DATE: June 25, 2025
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Moment of Silence / Pledge of Allegiance (Please Stand)

b. Reading of the Promise of Community Action (Please Stand)

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

c. Roll Call

Maritza Jimenez (Chair)	Curtis Floyd	Gema Perez
Denise Boshers (Vice Chair)	Jonathan Mullings	Guadalupe Perez
Gina Martinez (Secretary)	Rocio Munoz	Fred Plane
Michelle Jara-Rangel (Treasurer)	Yolanda Ochoa	Ana Vigil
Fatima Echeverria	Chris Parlier	Lee'o Whisenant

d. Acceptance of Public Sector Board Appointment of Rocio Munoz, early childhood education and development expert, appointed by City of Bakersfield Mayor, Karen Goh – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 4)***

II. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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.

III. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – ***Action Item***

a. **Minutes from May 28, 2025, Board of Directors Meeting *(p. 5-7)***
b. **Minutes from June 4, 2024 Personnel Committee Meeting *(p. 8-10)***
c. Community Development New Job Description for Senior Communications and Outreach Coordinator ***(p. 11-17)***
d. WIC Program New Job Descriptions ***(p. 18-29)***
e. CalAIM Program New Job Descriptions ***(p. 30-44)***
f. Head Start Enrollment & Attendance Job Descriptions ***(p. 45-62)***
g. Head Start Personnel Update ***(p. 63-64)***
h. **Minutes from June 11, 2025, Program Review & Evaluation Committee Meeting *(p. 65-67)***
i. CAPK Food Bank Presentation ***(p. 68-87)***
j. May 2025 Program Reports ***(p. 86-125)***
k. May 2025 Application Status Report & Funding Profiles ***(p. 126-138)***

l. May 2025 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 139-140)***
m. Strategic Plan 2021-2025 Goal Group 2 Update ***(p. 141-145)***
n. **Minutes from June 18, 2025 Budget & Finance Committee Meeting *(p. 146-149)***
o. Head Start / Early Head Start Budget to Actual Reports for April 30, 2025 ***(p. 150-157)***
p. 2-1-1 Call Center – United Way Merced County FY 20025-2028 Service Agreement ***(p. 158-164)***
q. 2025-2026 Head Start Program Budget Revision ***(p. 165-167)***
r. New Lease for 6 W. Main Street Suite E., Stockton ***(p. 168-175)***
s. New Lease for 1105 N. Sacramento Street, Stockton ***(p. 176-233)***
t. 2025-26 County of Kern Home Visiting Program Agreement Retroactive Approval ***(p. 234-278)***
u. U.S. Department of Housing and Urban Development CA1799L9D042406 and Coordinated Entry System Renewal Contract ***(p. 279-288)***
v. Status of California Migrant Child Care Contract – CMIG ***(p. 289)***
w. Goal Group 6 Status Update ***(p. 290-293)***

IV. New Business

a. Workers Compensation Insurance Renewal – ***Action Item (p. 294-321)*** — Emilio Wagner, Chief Facilities & Technology Officer

b. Transition Plan for Shafter Youth Center and CSBG Fund Reallocation – ***Action Item (p. 322-323)*** — Pritika Ram, Chief Business Development Officer

c. Agency Budget Revision #1 - ***Action Item (p. 324-336)*** — Tracy Webster, Chief Financial Officer

d. Approval of the 2025-2026 Early Head Start / Head Start School Readiness Goals – ***Action Item (p. 337-358)*** — Rashi Strother, Education Manager; Cynthia Rodriguez, Education Manager

e. Financial Reports for March 2025 - ***Action Item (p. 359-467)*** — Tracy Webster, Chief Financial Officer

f. Development Status of the Strategic Plan 2025-29 – ***Info Item (p. 468-513)*** — Annelisa Perez, Community Development Supervisor

g. FY 25 Office of Head Start Focus Area One Final Report – ***Info Item (p. 514-524)*** — Sylvia Ortega, Quality Assurance Administrator

V. CAPK Foundation Board Report

a. CAPK Foundation Board Report – ***Action Item (p. 525-535)*** — Catherine Anspach, Director of Development

i. CAPK Foundation Board Minutes from March 25, 2025
ii. CAPK Foundation Financial Reports

VI. CVAF Board Report

a. CVAF Board Report – ***Action Item (p. 536-628)*** — Deborah Johnson, Director of Veterans Services

iii. Minutes and Financial Reports from April 30, 2025
iv. Minutes and Financial/Audit Reports from May 14, 2025

