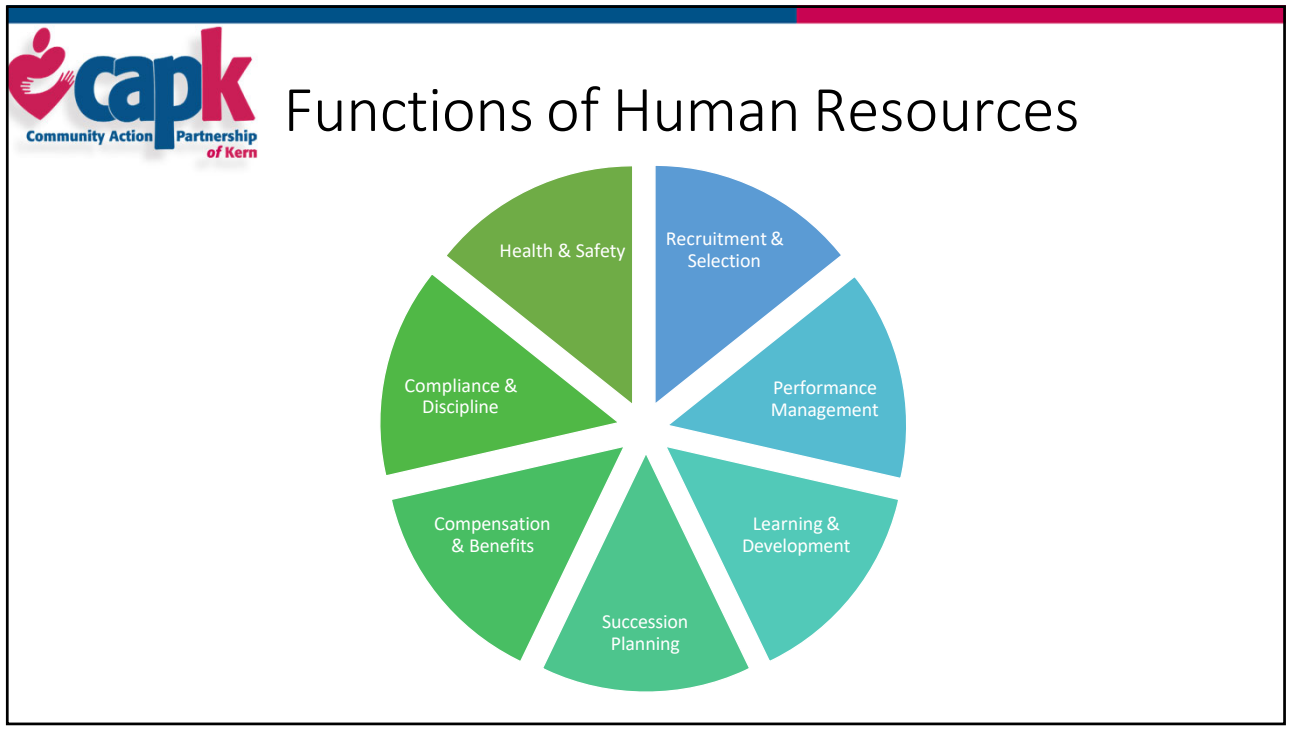
Department Overview

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2



Who do we serve?

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

- Current Count of CAPK Employees: 932
- 932 employees = 13.09 HR team members
- Current HR staff: 13 team members

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

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Goals for 2024-2025

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



- Evaluate and enhance ancillary benefits, including retirement, EAP, and more.
- Streamline and refine leave management system.
- Expand DEI Program by recruiting a designated DEI administrator.
- Evaluate remainder of the Agency utilizing CompEase for compensation and performance.
- Automate more human resource processes (pre-onboarding, status changes, etc.).
- Roll out updated employee policy handbook (target March 1, 2024).
- Became E-Verify Employer through the Department of Homeland Security.
- Help strengthen self-sufficiency in our community by launching a new initiative focusing on employment readiness, job placement & development, and job searching tools (late 2024).


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Budget for 2024-2025

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**COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - HUMAN RESOURCES DIVISION*
PROPOSED BUDGET REVISION 2024/25**

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	\$ 877,925	\$ 860,627	\$ (17,298)	See attached Personnel
Benefits	<u>210,702</u>	<u>258,188</u>	<u>47,486</u>	See attached Personnel
TOTAL PERSONNEL COSTS	1,088,627	1,118,815	30,188	Increase is 2.8%
TOTAL OPERATING COSTS	<u>213,500</u>	<u>283,130</u>	<u>69,630</u>	Increase is 32.6%
TOTAL	<u>\$ 1,302,127</u>	<u>\$ 1,401,945</u>	<u>\$ 99,818</u>	Increase is 7.7%

Date Prepared: 11/14/2023
* Budget reflects DEI Committee activities.

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Opportunities and Challenges

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Challenges

- Still discovering and correcting archaic practices (e.g. excessive amount of job titles, paper-driven processes, etc.).
- Slowly evolving company culture.
- Retention, compensation, and lack of competitive and/or modern benefits (e.g. hybrid schedules, 4-day workweek, etc.).
- Frontline leadership are overwhelmed by the rapid growth of job responsibilities.
- Head Start Underenrollment Performance Improvement Plan.

Opportunities

- Continuing our improvement of a DEI savvy workforce.
- Provide comprehensive mental health benefits, especially to employees in trauma-based centers.
- Streamline leave management process.
- Continue to offer hybrid schedule opportunities.
- New community initiative for self-sustaining employment.

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New Initiative: Job Readiness Program (DRAFT)

We want to expand CAPK's community support by identifying individuals and assisting them with acquiring the skills and confidence necessary to become self-sustaining and thrive in today's dynamic landscape. We want to help our community with long-term sustainable employment by offering:

- Employment Classes
 - Resume writing
 - Interview skills
- Job Placement and Development
- Job Searching Tools
- And more!

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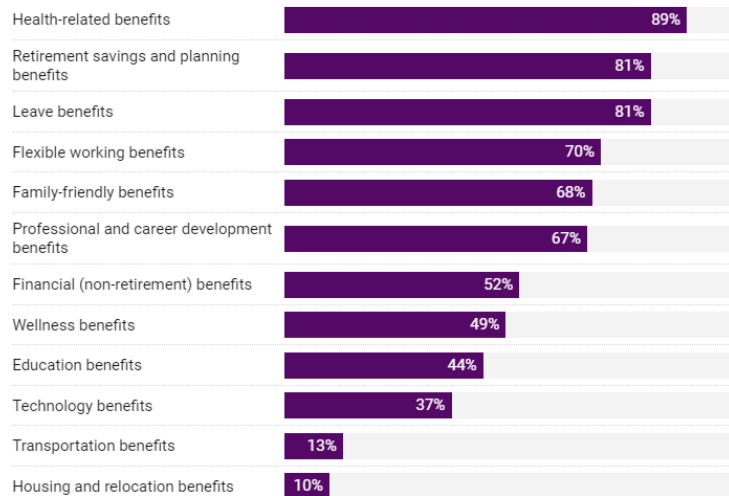
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HR Emerging Trends

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Employer-Ranked Importance of Benefit Categories



Percentages shown represent the number of employers who responded "very important" or "extremely important" to each benefits category.

Source: SHRM 2023 Employee Benefits Survey • Created with [Datawrapper](#)

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BENEFITS SNAPSHOT: RETIREMENT

Tied for second in importance are benefits focused on retirement. Overall, the retirement landscape has changed little since 2022.