VII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 629-641)*** Fatima Echeverria, PC Representative
   v. May 2025 Policy Council Report
   vi. Minutes from the Policy Council Meeting on March 25, 2025.
   vii. June 2025 Policy Council Report
   viii. Minutes from the Policy Council Meeting on April 22, 2025

VIII. Chief Executive Officer Report – *Info Item (Verbal Report)*

a. Update on Construction Projects Jeremy Tobias, Chief Executive Officer
b. Federal & State Budget Update

IX. Committee Member Comments

X. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
August 20, 2025
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

XI. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, June 20, 2025. Paula Daoutis, Executive Assistant.

Mayor Karen K. Goh
City of Bakersfield

June 4, 2025

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Re: CAPK Board Appointment of Ms. Maria Rocio Muñoz

Dear Mr. Tobias:

I am writing to advise you of my appointment of Ms. Maria Rocio Muñoz to represent the Mayor of the city of Bakersfield on the Community Action Partnership of Kern Board of Directors.

Ms. Muñoz is a champion of early childhood education with more than twenty-five years of diverse experience in teaching and administrative roles throughout multiple grade levels and school districts. As Executive Director of State and Federal Programs in the Bakersfield City School District, Ms. Muñoz oversees twenty preschools in Bakersfield and Kern County. Her active involvement in an array of educational programs and community initiatives advance educational opportunities in Bakersfield and Kern County.

I believe Ms. Muñoz will be an effective board member. Her knowledge and experience will positively impact our city and aid CAPK in its efforts to empower individuals and families to achieve greater self-sufficiency.

Should you wish to further discuss this matter, please do not hesitate to contact me at (661)326-3770 or mayor@bakersfieldcity.us.

Sincerely,

Karen Goh

Karen K. Goh
Mayor, City of Bakersfield

DATE	May 28, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Maritza Jimenez called the meeting to order at 12:24 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Maritza Jimenez (Chair), Fatima Echeverria, Curtis Floyd, Jonathan Mullings, Yolanda Ochoa, Chris Parlier, Ana Vigil

Absent: Denise Boshers, Michelle Jara-Rangel, Gina Martinez, Gema Perez, Guadalupe Perez, Fred Plane, Lee'o Whisenant

Others present: Jeremy Tobias, Chief Executive Officer; Lisa McGranahan, Chief Human Resources Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services; and other CAPK staff.

II. Introduction of Guests / Public Forum

None

III. Consent Agenda

Board Chair Maritza Jimenez asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion.

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Mullings/Ochoa).

IV. New Business

a. FY 2024-2025 CDE Program Self Evaluations (CSPP, MCAP, CCTR, CMIG) – Sylvia Ortega, Quality Assurance Manager - ***Action Item***

Susana Magana presented the above action item on behalf of Sylvia Ortega and summarized the process for conducting the annual program self-evaluation (PSE). In accordance with the Title 5 CCR, the program met all standards of the state contract requirements, and through the parent survey, focus areas were identified as goals for the 2025-2026 evaluation.

Maritza Jimenez asked if the goals are based on services that are not being rendered at this time. Susana responded that the purpose of the self-evaluation is to comply with the regulations and to identify what is good and what could be better and noted there is no action plan attached to the internal goals.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Parlier/Vigil).

b. Calendar Year 2026-27 Community Action Plan and Community Needs Assessment – Karen Vazquez & Ryan Fergon, Senior Grant Analysts – ***Action Item***

Karen Vazquez and Ryan Fergon presented the above action item and provided a summary of the requirements to conduct the Community Needs Assessment (CAN) and Community Action Plan (CAP) every two years. To achieve the goals, staff conducted research, initiated surveys and community interviews throughout Kern County, focusing on the outlying areas, to collect quantitative and qualitative data. Karen and Ryan discussed the key findings and noted that over 1,600 responses were received, a 70% increase over the last survey cycle, and proceeded to provide an interpretation of the data included in the attached reports.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Vigil).

c. Financial Reports for February 2025 – Tracy Webster, Chief Financial Officer – ***Action Item***

Gabrielle Alexander presented the financial reports for March 2025 and noted the reports were the first for the new fiscal year and noted that everything looks good, and staff has fully implemented Sage Intact.

Motion was made and seconded to approve the Financial Reports for March 2025. Carried unanimous vote (Parlier/Ochoa).

V. CVAF Board Report

Due to time constraints, this item will be held over to the June 25, 2025 meeting.

VI. Advisory Board Reports

Due to time constraints, this item will be held over to the June 25, 2025 meeting.

VII. Chief Executive Officer Report

Due to time constraints, Jeremy Tobias will provide an update in the weekly CEO Report to the Board.

VIII. Board Member Comments

No comments.

IX. Closed Session

Motion was made and seconded to enter into closed session at 12:49 pm. Carried by unanimous vote (Ochoa/Vigil).

a. Personnel Exemption – Public Employee Discipline / Dismissal / Release (Section 54957)

Motion was made and seconded to reconvene into open session at 1:17 pm. Carried by unanimous vote (Ochoa/Vigil).

X. Closed Session Report

Jeremy Tobias reported that staff provided information to the Board for their review and directive. The Board authorized staff to move forward as recommended and bring forward future action items to the Board as needed.

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, June 25, 2025
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

XII. Adjournment

The meeting was adjourned at 1:18 pm

DATE	June 4, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Denise Boshers called the meeting to order at 12:06 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Denise Boshers (Chair), Guadalupe Perez
   Absent: Jonathan Mullings

   Others present: Lisa McGranahan, Chief Human Resources Officer; Susana Magana, Director of Health and Nutrition; Rebecca Moreno, Director of Housing & Supportive Services; Savannah Oates, Advocacy and Public Relations Manager, and other CAPK staff.

3. **Public Comments**

   Chair Denise Boshers asked members of the Board and the public if they would like to make any public comment. No one addressed the committee.

4. **New Business**

   a. Community Development New Job Description for Senior Communications and Outreach Coordinator) – Savannah Oates, Advocacy & Public Relations Manager - ***Action Item***

      Savannah Maldonado introduced a proposed new job description for the Senior Communications and Outreach Coordinator under the Marketing and Outreach Department. This position is intended to replace the current Outreach Specialist role, with plans to transition a current employee into the new position. Savannah acknowledged potential confusion on the organizational chart, where it appears that the positions may report to each other and clarified that the Outreach Specialist position will be deactivated once the transition is complete.

      Savannah explained that the agency's growth and increased visibility (e.g., billboards, radio, news media) have led to greater outreach demands which require elevated skills and capacity to manage the expanded scope of work. This heightened public recognition has resulted in increased funding inquiries, donation offers, and partnership opportunities.

      Savannah concluded her presentation by noting the position will be moved from Grade 8 to Grade 9, which will have a minimal financial impact of approximately $5,200, of which the department can absorb.

      Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

b. WIC Program New Job Descriptions – Marissa Ortiz-Cortez, WIC Program Administrator, & Susana Magana, Director of Health and Nutrition - ***Action Item***

Marissa Ortiz-Cortez introduced two newly developed job descriptions: Lead WIC Nutrition Education Specialist and WIC Program Specialist. Marissa noted that in the previous fiscal year, the WIC program underwent the CompEase position analysis and equity review process, and these two roles were excluded due to budget limitations at the time. With the recent increase in WIC program funding—an additional $1.5 million allocated for the next contract cycle—there is now capacity to fund these positions. Both job descriptions have been reviewed by Human Resources and are competitively graded in line with the local labor market at Grade 8.

Susana Magana emphasized that the Lead WIC Nutrition Education Specialist positions will provide opportunities for internal advancement and professional development, as they will help oversee site operations and client flow across WIC's multiple service locations, improving efficiency and service quality. These roles align with Strategic Plan Goal Group 4, which emphasizes becoming an employer of choice and retaining a high-quality workforce.

Susana reported that there is no fiscal impact as the department has funding in their WIC contract, and also stated that they are awaiting state approval for onboarding and that hopes are to have recruitments done by October 1, 2025 for the new fiscal year.

Guadalupe Perez requested an explanation as to what Local Vendor Liaison (LVL) visits entail, to which Marissa explained that the Lead WIC Nutrition Education Specialists act as support for grocery stores that offer WIC benefits, focusing on maintaining vendor relationships and ensuring these stores are updated with relevant WIC materials and support.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

c. CalAIM Program New Job Descriptions - Rebecca Moreno, Director of Housing and Supportive Services **-** ***Action Item***

Rebecca Moreno presented three new job descriptions for review and approval; all tied to the upcoming Enhanced Care Management (ECM) program under CalAIM. The positions are part of planned services expansions and support the organization's strategic workforce development goals: ECM Program Manager, ECM Lead Care Manager, and Community Health Worker. All three positions have undergone the Compensation and Classification (CompEase) process and have been rated and assigned appropriate compensation levels.