More than 9 in 10 employers (94%) continue to offer a **defined contribution plan**: 401(k), 403(b) or 457(b).

Of these employers, 84% provide a **matching contribution** with an average maximum percentage salary match of 7.02%.

Roth (post-tax) retirement options continue to gain in popularity, rising 3 percentage points to 71% this year. Of the employers that offer Roth plans, about 3 in 4 (74%) also provide employer matching, with an average maximum percentage salary match of 6.69%

Half of employers (50%) **automatically enroll** eligible employees in a retirement plan, a pattern consistent with the higher levels seen since the onset of the pandemic. Automatic escalation of salary deferrals has also been consistent, with 27% of employers having this feature.

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BENEFITS SNAPSHOT: LEAVE

Leave benefits are tied with retirement for second in importance among benefits categories.

Paid **vacation** (99%) and **sick leave** (95%) remain nearly universal, with 70% of organizations combining them as **paid time off** (PTO). Paid open or unlimited leave increased slightly, with 8% offering this benefit.

Paid family care leave: Paid leave to care for immediate family members became slightly more common, with one-third of employers (33%) now offering it. Almost 2 in 10 employers (18%) provide paid leave to care for extended family.

Unpaid family care leave: Meanwhile, 83% of employers provide leave to care for immediate family as defined by the federal Family and Medical Leave Act, and 27% allow employees to extend the length of their unpaid leave beyond state or federal requirements. Just over a third (36%) of organizations allow employees to take unpaid leave to care for extended family.

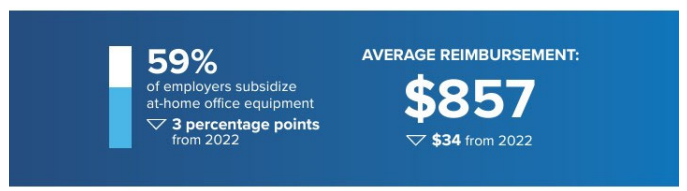
With many employers identifying [mental health as a major priority for 2023](#), almost 1 in 5 continue to offer designated **paid mental health days** (separate from regular sick time).

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BENEFITS SNAPSHOT: FLEXIBLE WORK ARRANGEMENTS

After bursting into prominence during the pandemic, flexible work seems here to stay. Conditions have generally leveled off, however, showing smaller changes in 2023 compared to previous years.




In 2023, 62% of employers continue to offer **hybrid work** opportunities.

Among all employers, 59% **subsidize the cost of at-home office equipment**, a drop of 3 percentage points from 2022. The average reimbursement amount also dropped by \$34, to \$857. Perhaps budgets to cover remote work are declining as more employees return to the office.

The **costs employers typically cover** include office technology (95%) and general office supplies (65%).

The only other flexible work benefit that more than half of employers offer is **flextime during core business hours** (54%), while a third (33%) offer flextime outside of core business hours.

Despite broad publicity around trials of a **four-day workweek** (32 hours or less per week, for all or part of the year), this schedule has caught on with only around 1 in 10 employers (9%).



Questions?



Helping People... Changing Lives.

Finance
Department:
2024-25 Budget
Development

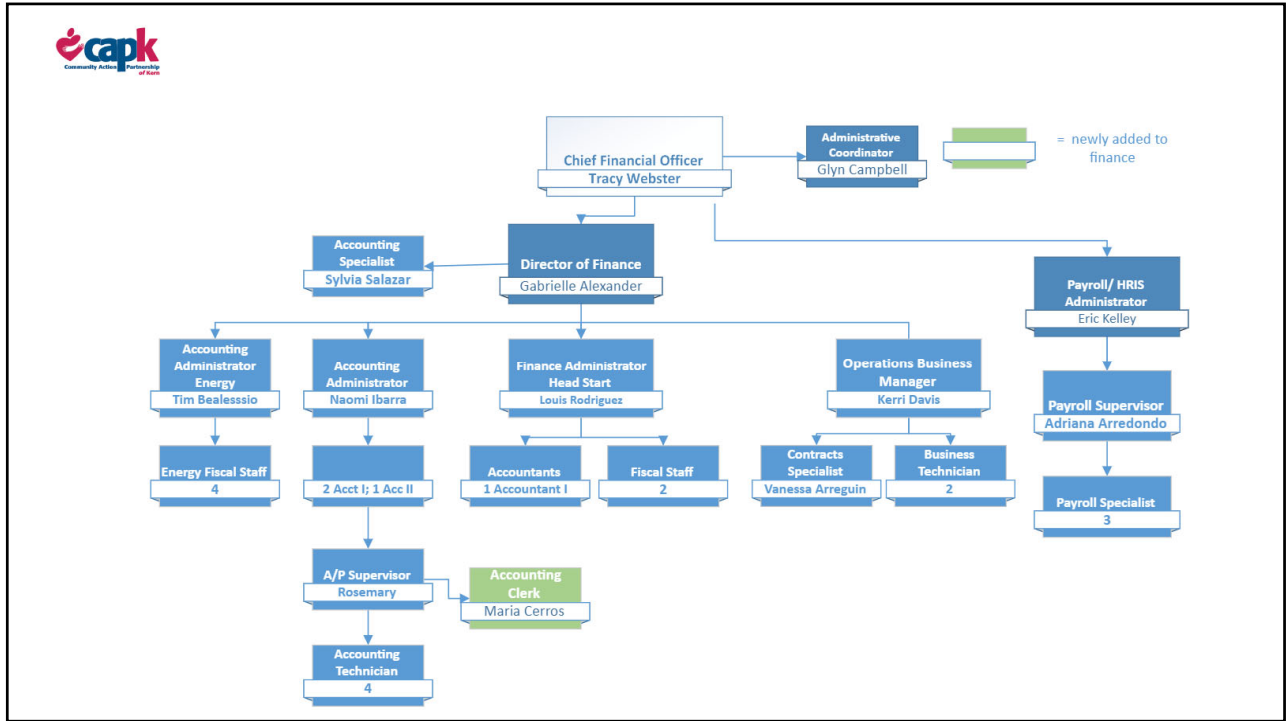
PRESENTED BY:
GABRIELLE ALEXANDER
DIRECTOR OF FINANCE

1



Finance Overview

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Goals for 2024-25

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- Improved Automation
 - Complete Sage Implementation
 - Strategic plan goal 6.3
 - Move to more paperless environment
 - Additional AI capabilities within AP, increasing efficiencies
- Streamline Accounts Receivable
 - Implement AR module in Sage
 - Improve Food Bank processes
- Improve and streamline the Procurement process to make it more efficient and customer focused
- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings

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2024-25 Budget

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Discription	2023/2024 Budget	2024/2025 Proposed Budget	Difference	% Change
Salaries	1,556,894	1,888,413	331,519	21.3%
Benefits	389,224	472,103	82,879	21.3%
Total Personnel Cost	1,946,118	2,360,516	414,398	21.3%
Operating Costs	583,000	639,900	56,900	9.8%
Total	2,529,118	3,000,416	471,298	18.6%

- Increase in Personnel is the result of adding an Accounting Clerk and an additional Accountant I

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Opportunities and Challenges

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Opportunities

- Staffing
 - Grow staff from within into specialties and promotions
 - As programs grow, we need to maintain an efficient staffing level to maintain superior customer service.
- Training
 - Sage Implementation
 - Goal 6 of the Strategic Plan
 - Greater data reliability
 - Training Calander to provide frequent finance trainings to the agency.