Rebecca noted that these roles have been included in the Path-Sited Grant application to support expanded services. While awaiting funding approval through the grant, existing CalAIM program funds can temporarily support onboarding. Once operational, the ECM program is expected to be self-sustaining, similar to the current CalAIM model.

Rebecca mentioned that the Program Administrator role for CalAIM is currently in recruitment and, once filled, that position will assist in the hiring process for the new roles. The positions have potential for internal candidates, and staff currently working in the CalAIM program who are seeking advancement will be considered. Rebecca stated the ECM contract is expected to begin August 1, 2025 and the goal is to have most personnel in place prior to the contract start date to ensure seamless service launch.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

d. Head Start Enrollment & Attendance Job Descriptions - Robert Espinosa, Program Design and Management Administrator - ***Action Item***

Robert Espinosa presented proposed updates to the job descriptions for the Head Start Enrollment and Attendance positions. The current department structure separates enrollment and attendance functions; Head Start is recommending a revised consolidation of the two functions within their job descriptions. Merging the roles benefits employees by providing cross-training for all team members, improving coverage during absences, and supports staff development and succession planning.

Robert explained the organizational shift as the following: Technicians become Specialists, with a grade increase from Grade 6 to Grade 8; Specialists become Coordinators, increasing from Grade 8 to Grade 9; and Supervisors and Managers would oversee both functions.

Denise Boshers inquired about any concerns or potential downfalls and Robert responded that he believes the only challenge would be the time required for staff to learn about both federal and state systems.

Guadalupe Perez asked about the number of current Enrollment and Attendance Specialists. Robert replied said approximately 18 employees would be affected, which includes staff in San Joaquin.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

e. Head Start Personnel Update - Robert Espinosa, Program Design and Management Administrator – ***Info. Item***

Robert Espinosa shared a report highlighting key points from the May 2025 staffing overview. In May, the organization employed 638 staff with 29 vacancies and onboarded two new hires. While there was an increase in resignations, most were due to retirement or HR-related reasons, unrelated to dissatisfaction. Staffing remains stable, allowing all classrooms to stay open, with any closures being intentional. Enrollment continues to perform strongly, marking the fifth consecutive month of meeting at least 97% enrollment for Early Head Start and reaching 99-100% for Head Start. With two months left in the current reporting cycle, retention strategies and professional development efforts are proving effective for both the department and the community.

5. <u>Committee Member Comments</u>

Guadalupe Perez expressed appreciation for everyone's hard work.
Denise Boshers acknowledged concerns around funding stating that the financial outlook is worrisome and remains a key consideration moving forward; however, emphasized that despite the challenges, noted positive feelings about the direction the team is heading.

6. <u>Next Scheduled Meeting</u>

Personnel Committee
12:00 pm
Wednesday, August 06, 2025
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **<u>Adjournment</u>**

The meeting was adjourned at 12:30 PM.

MEMORANDUM

To: Personnel Committee

From: Savannah Maldonado, Advocacy & Public Relations Manager

Date: June 04, 2025

Subject: *Agenda Item 4(a):* Community Development New Job Description for Senior Communications and Outreach Coordinator – **Action Item**

As our agency continues to grow and adapt to the increasing demands for effective communication and community engagement, we recognize the need to expand and refine our roles within the Communications and Outreach Department. Staff are proposing a new job description under the Marketing and Outreach Department, the Senior Communications and Outreach Coordinator position. We are replacing our current position, Outreach Specialist, with the Senior Communications and Outreach Coordinator.

Overview: The Senior Communications and Outreach Coordinator will play a pivotal role in managing and executing medium to large media campaigns, as well as supporting the Advocacy and Public Relations Manager with critical advocacy tasks. This role is essential in meeting the expanded need for materials and event planning within the department, ensuring that our agency's messaging is both impactful and far-reaching.

Key Responsibilities:

- **Campaign Management:** Oversee the planning, development, and execution of medium to large media campaigns, ensuring alignment with the agency's goals and objectives.
- **Advocacy Support:** Assist the Advocacy and Public Relations Manager with advocacy initiatives, contributing to the development and implementation of strategies that elevate the agency's presence and influence within the community.
- **Content Creation:** Employ a journalistic approach to capture and convey client stories authentically, producing high-quality materials that resonate with our target audiences.
- **Collaboration:** Work closely with various departments to gather information, develop content, and ensure consistent messaging across all platforms.

This new role is crucial in addressing the expanded needs of our department and ensuring that we continue to deliver high-quality communication and outreach efforts. We are confident that the Senior Communications and Outreach Coordinator will significantly contribute to our agency's success and growth.

Fiscal Impact and Timeframe:
The title and grade change allow the department to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade change with leadership, and it was determined that the fiscal impact is minimal as we are deactivating a current position, Outreach Specialist, to be replaced with the Senior Communications and Outreach Coordinator.

Strategic Plan Impact:
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of the following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

Recommendation:
Staff recommend that the Personnel Committee approve the Senior Communications and Outreach Coordinator job description and submit it to the Board of Directors for approval.

Attachments:
Senior Communications and Outreach Coordinator Job Description
Community Development Division Organizational Chart

Senior Communications & Outreach Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 9 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Under the general direction of the Outreach and Communications Supervisor, the Senior Communication and Outreach Coordinator is responsible for disseminating information to agency staff, customers, and the public through various communication strategies. This role involves leading communication strategies to promote agency programs, developing and managing media campaigns, and producing internal and external communications materials such as newsletters and annual reports. Key responsibilities include attending community events, managing advertising campaigns within budget, developing storytelling materials to highlight the agency's impact, assisting with website content development, maintaining industry best practices in graphic design, and representing the organization.

SUPERVISION RECEIVED:

Receives supervision from Outreach and Communications Supervisor.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Co-leads communication strategies to effectively inform the public about agency resources and promote agency programs through various media channels.
- Develops and leads medium to large scale media campaigns for agency programs including analytic and tracking reports during and post campaign.
- Assists with the deliverables of outreach efforts aligned with grant program objectives, reporting requirements, and community needs.
- Produces the CAPK in Action newsletter, Annual Report, and other internal and external communications products.
- Attends resource fairs and other community events to ensure representation of the organization as needed.
- Manages digital and print advertising campaigns within allocated budgets, ensuring materials align with program goals.
- Develop client-centered storytelling materials, incorporating testimonials and impact narratives to highlight the effectiveness of agency services.
- Assists Multimedia Specialist with website content development, ensuring information is up-to-date and effectively communicates the agency’s mission.
- Maintains an up-to-date understanding of industry best practices in graphic design.

- Speaks to the media and public on behalf of the organization in Spanish and English if needed to support team leadership.
- Develops and distributes media packages to ensure consistent messaging with external media partners.
- Works alongside Outreach and Communications Supervisor to plan, coordinate, and execute outreach events to connect the community with agency resources.
- Ensures organizational swag inventory is managed and held to brand standards.
- Strengthens partnerships with stakeholders by representing the agency in community collaboratives, steering committees, and public events as needed.
- Assist Public Relations and Advocacy Manager with the development of talking points and materials for organizational advocacy initiatives.
- Serves as the secondary photographer for the agency.
- Assists in the quality control of volunteers and interns throughout the organization.

Other Job Specific Duties:
- Assists with the development of communications-related SharePoint and CRM projects as needed.
- Manage projects and strategic efforts in support of the Outreach team.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Professional level graphic design
- Fundamentals of good grammar, spelling, and punctuation.
- Written, digital and photo editing.
- Understanding various methods and tools for effective communication, including digital and print media.
- Planning, executing, and managing media campaigns.
- Ccreating engaging content for websites, and newsletters.
- Creative design, print publication, advertising, and commercial print processing.
- Digital content creation software including Adobe Creative Suite, Canva, FinalCutPro, Photoshop and others.
- Managing advertising campaigns within allocated budgets.
- Planning and coordinating outreach events.
- Grant program requirements and reporting.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

Ability to:
- Develop client-centered storytelling materials, including testimonials and impact narratives
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Adhere to schedules and execute timelines.