Challenges

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

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Finance Trends for 2024

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1. Cash flow continues to be important in 2024/2025 as we grow programs and experience delayed reimbursement.
2. Strategic planning in partnership with Finance needs to be in the moment and based on financial and community-based data. Having programs rely on Finance will help with long term planning and will lead to resiliency and success in the program and organization as a whole
3. Tap into business intelligence to improve financial efficiency and assist with planning and analysis. Continue automation of business and IT strategies to ensure data accuracy and save time.
4. Continue to keep a proactive pulse on CAPK Staff.
 - #1 asset which is our people.
 - Find innovative ways to attract and retain qualified people in a competitive environment
5. Be prepared to pivot and ready to communicate the changes in a way the program understands, and not just our finance teams. This can be achieved with greater data clarity and reporting.

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Questions?



Helping People... Changing Lives.

Community Development : 2024-25 Budget Development

PRESENTED BY: PRITIKA RAM
CHIEF BUSINESS DEVELOPMENT OFFICER

1



Program Overview

2



The services under the Community Development Division (formerly the Executive Division) range from fund and grant development/research to outreach and media/public relations, as well as new business development.

This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan, Community Services Block Grant (CSBG) items, Results Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects.

Further, the Division includes oversight of the CAPK Foundation and programs, such as the 2-1-1 Call Center and the Community Schools program in partnership with the Bakersfield City School District, 4 Pillars.

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Goals for 2024-25

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- Enhance Training for programs and staff
 - Results Oriented Management and Accountability (ROMA)
 - Training Schedule (CAPK Overview, Marketing, Grants Management, Volunteer Management, Board packets and contract management)
- Data Tracking and Implementation
 - Client Data Platform, in conjunction with Data Services and technology consultant
 - Use of dashboard
 - Program, Review, and Evaluation (PRE) Committee and program reports
 - Volunteer Management – *lead internally by outreach team*
 - Interagency Referrals – *Assigned internal staff as project manager*
- Outreach and Promotion
 - Resource Fairs
 - Increased Marketing and Targeted Campaigns
 - Staff centric trainings
- Strategic Plan Management and Use
- Increased grant-based initiative and programs
- New or Perspective Growth
 - Financial Education/Literacy Program
 - Affordable Housing Plan
 - New Business Lines (not budgeted)

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2024-25 Budget

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Major Highlights

- Direct charge of staff, as applicable.
- Stabilized Staffing (Admin, Grants, Outreach)
- Incorporated supplies, travel, and trainings to upskill staff
- Incorporated 2024 Staff Development Day
- Remove costs associated with DEI
- Increased agency-level initiates trainings/certifications (i.e., ROMA, CCAP, Pathways)
- Increased printing and collateral
- Increased community engagement (e.g., grant-led initiatives)
- Special projects – funded
 - Vaccine Equity
 - CalCAPA Diaper Distribution
 - KCCD CERF
 - KCCD H RTP marketing

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Opportunities and Challenges

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- Opportunities
 - Build capacity of staff among the grants and marketing service lines
 - Potential to decrease use of consultants (grant writing and marketing)
 - Increase grant applications and submissions
 - Increase unrestricted funds through the CAPK Foundation
 - Increase visibility and positive engagement
- Challenges
 - Volume and pace of new opportunities
 - Identifying the right opportunities that align with the agency's goals
 - Meeting quality of service expectations during growth periods
 - Improve data collection among program staff
- Areas of Focus
 - Evaluation of program performance and incorporation of ROMA.
 - Staff capacity to meet program demand
 - New business lines (i.e., CVAF)

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Questions?

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CAPK Foundation



**CAPK Foundation 601:
2024-25 Budget
Development**

PRESENTED BY: CATHERINE ANSPACH
DIRECTOR OF DEVELOPMENT

1



Program Overview

2



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

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

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Goals for 2024-25

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Enforce standardized processes

- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community

- Increase traffic and engagement on website through storytelling
- Developing varied giving campaigns to engage donors

Engage Board Members

- Using their fundraising experience and/or connections in the community

Expand & market varied sources of funding

- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving

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HOLD SIGNATURE FUNDRAISER



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- Carryover from FY 2022 to FY 2023 totaling \$110,791
 - Based on BTA as of 09/30/2023 less the average expenditures we anticipate to carry-over an estimated \$117,681.00. Total budget, including carryover and unrestricted revenue (\$380,509) plus projected fundraising (\$66,065) to off-set expenses is \$446,574.
- Staffing
 - Proposed adding Associate Director of Development 4th quarter 2024
 - This includes associated expenses (e.g., desktop and laptop, employee costs)
- Consultant Services*
 - Using Event Planner/Consultant to hold 2nd Fundraiser event diversifying audience
- Events and Campaigns
 - Signature Fundraiser
 - Program specific targeted campaigns and fundraisers

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Opportunities and Challenges

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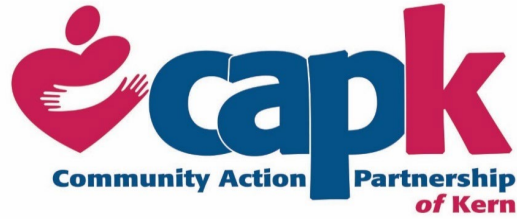
- Opportunities
 - Continue to increase visibility of the CAPK Foundation as a connector to the parent organization
 - Promotion of various campaigns
 - Increase Donor Engagement and Cultivation
 - Researching alternative forms of funding sources
 - Endowment Planning and Development
 - Grants and proposals
- Challenges
 - Strengthen relationships with programs staff to achieve continuity in fundraising goals
 - Seeking continued sources of funding
 - Annual Fund
 - Giving Campaigns

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Questions?

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BUDGET AND FINANCE COMMITTEE

JANUARY 24, 2024

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	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109/117	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)	1,773,414	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 7,629,640	93.568 93.568 93.568	22B - 4012 23B - 5013 24B-2012	11/01/21 - 06/30/23 11/01/22 - 06/30/24 11/01/23 - 06/30/25	122-31 122-32 122-33	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133 284,366	93.568 93.568	22Q-4561 23Q-5561	09/01/22 - 06/30/23 05/01/23 - 05/31/24	122-42 122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/15/23 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

**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
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 09/30/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	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 - 12/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	677,192 611,225	93.575	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428 5,466,652	93.575	CMAP - 2000 CMAP - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	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)	454,253	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
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1 and 2	69,850	10.187	15 - MOU - 00118	00/00/00 - 12/31/23	105-106	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

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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
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SAFE CAMPING - COUNTY OF KERN	1,111,036	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)	4,346,698	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 COMMUNTY 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
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
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)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
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 OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

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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
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
CDSS CHILD CARE FACILITIES	249,637	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862 23,809,862		CMAF - 2000 CMAF - 3000	07/01/22 - 06/30/23 07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423 3,043,423		CCTR - 2058 CCTR - 3063	07/01/22 - 06/30/23 07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992 7,087,664		CSPP - 2120 CSPP - 3124	07/01/22 - 06/30/23 07/01/23 - 06/30/24	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239 291,239		CMIG - 2004 CMIG - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 2004 CMSS - 3004	07/01/22 - 06/30/23 07/01/23 - 06/30/24	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	2,271,412		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

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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
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26	276 276-072 276-073	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	242,527 256,506		15 MOU - 00118 MOU-22-00118	07/01/22 - 06/30/23 07/01/23 - 06/30/24	216-087 216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE 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
STATE EMERGENCY FOOD ASSISTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/26	216-104	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
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 07/01/23 - 06/30/24	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
BKRHC - HOUSING AND HOMELESS INCENTIVE PROGRAM (HHIP)	120,000		2023-001	01/01/23 - 10/31/23	291	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS, BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE
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

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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
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELESS COLLABORTIVE
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
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
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
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
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				
08/31/23	n/a				
09/30/23	n/a				
10/31/23	\$ 350,000	\$ 350,000	42	\$ 3,741.83	9.17000%
11/30/23	n/a				

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

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/22 - 3/31/23	90 days	\$ 642.01	8.69%
04/01/23 - 6/30/23	90 days	\$ 221.18	8.90%
07/01/23 - 9/30/23	90 days	\$ 718.75	8.90%
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 NOVEMBER 30, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(95,703.78)
HEAD START/EARLY HEAD START	1,849,057.54
SUBTOTAL	1,753,353.76
GENERAL CHILD CARE	357,033.46
MIGRANT A/P	5,185,105.85
Child Development Reserve Fund No. 1	183,697.57
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	104,593.19
MIGRANT SPECIALIZED SERVICES	(23,096.04)
SAN JOAQUIN COE GENERAL CHILD CARE	(84,287.45)
STATE PRESCHOOL	3,998,827.34
SUBTOTAL	9,713,911.57
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(184,193.01)
EF&S	(17,579.87)
EFAP	(204,667.94)
HUD CPF Food Bank Expansion	(354,718.36)
FEEDING AMERICA SERVICE INSIGHTS	46,595.96
FOOD BANK	(396,908.96)
FOOD BANK EXPANSION	(144,161.55)
FOOD BANK CAPACITY PROGRAM	261,757.59
FOOD BANK - STATE	(99,663.99)
SOUTHERN CA GAS COMPANY	(19,453.26)
WONDERFUL FOOD BANK EXPANSION	1,303,343.04
WONDERFUL FOUNDATION	81,370.55
SUBTOTAL	271,720.20
ENERGY	(157,902.96)
LIHEAP	(1,286,705.98)
LIWHAP	(38,729.46)
PG&E	18,952.27
TRANSFER NEGATIVE BALANCE	1,464,386.13
SUBTOTAL	0.00
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	0.00
211	478,104.28
ARG III - Warm Handoff	(4,013.88)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(59,366.43)
KCCD CERF REGIONAL CONVENOR	(34,866.18)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(35,797.86)
BKRHC Homeless Incentive Program	(50,233.99)
CALAIM HOMELESS PREVENTION SERVICES	88,246.48
CAL FRESH	(15,885.05)
CALEITC	(10,937.20)
CAPK FOUNDATION	(15,461.35)
Child Care Facilities	249,637.00
COST POOLS	36,749.12
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(112,379.75)
CSBG	53,776.11
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(477.41)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	1,638,353.82
EAST KERN FAMILY RESOURCE CENTER	43,330.65
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(109,341.54)
ESG COORDINATED ENTRY SERVICE - COVID19	(2,129.66)
ASTHO VACCINE EQUITY	(6,586.38)
CITY OF BAKERSFIELD CAL VIP	(12,036.98)
FIRST 5 KERN 211	(40,222.28)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(32,414.32)
FIRST 5 HELP ME GROW	(26,374.59)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(61,314.44)
FRIENDSHIP HOUSE	27,418.69
City of Bakersfield - FHCC Sports Field	(415,400.99)
City of Bkfd-Cal VIP Outreach	(564.32)
FUNDRAISING	275,059.44
GENERAL FUND	7,822.50
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(178,178.31)
HUD-COORDINATED ENTRY SYSTEM	(14,955.44)
Kaiser	85,762.33
INDIRECT FUND	2,201,151.07
IRS - VITA	34,431.54
TAX ASSISTANCE	11,279.05
M ST NAVIGATION CENTER	29,645.35
NEOPB CAL FRESH HEALTHY LIVING	(490,167.26)
POSITIVE YOUTH DEV SVC	(8,101.88)
POSITIVE YOUTH M	(45,423.13)
SHAFTER YOUTH CENTER	66,789.23
OASIS FAMILY RESOURCE CENTER	20,039.53
SIERRA FOUNDATION - ASTHMA MITIGATION	(39,703.72)
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,080,484.00)
LESS: ENERGY NEGATIVE BALANCE	(1,464,386.13)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	1,029,300.10
TOTAL OPERATING CASH	12,768,285.63

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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


ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	11/30/23	955,541.56
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/23	955,541.56

BALANCE PER G/L	10/31/23	954,693.74
ADD:		
DEPOSITS		0.00
INTEREST		847.82
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	11/30/23	955,541.56

DIFFERENCE: 0.00

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

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23
APPROVED BY:  TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023


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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	11/30/23	16,820.92
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/23	16,820.92

BALANCE PER G/L	10/31/23	16,806.00
ADD:		
DEPOSITS		0.00
INTEREST		14.92
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		0.00
BALANCE PER G/L	11/30/23	16,820.92

* 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: Lili Solorio TITLE: Accountant DATE: 12/08/23
 APPROVED BY:  TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023


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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	11/30/23	21,135.19
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE	11/30/23	21,135.19

BALANCE PER GENERAL LEDGER	10/31/23	21,133.89
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		0.00
PAYPAL DEPOSIT		0.00
INTEREST		18.75
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		17.45
BANKCARD FEES		0.00
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
BALANCE PER GENERAL LEDGER:	11/30/23	21,135.19

* 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: Lili Solorio TITLE: Accountant DATE: 12/08/23
 APPROVED BY:  TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	11/30/23	7,572.75
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/23	7,572.75

BALANCE PER G/L	10/31/23	7,566.03
ADD:		
DEPOSITS		0.00
INTEREST		6.72
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	11/30/23	7,572.75
------------------------	-----------------	-----------------

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: *Marcy Webster* TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	11/30/23	97,251.58
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	11/30/23	97,251.58

BALANCE PER G/L	10/31/23	97,165.29
ADD:		
DEPOSITS		0.00
INTEREST		86.29
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	11/30/23	97,251.58

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23
 APPROVED BY: *Gracy Webster* TITLE: Chief Financial Officer DATE: Dec 8, 2023

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	8,138.52
Gloria Barbero	Administrator - EHS San Joaquin	590.91
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,781.44
Freddy Hernandez	Director of Youth and Community Services	2,157.55
Louis Gill	Chief Program Officer	1,828.44
Lisa McGranahan	Director of Human Resources	1,459.70
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,681.30
Pritika Ram	Chief Business Development Officer	7,185.31
Jeremy Tobias	Chief Executive Officer	4,519.15
Emilio Wagner	Director of Operations	1,831.08
Tracy Webster	Chief Financial Officer	496.24
Rebecca Moreno	Director of Housing Support Services	2,375.98
Susana Magana	Director of Nutrition Services	1,363.57
	Total	\$ 41,409.19