- Communicate effectively, verbally and in writing.
- Establish professional working relationships with staff and agencies.
- Create and execute strategic plans for communications campaigns.
- Develop short, medium, and long-term plans for events, publications, and other communications products.
- Conduct media interviews and maintain professional standards of media relations.
- Work independently with little direction and collaboratively as part of a team.
- Work with accuracy and attention to detail.
- Plan, organize, and allocate resources.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- A minimum of two (2) years' experience in outreach, communications, and/or marketing.
- Expertise in graphic design and social media management required.
- An equivalent combination of training and experience that provides the capabilities to perform the duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of physical, substance abuse screening, TB and all required vaccinations.
- Fluency in Spanish, both verbal and written, highly preferred.

ESSENTIAL PHYSICAL DEMANDS:

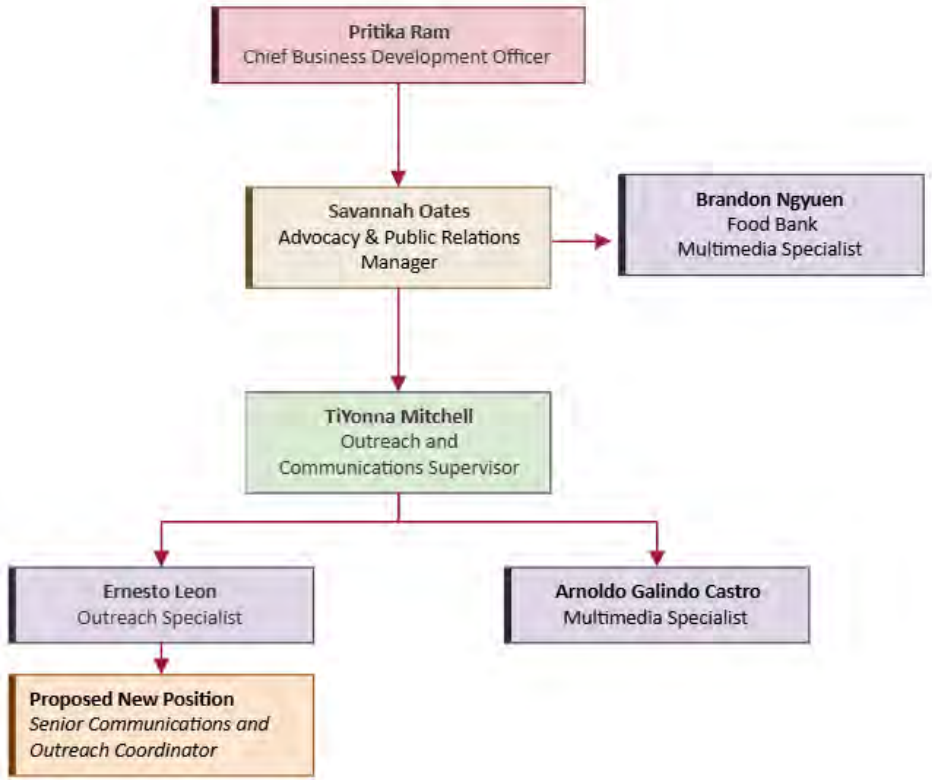
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Senior Communications and Outreach Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x

Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs			x		x	
51-75 lbs		x		x		
76-100 lbs	x			x		
100+ lbs	x			x		

COMMUNITY DEVELOPMENT DIVISION
Marketing & Outreach Department



MEMORANDUM

To: Personnel Committee

From: Marissa Ortiz-Cortez, WIC Program Administrator

Susana Magana, Director of Health & Nutrition Services

Date: June 4, 2025

Subject: *Agenda Item 4(b)*: WIC Program New Job Descriptions – **Action Item**

Background:
WIC leadership remains committed to continuously evaluating and enhancing program operations to better meet the evolving needs of both clients and staff. In line with this commitment, we are requesting approval for two newly developed job descriptions: Lead WIC Nutrition Education Specialist and WIC Program Specialist.

The Lead WIC Nutrition Education Specialist will provide direct client services and assist in managing clinic workflow. The WIC Program Specialist will support the program through advanced clerical responsibilities, including supply ordering, invoice processing in the accounting system, inventory oversight, and coordination of fleet maintenance.

Current Events:
During last year's Comp Ease position analysis and equity review, these roles were excluded due to budgetary limitations. However, following a recent increase in program funding, the Program Administrator collaborated with Human Resources to develop and evaluate the proposed job descriptions. Human Resources has confirmed that the positions are consistent with organizational competencies and are competitively graded in alignment with the local labor market. The proposed job descriptions have been reviewed and approved by Human Resources.