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/1/2023	11/1/2023	Uline 800-295-5510, WI		_____	_____	257.99
Boxes for HeadStart Coat Drive.						
<hr/>						
2 11/6/2023	11/7/2023	Walmart.Com 800-966-6546, AR		_____	_____	530.43
Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						
3 11/6/2023	11/7/2023	Usps Po 0504620528 Bakersfield, CA		_____	_____	310.00
Mailing/postage for annual appeal.						
<hr/>						
4 11/6/2023	11/8/2023	The Home Depot #1064 Bakersfield, CA		_____	_____	66.73
Tape and Handles for Text-to-Give Signs. KGET Drive.						
<hr/>						
5 11/7/2023	11/9/2023	Lowes #00790 Bakersfield, CA		_____	_____	99.63
Supplies- Money collection buckets for KGET Drive						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/8/2023	11/9/2023	Walmart.Com 800-966-6546, AR				424.34
Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						
7 11/9/2023	11/10/2023	Lowes #01708 Bakersfield, CA				37.63
Additional lids needed for donation buckets at KGET Drive.						
<hr/>						
8 11/15/2023	11/16/2023	Walmart.Com 800-966-6546, AR				2,288.41
Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						
9 11/16/2023	11/17/2023	Wal-Mart #5134 Bakersfield, CA				636.51
Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						
10 11/16/2023	11/17/2023	Walmart.Com 800-966-6546, AR				620.27
Bikes for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						
11 11/23/2023	11/24/2023	Amzn Mktp Us Amzn.Com/Bill, WA				86.56
Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	11/24/2023	11/24/2023	Amzn Mktg Us Amzn.Com/Bill, WA			129.85
Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
<hr/>						
13	11/27/2023	11/28/2023	Amzn Mktg Us Amzn.Com/Bill, WA			671.00
Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
<hr/>						
14	11/28/2023	11/28/2023	Amzn Mktg Us Amzn.Com/Bill, WA			1,428.48
Helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
<hr/>						
15	11/28/2023	11/29/2023	Seq Sand Rosedale Bakersfield, CA			405.00
Sandwiches for Foundation board meeting.						
<hr/>						
16	11/29/2023	11/30/2023	Big Lots #4655 Bakersfield, CA			7.13
Tape needed to label helmets for Friendship House and Shafter Youth Center. Sponsored by Chevron.						
<hr/>						
17	11/29/2023	11/30/2023	Walmart.Com 800-966-6546, AR			138.56
Bike for Friendship House and Shafter Youth Center. Sponsored by Wonderful.						
<hr/>						

Transaction Count: 17

Total: 8,138.52

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Yolanda Gonzales	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/7/2023	11/7/2023	American Air Fort Worth, TX		_____	_____	679.98
Travel--AA Flight for NHSA Parent and Family Engagement Conf. New Orleans, LA, 12/4/23-12/7/23- Letisha B. 108@20%=\$135.96/109@80%=\$543.82						
<hr/>						
2 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA		_____	_____	835.98
Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23- Sylvia O. 108@20%=\$167.20/109@80%=\$668.78						
<hr/>						
3 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA		_____	_____	865.98
Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23- Yolanda G. 108@17%=\$147.22/109@68%=\$588.87/117@15%=\$129.89						
<hr/>						
4 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA		_____	_____	835.98
Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Elsa N. 108@20%=\$167.20/109@80%=\$668.78						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				835.98
Travel- Lodging for HSC Health Institute in Santa Rosa, CA, 11/6/23-11/8/23-Sara E. 108@20%=\$167.20/109@80%=\$668.78						
6 11/9/2023	11/13/2023	Amtrak Telep Washington, DC				540.00
Travel- Amtrak tickets for Education Team Building Training in Stockton, CA,- 2/11/23-12/14/23- Cynthia, Tomasa, Melissa, Rachel, Alee, Regina, Pamela, Rebecca, Tommie, Lorraine. 117@100%=\$540.						
7 11/16/2023	11/20/2023	United 800-932-2732, TX				16.54
Travel- United Flight change for NAEYC 2023 Annual Conference Nashville, TN 11/15/23-11/18/23- Yolanda G. 108@17%=\$2.81/109@68=\$11.25/117@15%=\$2.48						
8 11/24/2023	11/27/2023	Hilton Hotels 504-5610500, LA				1,171.20
Travel- Lodging for NHSA Parent and Family Engagement Conf. New Orleans, LA, 12/4/23-12/7/23- Letisha B. 108@20%=\$234.24/109@80%=\$936.96						
Transaction Count: 8						Total: 5,781.44

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2023	11/2/2023	Westin St. Francis 415-3977000, CA		_____	_____	371.60
Lodging for Jacquelyn Guerra to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						
<hr/>						
2 10/31/2023	11/2/2023	United 800-932-2732, TX		_____	_____	703.20
Airfare for Jacquelyn Guerra to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						
<hr/>						
3 10/31/2023	11/2/2023	Westin St. Francis 415-3977000, CA		_____	_____	371.60
Lodging for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-10, 2023						
<hr/>						
4 11/13/2023	11/15/2023	Westin St. Francis 415-3977000, CA		_____	_____	424.54
Lodging for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-10, 2023						
<hr/>						



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Louis Gill	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,828.44
Lodging for Louis Gill to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 5-9, 2023						

Transaction Count: 1

Total: 1,828.44

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/2/2023	11/3/2023	Urbane Cafe Bakersfiel Bakersfield, CA		_____	_____	217.40
		Personnel Committee Meeting November 1, 2023				
<hr/>						
2 11/10/2023	11/13/2023	Biometrics4all Inc 714-568-9888, CA		_____	_____	22.50
		Relay Fees for running New Hire Fingerprints Invoice Period 10/01/2023- 10/31/2023 Invoice Date 11/01/2023				
<hr/>						
3 11/15/2023	11/17/2023	Safety Holdings 888-9472622, NM		_____	_____	1,219.80
		Driver Monitoring Services				
<hr/>						

Transaction Count: 3
Total: 1,459.70

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/1/2023	11/1/2023	National Cacfp Sponsors 512-850-8278, TX				174.00
National CACFP Annual Conference Registration costs.						
<hr/>						
2 11/5/2023	11/6/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference						
<hr/>						
3 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference						
<hr/>						
4 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				577.32
Housing expenses for Nutrition Content Area Specialist attending HS CA Health Conference w/ parking						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				557.32
Housing expenses for Health Content Area Specialist attending HS CA Health Conference						
6 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				577.32
Housing expenses for Health and Nutrition Supervisor attending HS CA Health Conference with parking						
7 11/8/2023	11/10/2023	Hyatt Regency Sonoma Win 7072841234, CA				10.00
Parking expenses for Staff attending HS CA Health Conference						
8 11/19/2023	11/21/2023	Omni Nashville 615-7825300, TN				19.67
Incidental room charged to CAPK Credit Card, subsequently refunded in next transaction.						
9 11/19/2023	11/27/2023	Omni Nashville 615-7825300, TN				-19.76
Incidental room charge credited back to CAPK Credit Card, includes a refund for overpaid deposit of .09 cents.						
10 11/20/2023	11/21/2023	American Air Fort Worth, TX				670.79
Airfare for Assistant Director traveling to Washington DC to attend the National Head Start Association Leadership Conference in January 2024.						

Transaction Count: 10

Total: 3,681.30

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Pritika Ram	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/1/2023	11/2/2023	Stk*shutterstock 866-6633954, NY				29.00
Monthly Subscription for Stock Photos						
<hr/>						
2 11/8/2023	11/9/2023	American Air Fort Worth, TX				454.79
Airline Ticket for Oscar Martinez Contreras for NHSA Conference in December 2023						
<hr/>						
3 11/8/2023	11/9/2023	American Air Fort Worth, TX				470.80
Flight for Que'Mesha Banner - NHSA Parent & Family Engagement Conference						
<hr/>						
4 11/8/2023	11/9/2023	American Air Fort Worth, TX				470.80
Flight for Nagely Portesgil - NHSA Parent & Family Engagement Conference						
<hr/>						
5 11/8/2023	11/9/2023	American Air Fort Worth, TX				592.79
Flight for Claudia Rivera - NHSA Parent & Family Engagement Conference						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,493.20
Hotel Fee for Bradley Ryan Fergon - CalCAPA Conference in San Francisco						
<hr/>						
7 11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,493.20
Hotel Fee for Karen Vazquez - CalCAPA Conference in San Francisco						
<hr/>						
8 11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,114.83
Hotel Fee for Pritika Ram - CalCAPA Conference in San Francisco						
<hr/>						
9 11/27/2023	11/27/2023	Facebk N6jb5ttwa2 650-5434800, CA				175.00
Facebook Ad						
<hr/>						
10 11/27/2023	11/28/2023	Fedex Offic52900052936 Bakersfield, CA				202.69
Printing Fees for CERF Program						
<hr/>						
11 11/28/2023	11/29/2023	Facebk Lbvqst7wa2 650-5434800, CA				10.89
Airline Ticket for Oscar Martinez Contreras to attend the NHSA Conference in New Orleans in December, 2023.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 11/28/2023	11/30/2023	Doubletree Hotels 504-5841300, LA				677.32
		Printing Fee for CERF Program				

Transaction Count: 12

Total: 7,185.31

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2023	11/1/2023	Food-Ex Bakersfield, CA				175.07
Lunch for Special Executive Committee meeting on 10/31/23.						
<hr/>						
2 11/1/2023	11/2/2023	Tif*white Oaks Florist 661-5874994, CA				70.31
Get Well Flowers for FHCC Staff Member						
<hr/>						
3 11/5/2023	11/6/2023	Creative 04340014 San Francisco, CA				70.05
Taxi from Airport to Hotel in San Francisco - CalCAPA Annual Conference						
<hr/>						
4 11/8/2023	11/9/2023	Food-Ex Bakersfield, CA				184.18
Lunch for PRE Committee Meeting on 11/8/23						
<hr/>						
5 11/9/2023	11/10/2023	Curb Sf Taxi Queens, NY				63.48
Taxi Fare from Hotel to Airport in San Francisco for J. Tobias - CalCAPA Annual Conference						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 11/9/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,486.44
Hotel Fee for Pritika Ram - CalCAPA Conference in San Francisco						
<hr/>						
7 11/10/2023	11/13/2023	Exxon Oak Street Mobil Bakersfield, CA				76.57
Gasoline for CEO's Agency Vehicle						
<hr/>						
8 11/16/2023	11/20/2023	Cityserve Network 833-2489778, CA				1,500.00
Sponsorship - Mayor's Ball						
<hr/>						
9 11/17/2023	11/17/2023	Panera Bread #601790 O 661-395-9300, CA				267.23
Lunch for Audit & Pension Committee Meeting - Agenda & Attendee List are attached						
<hr/>						
10 11/23/2023	11/24/2023	McW#1006-Coffee 866-2543229, CA				29.99
Monthly Car Wash Fee - CEO's Agency Vehicle						
<hr/>						
11 11/28/2023	11/28/2023	Nna Services Llc 800-876-6827, CA				129.00
National Notary Association Membership Fee - Paula Daoutis, Notary Public						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 11/29/2023	11/30/2023	Food-Ex Bakersfield, CA				466.83
Lunch for Board Meeting on November 29, 2023. Agenda & Attendee list are attached.						

Transaction Count: 12

Total: 4,519.15

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2023	11/1/2023	Premier Learning Solut Httpswww.Lear, PA				199.00
Webinar Training for Gabby Alexander regarding updates to W9 Processing.						
<hr/>						
2 11/14/2023	11/15/2023	Premier Learning Solut Httpswww.Lear, PA				199.00
Online 10999 training with Premier Training for Gabrielle Alexander						
<hr/>						
3 11/14/2023	11/15/2023	Sq *too Fat Sandwiches Gosq.Com, CA				98.24
Lunch for Finance Committee Meeting 11/15/23						
<hr/>						

Transaction Count: 3

Total: 496.24

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/31/2023	11/2/2023	United 800-932-2732, TX				13.00
Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
<hr/>						
2 10/31/2023	11/2/2023	United 800-932-2732, TX				703.20
Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
<hr/>						
3 10/31/2023	11/2/2023	United 800-932-2732, TX				29.00
Airfare for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
<hr/>						
4 11/6/2023	11/8/2023	United 800-932-2732, TX				35.00
Baggage for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 11/10/2023	11/13/2023	Westin St. Francis San Francisco, CA				1,486.44
Lodging for Rebecca Moreno to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 6-10, 2023						
<hr/>						
6 11/22/2023	11/24/2023	Costco Whse #0643 Bakersfield, CA				41.93
M ST Pumpkin Pie's						
<hr/>						
7 11/22/2023	11/24/2023	Costco Whse #0688 Bakersfield, CA				67.41
M ST Pumpkin Pie's						
<hr/>						

Transaction Count: 7
Total: 2,375.98

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 11/1/2023 - 11/30/2023

Statement Summary

Name	Susana Magana	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	Currency	US Dollar
Reporting Period	11/1/2023 - 11/30/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 10/30/2023	11/1/2023	Panini Kabob Grill Bakers Bakersfield, CA		_____	_____	671.09
		Health & Nutrition Div MCAP Personnel Training Meeting				
<hr/>						
2 11/1/2023	11/2/2023	Ntlrest Servsafe 312-7151010, IL		_____	_____	75.00
		Food handlers' certificate For Partner Agency participating in the Food Navigator Program				
<hr/>						
3 11/6/2023	11/7/2023	Lassens Natural Foods-Bk Bakersfield, CA		_____	_____	23.85
		Special Diet-Foods				
<hr/>						
4 11/13/2023	11/14/2023	Lassens Natural Foods-Bk Bakersfield, CA		_____	_____	116.07
		Special Diet-Foods				
<hr/>						
5 11/18/2023	11/20/2023	Ezcaterwest Coast Sou 800-488-1803, MA		_____	_____	477.56
		MCAP Staff Training lunch 11/17/23				
<hr/>						

Transaction Count: 5

Total: 1,363.57

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 (9 OF 12 MONTHS OR 75.0%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,632,027	936,192	57.4%	695,835
Head Start Subsidy	<u>1,120,549</u>	<u>923,810</u>	<u>82.4%</u>	<u>196,739</u>
Total Revenue	<u><u>2,752,576</u></u>	<u><u>1,860,002</u></u>	<u><u>67.6%</u></u>	<u><u>892,574</u></u>
Expenditures (Note B)				
Salaries	880,250	525,001	59.6%	355,249
Benefits	253,487	157,382	62.1%	96,105
Vehicle Gasoline, Repair/Maintenance	45,000	33,694	74.9%	11,306
Space Costs	121,700	115,061	94.5%	6,639
Supplies - Office & Food Service	106,000	109,764	103.6%	(3,764)
Equipment Repair/Maintenance & Lease	25,000	11,444	45.8%	13,556
Communication	13,000	10,439	80.3%	2,561
Risk Insurance	12,700	9,641	75.9%	3,059
Printing	1,000	719	71.9%	281
Hiring & Employee Costs	1,200	1,439	119.9%	(239)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>700,183</u>	<u>68.9%</u>	<u>315,397</u>
Sub Total	2,475,417	1,674,768	67.7%	800,649
Adult Meals Prepared	128,794	110,496	85.8%	18,298
Indirect	<u>148,365</u>	<u>74,738</u>	<u>50.4%</u>	<u>73,627</u>
Total Expenditures	<u><u>2,752,576</u></u>	<u><u>1,860,002</u></u>	<u><u>67.6%</u></u>	<u><u>892,574</u></u>

	Prior Period	NOVEMBER 2023	Cumulative
Total Meals Prepared and Vended (Note C)	436,186	57,360	493,546
Total Meals Claimed	<u>271,615</u>	<u>38,007</u>	<u>309,622</u>
Difference	164,571	19,353	183,924