Summary of Proposed Job Descriptions:
Below is a description of the new proposed positions and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Lead WIC Nutrition Education Specialist	New Job Description	N/A	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
WIC Program Specialist	New Job Description	N/A	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30

Fiscal Impact and Timeframe:
WIC program staff consulted with the Finance Department and confirmed that the current operating budget can support the immediate addition of both positions, as well as their long-term sustainability within the program's staffing structure. Recruitment for these positions will begin as soon as approved by State WIC.

Strategic Plan Impact:
This proposal supports Goal 4 of the 2021–2025 CAPK Strategic Plan: *To be an employer of choice and attract and retain a high-quality workforce*. Specifically, it aligns with:

- Objective 4.2: Increase employee satisfaction, morale, and retention.
    - *Action 4.2.1*: Conduct internal and external equity analyses and finalize revised job descriptions based on findings.

Recommendation:
Staff recommend that the Personnel Committee approve the job descriptions and assigned salary grades for the positions of Lead WIC Nutrition Education Specialist & WIC Program Specialist and submit them to the Board of Directors for final approval.

Attachments:
Draft Lead WIC Nutrition Education Specialist Job Description
Draft WIC Program Specialist Job Description
WIC program organizational chart

Lead WIC Nutrition Education Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

The Lead WIC Nutrition Education Specialist ensures efficient operations and policy compliance across assigned clinics including monitoring clinic flow, managing supplies and breast pump inventory, restocking, conducting Local Vendor Liaison (LVL) visits, and attending LVL meetings. The role also involves following up with participants using program reports such as the Unissued Food Benefit, Certification End Date, and Missed Appointment reports. The Specialist, in collaboration with the Capk Community Development Team, will create, curate, and publish weekly content to boost awareness, engage the community, and promote the CAPK/WIC brand across digital platforms.

SUPERVISION RECEIVED:

Receives supervision from WIC Program Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Monitor and support the daily operations of assigned WIC clinics by conducting weekly site observations, reporting findings to the WIC Program Manager, and assisting with scheduling and correspondence as needed.
- Ensure clinic office supply levels are maintained by restocking from the Main WIC Office and distributing necessary materials to assigned sites.
- Track and monitor physical inventory of breast pumps at each assigned clinic, ensuring equipment is functional and available.
- Conduct Local Vendor Liaison (LVL) store visits in compliance with CDPH WIC regulations, ensuring quarterly assignments are completed per policy; attend all related meetings and trainings.

- Manage assigned clinics' benefit issuance by reviewing and acting on reports such as the Unissued Food Benefit, Certification End Date, and Missed Appointment reports, ensuring timely participant outreach and benefit assignment.
- Develop, curate, and publish engaging multimedia content (text, images, videos) across various social media platforms to build participant connections and increase CAPK/WIC program awareness.
- Manage a social media content calendar, planning and scheduling posts in advance to ensure consistent and strategic messaging.
- Foster online community engagement by interacting with followers, responding to comments and messages, and promoting positive brand presence.
- Maintain accurate and confidential client data in the CDPH WIC database; perform CQI audit reviews of electronic participant files to ensure data integrity.
- Perform in-person and virtual nutrition assessments and counseling using Participant Centered Education techniques (explore, offer, and educate).
- Provide nutrition and breastfeeding education and support following approved protocols.
- Communicate key health and nutrition information to participants during appointments, fostering understanding and informed decision-making. Monitor and manage participant appointments, assist with general clerical duties, and accurately issue food benefits and CA WIC Cards.
- Support WIC Card security protocols to ensure proper handling and distribution
- Demonstrate proficiency in core task areas as outlined in the California WIC Nutrition Assistant (WNA) Certification Training Manual, including:
  - Communication and Cultural Competence
  - Certification and Recertification
  - Nutrition and Health
  - Individual Education
  - Food Packages, Benefits, and WIC Card
  - Group Education

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Drive to other CAPK WIC offices in WIC vehicles or in a personal vehicle as assigned.
- Perform any other duties and special projects as assigned.

MIINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Proficient in Microsoft365 applications such Excel, Word, SharePoint, Forms, Bookings, and Asana
- Manages calendars for multiple projects, scheduling meetings and coordinating events effectively.