Percentage Claimed to Prepared/Vended		66.3%	62.7%
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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 (5 OF 12 MONTHS = 41.7%)**

Contract CMAP-3000	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	Total	%	% Earned to MRA
Provider Payments	\$ 2,757,847	\$ 2,862,065	\$ 2,720,745	\$ 2,203,563	\$ 2,328,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,872,651		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 2,757,847	\$ 2,862,065	\$ 2,720,745	\$ 2,203,563	\$ 2,328,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,872,651	85.32%	
Maximum Reimbursable Amount (MRA) for Provider Payments													23,640,785		54.45%
Administration & Support Services Revenue															
Provider Payments	\$ 2,757,847	\$ 2,862,065	\$ 2,720,745	\$ 2,203,563	\$ 2,328,431	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,872,651		
Reimbursement Rate	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%	x 23.8390%		
Revenue Earned	\$ 657,443	\$ 682,288	\$ 648,599	\$ 525,308	\$ 555,075	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,068,712		
Program Administration/Support Services Costs	177,428	200,755	286,677	115,408	193,453	-	-	-	-	-	-	-	973,720	6.45%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,154	227,217	118,346	-	-	-	-	-	-	-	1,241,501	8.23%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 469,484	\$ 505,482	\$ 585,831	\$ 342,625	\$ 311,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,215,221	14.68%	
Revenue Earned Over/(Under) Costs	\$ 187,960	\$ 176,806	\$ 62,768	\$ 182,682	\$ 243,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	853,491		
TOTAL COSTS - NET OF FAMILY FEES	\$ 3,227,331	\$ 3,367,548	\$ 3,306,575	\$ 2,546,189	\$ 2,640,230	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,087,872	100.00%	

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

Provider payments	12,872,651
Reimbursement Rate (19.25% / 80.75%)	x 23.8390%
Revenue Earned	<u>3,068,711</u>

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

Provider Payments	23,640,785	80.75%
Administration	4,757,434	16.25%
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 (5 OF 12 MONTHS = 41.7%)

	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 (CTTR-3063)														
Adjusted Days of Enrollment - Certified	5,189	6,077	5,517	6,065	5,391	-	-	-	-	-	-	-	28,238	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 267,471	\$ 313,264	\$ 284,402	\$ 312,630	\$ 277,904	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,455,671	37.04%
Maximum Reimbursable Amount (MRA)													\$3,930,503	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.38%	99.76%	99.82%	99.78%	99.26%									99.61%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
CALIFORNIA STATE PRESCHOOL (CSP-2120)														
Adjusted Days of Enrollment - Certified	3,104	6,787	8,232	10,641	9,521	-	-	-	-	-	-	-	38,285	
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	X \$55.27
Revenue Earned	\$ 171,560	\$ 375,128	\$ 454,961	\$ 588,144	\$ 526,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,116,038	29.86%
Maximum Reimbursable Amount (MRA)													\$7,087,664	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.42%	98.76%	98.62%	98.53%	98.63%									98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	50	-	-	-	-	-	-	-	261	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55
Revenue Earned	\$ 907	\$ 2,552	\$ 3,374	\$ 4,054	\$ 2,552	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,439	4.61%
Maximum Reimbursable Amount (MRA)													\$291,239	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	92.75%	98.78%	100.00%									97.83%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	100.00%	100.00%									100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2023/24 State contracts.

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 (5 OF 12 MONTHS = 41.7%)

	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	2,278	3,336	3,413	3,882	3,318	-	-	-	-	-	-	-	16,227	
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	\$ 111,258	\$ 162,917	\$ 166,708	\$ 189,582	\$ 162,051	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 792,517	32.24%
Maximum Reimbursable Amount (MRA)													\$2,458,117	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.41%	99.36%	100.00%	99.92%	99.95%									99.75%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2023/24 Cooperative Agreement with the San Joaquin County Office of Education

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

Month/Year: November-2023
 Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	November 2023		Year to Date		
	Description	Number	Amount	03/1/23 - 11/30/23	Amount
Bank Deposits		28	6,324,076	150	26,387,090
Wire Deposits		12	13,169,249	101	32,201,309
Head Start/IRS Drawdowns		2	2,140,481	42	26,247,337
Vendor Checks Issued		2,164	7,995,503	17,357	76,197,572
Payroll Disbursed			3,517,872		27,659,635
Grant Reports Prepared		39		237	
ASTHO Vaccine Equity					
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 - 211					
County of Kern CDBG Food Bank Expansion					
CMAP Fiscal Report & Caseload					
CMIG					
CMSS					
CSPP					
CSBG Discretionary					
CSBG 2022					
Differential Response					
EFAP					
EFAP Build Back Better					
Food Bank Farmers Market					
First 5 Kern – 2 1 1 Helpline					
First 5 Kern – East Kern Family					
First 5 Kern – Help Me Grow					
First 5 Kern – Oasis Family Resource					
First 5 Kern – Ridgecrest Family Resource					
Head Start/Early Head Start Kern SF-425					
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 2023					
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	250	5	250		1,634
Contracts	20	0	20		148
Leases	0	0	0		14
Requests for Proposals	0	0	1		4

Business Services Projects					
Description			% Completed		Comments

Total Division Staffing

30 positions + 1 Vacancies

- | | | |
|-----------------------------------|---------------------------------|-------------------------------|
| CFO | Accounting Technician (5) | Procurement Manager |
| Director of Finance | Accounting Specialist (2) | Business Contracts Specialist |
| Finance Administrator | Accounting Clerk (1) | Business Technician (2) |
| Payroll/HRIS Manager | AP Supervisor (1) | |
| Accounting Administrator | Fiscal Technician (2) | |
| Accounting Administrator - Energy | Payroll Specialists (3) | |
| Accountant (2) | Payroll Supervisor (1) | |
| Accountant II (2) | Administrative Assistant to CFO | |

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	11,950,544
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	58,318,823
LIABILITES AND NET ASSETS	
Accounts Payable	7,537,974
Accrued Expenses	3,430,196
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	<u>5,710,865</u>
Total Liabilites	21,911,578
Total Net Assets	<u>36,407,245</u>
Total Liabilities and Net Assets	58,318,823

STATEMENT OF OPERATIONS (UNAUDITED)	
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023	
REVENUE	
Grant Revenue	106,882,227
Donations	47,277,632
Other Revenue	756,165
In-Kind	<u>163,275</u>
Total Revenue	155,079,300
EXPENDITURES	
Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	8,330,212
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,848,807
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	<u>163,275</u>
Total Expenditures	140,404,844
Net Change in Assets	14,674,456
Net Assets, beginning	21,732,790
Net Assets, ending	36,407,245

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED)	
AS OF NOVEMBER 30, 2023	
ASSETS	
Cash in Bank	14,016,613
Cash - Vacation Reserve	955,542
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	4,724
Prepaid Expense	598,406
Inventory	1,181,849
Net Fixed Assets - Unrestricted	507,085
Net Fixed Assets - Restricted	<u>29,812,303</u>
Total Assets	47,076,521
LIABILITES AND NET ASSETS	
Accounts Payable	3,127,242
Accrued Expenses	274,757
Accrued Vacation	1,016,527
Line of Credit	-
Note Payable	443,007
Advance Payable	2,402,829
Deferred Revenue	<u>5,087,058</u>
Total Liabilites	12,351,420
Total Net Assets	<u>34,725,100</u>
Total Liabilities and Net Assets	47,076,521

STATEMENT OF OPERATIONS (UNAUDITED)	
FOR THE PERIOD MARCH 1, 2023 TO NOVEMBER 30, 2023	
REVENUE	
Grant Revenue	85,226,206
Donations	262,045
Other Revenue	9,155,287
In-Kind	<u>8,659,665</u>
Total Revenue	103,303,202
EXPENDITURES	
Salaries	29,373,404
Benefits	8,039,180
Travel	652,150
Space Costs	11,314,634
Supplies	2,588,966
Consultant/Contract Services	4,242,514
Other Costs	3,684,653
Program Costs	27,593,437
Capital Expenditures	1,327,700
Indirect	7,509,045
In-Kind	<u>8,659,665</u>
Total Expenditures	104,985,348
Net Change in Assets	(1,682,145)
Net Assets, beginning	36,407,245
Net Assets, ending	34,725,100

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,717,452	26,844,501	19,872,951	57%
BENEFITS	14,052,314	7,333,662	6,718,652	52%
TRAVEL	943,184	580,236	362,948	62%
SPACE COST	16,765,266	10,644,262	6,121,004	63%
SUPPLIES	3,090,339	2,371,149	719,190	77%
EQUIPMENT	1,806,455	2,896,311	(1,089,856)	160%
CONSULTANT/CONTRACT SERVICES	3,767,972	3,403,744	364,228	90%
OTHER COSTS	2,800,371	3,106,362	(305,991)	111%
PROGRAM COSTS	27,462,618	27,521,012	(58,394)	100%
INDIRECT	10,107,416	7,473,493	2,633,923	74%
TOTAL	127,513,387	92,174,732	35,338,655	72%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	34,805,356	19,626,305	15,179,051	56%
BENEFITS	10,516,956	5,504,833	5,012,123	52%
TRAVEL	668,717	357,532	311,185	53%
SPACE COST	5,544,279	3,208,995	2,335,284	58%
SUPPLIES	2,449,189	1,573,476	875,713	64%
EQUIPMENT	810,970	256,826	554,144	32%
CONSULTANT/CONTRACT SERVICES	1,309,179	691,517	617,662	53%
OTHER COSTS	1,162,562	1,219,677	(57,115)	105%
PROGRAM COSTS	23,131,098	24,869,610	(1,738,512)	108%
INDIRECT	7,696,110	5,667,034	2,029,076	74%
TOTAL	88,094,416	62,975,805	25,118,611	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	2,750,143	2,041,537	57%
BENEFITS	1,486,523	728,893	757,630	49%
TRAVEL	110,349	119,049	(8,700)	108%
SPACE COST	6,795,477	2,687,233	4,108,244	40%
SUPPLIES	125,671	350,365	(224,694)	279%
EQUIPMENT	850,740	1,246,178	(395,438)	146%
CONSULTANT/CONTRACT SERVICES	648,910	441,543	207,367	68%
OTHER COSTS	409,174	485,309	(76,135)	119%
PROGRAM COSTS	3,068,971	2,059,531	1,009,440	67%
INDIRECT	932,114	657,443	274,671	71%
TOTAL	19,219,609	11,525,686	7,693,923	60%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,762,090	1,553,701	208,389	88%
BENEFITS	542,182	395,185	146,997	73%
TRAVEL	43,376	37,029	6,347	85%
SPACE COST	206,031	156,777	49,254	76%
SUPPLIES	243,983	203,184	40,799	83%
EQUIPMENT	81,328	107,306	(25,978)	132%
CONSULTANT/CONTRACT SERVICES	921,708	1,391,673	(469,965)	151%
OTHER COSTS	694,479	839,708	(145,229)	121%
PROGRAM COSTS	433,745	270,528	163,217	62%
INDIRECT	492,892	476,268	16,624	97%
TOTAL	5,421,814	5,431,361	(9,547)	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	2,050,246	2,169,566	49%
BENEFITS	1,226,969	517,337	709,632	42%
TRAVEL	55,702	41,221	14,481	74%
SPACE COST	953,189	2,187,507	(1,234,318)	229%
SUPPLIES	232,451	214,689	17,762	92%
EQUIPMENT	58,550	1,281,134	(1,222,584)	2188%
CONSULTANT/CONTRACT SERVICES	830,833	716,870	113,963	86%
OTHER COSTS	380,166	464,914	(84,748)	122%
PROGRAM COSTS	825,804	309,588	516,216	37%
INDIRECT	779,220	524,770	254,450	67%
TOTAL	9,562,696	8,308,277	1,254,419	87%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	981,358	746,007	235,351	76%
BENEFITS	230,966	165,642	65,324	72%
TRAVEL	40,290	23,131	17,159	57%
SPACE COST	260,590	136,023	124,567	52%
SUPPLIES	30,245	19,046	11,199	63%
EQUIPMENT	4,867	4,867	(0)	100%
CONSULTANT/CONTRACT SERVICES	27,035	20,626	6,409	76%
OTHER COSTS	44,380	43,865	515	99%
PROGRAM COSTS	3,000	903	2,097	30%
INDIRECT	168,596	113,684	54,912	67%
TOTAL	1,791,327	1,273,795	517,532	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
 BUDGET TO ACTUAL
 FOR THE PERIOD 03-01-23 TO 11-30-23 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	118,098	39,058	75%
BENEFITS	48,718	21,772	26,946	45%
TRAVEL	24,750	2,274	22,476	9%
SPACE COST	3,005,700	2,267,726	737,974	75%
SUPPLIES	8,800	10,388	(1,588)	118%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	141,515	(111,208)	467%
OTHER COSTS	109,610	52,889	56,721	48%
PROGRAM COSTS	-	10,852	(10,852)	Not budgeted
INDIRECT	38,484	34,294	4,190	89%
TOTAL	3,423,525	2,659,808	763,717	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2023/24
BUDGET TO ACTUAL - 03/01/23 TO 11/30/23 (9 OF 12 MONTHS = 75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 9,969,927	\$ 7,473,493	75.0%	\$ 2,496,434
Expenditures				
Salaries	4,623,933	2,961,555	64.0%	1,662,378
Benefits @ 23.6% actual	<u>1,197,709</u>	<u>735,526</u>	<u>61.4%</u>	<u>462,183</u>
Total Personnel Costs	5,821,642	3,697,082	63.5%	2,124,560
Operating Costs				
Travel	88,000	71,002	80.7%	16,998
Space Costs	215,950	164,514	76.2%	51,436
Supplies	264,650	395,507	149.4%	(130,857)
Consultant/Contract	1,049,000	822,364	78.4%	226,636
Other Operating Costs	<u>950,800</u>	<u>565,682</u>	<u>59.5%</u>	<u>385,119</u>
Total Operating Costs	2,568,400	2,019,069	78.6%	549,331
Total Expenditures	<u>\$ 8,390,042</u>	<u>\$ 5,716,151</u>	<u>68.1%</u>	<u>\$ 2,673,891</u>
Excess (Deficit) Indirect Revenue	<u>\$ 1,579,885</u>	<u>\$ 1,757,342</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 917,468	70.5%	\$ 384,659
Operations	2,700,165	1,819,458	67.4%	880,707
Executive	534,524	539,442	100.9%	(4,918)
Program Administration	-	417	Not budgeted	(417)
Finance	2,523,658	1,928,661	76.4%	594,997
Community Development	<u>1,329,568</u>	<u>510,705</u>	<u>38.4%</u>	<u>818,863</u>
	<u>\$ 8,390,042</u>	<u>\$ 5,716,151</u>	<u>68.1%</u>	<u>\$ 2,673,891</u>

Prepared Date: 12/28/23