Ability to:

- Create, edit, and publish digital promotional materials
- Demonstrate strong conceptual thinking and the ability to plan, organize, allocate, and manage substantial program resources effectively.
- Communicate clearly and professionally in both verbal and written forms; present program information confidently to the public.
- Exhibit strong interpersonal skills and the ability to build professional working relationships with staff, partner agencies, and participants.
- Advocate for breastfeeding and actively share relevant information and support with participants.
- Engage respectfully and effectively with individuals from diverse socio-economic and educational backgrounds.
- Participate in evening and weekend meetings as required to support program activities and community engagement.

EDUCATION AND EXPERIENCE:

The following requirements generally show possession of the minimum requisite knowledge and ability necessary to perform the position's duties.

- Associate's degree in nutrition, public health, or any other related field. Bachelor's degree preferred.
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition, or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the duties described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan background check, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- The noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Lead Nutrition Education Specialist- WIC			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			X		

WIC Program Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The WIC Program Specialist ensures the efficient operation of the WIC main office by managing daily administrative tasks, including scheduling, correspondence, and document preparation. Responsibilities encompass preparing and distributing meeting agendas, handling incoming and outgoing communications, maintaining organized filing systems, and managing office supplies. The role also involves coordinating meetings for the WIC Program Administrator and supervision team, addressing administrative issues promptly, and maintaining confidentiality in compliance with privacy regulations. The Program Specialist supports procurement activities, monitors inventory levels, manages invoices, and ensures compliance with fiscal audits. The position also includes assisting with recruitment, onboarding, training of new administrative staff, and coordinating interdepartmental projects to facilitate effective communication and collaboration within the CAPK/WIC organization.

SUPERVISION RECEIVED:
Receives supervision from WIC Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversee daily operations of the WIC main office, including scheduling, correspondence, document preparation, and general administrative support to ensure smooth program functioning.
- Coordinate and schedule meetings and appointments for the WIC Program Administrator and supervision team; prepare and distribute agendas, minutes, and follow-up action items for staff and supervision meetings.
- Manage incoming and outgoing communications, including emails, phone calls, mail, packages, and official correspondence from CDPH.
- Maintain organized physical and digital filing systems; scan and file documents to ensure easy retrieval and compliance with recordkeeping standards.
- Order and manage office supplies, monitor inventory levels, and ensure cost-effective purchasing to prevent shortages.
- Assist with procurement activities by contacting vendors for quotes, evaluating bids, and coordinating delivery schedules.
- Maintain the CDPH LAIS inventory system and ensure accurate tracking of program assets and supplies.

- Process and monitor invoices and purchase orders; enter financial data into systems, reconcile discrepancies, and maintain organized records for audits.
- Monitor WIC caseload trends and assist with required reporting.
- Address and resolve administrative issues promptly and professionally, ensuring confidentiality and compliance with privacy regulations.
- Support the recruitment, onboarding, and training of new administrative staff.
- Coordinate interdepartmental projects and serve as a liaison to facilitate effective communication and collaboration.
- Perform other related duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Physical organization.
- Drive to other CAPK WIC offices in WIC vehicles or in a personal vehicle as assigned.
- Perform any other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.
- Proficient in Microsoft365 applications such Excel, Word, SharePoint, Forms, Bookings, and Asana
- Managing calendars for multiple projects, scheduling meetings and coordinating events effectively.

Ability to:

- Demonstrate strong conceptual thinking and the ability to plan, organize, allocate, and manage substantial program resources effectively.
- Communicate clearly and professionally in both verbal and written forms; present program information confidently to the public.
- Exhibit strong interpersonal skills and the ability to build professional working relationships with staff, partner agencies, and participants.
- Advocate for breastfeeding and actively share relevant information and support with participants.
- Engage respectfully and effectively with individuals from diverse socio-economic and educational backgrounds.
- Participate in evening and weekend meetings as required to support program activities and community engagement.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Asssociate's degree in nutrition, public health, or any other related field. Bachelor's degree preferred.
- WIC Nutrition Assistant (WNA) certification preferred
- Two (2) years of working with various socio-economic populations, families with infants and children, social services, health/nutrition education, or related field.
- Two (2) years working in a health/nutrition field
- Two (2) years of progressive administrative/management experience with emphasis in social services, health/nutrition or related field.
- Comprehensive knowledge of regulations governing the administration federal and state programs highly desirable.
- Any equivalent combination of education, training and/or experience will provide the ability to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan background check, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

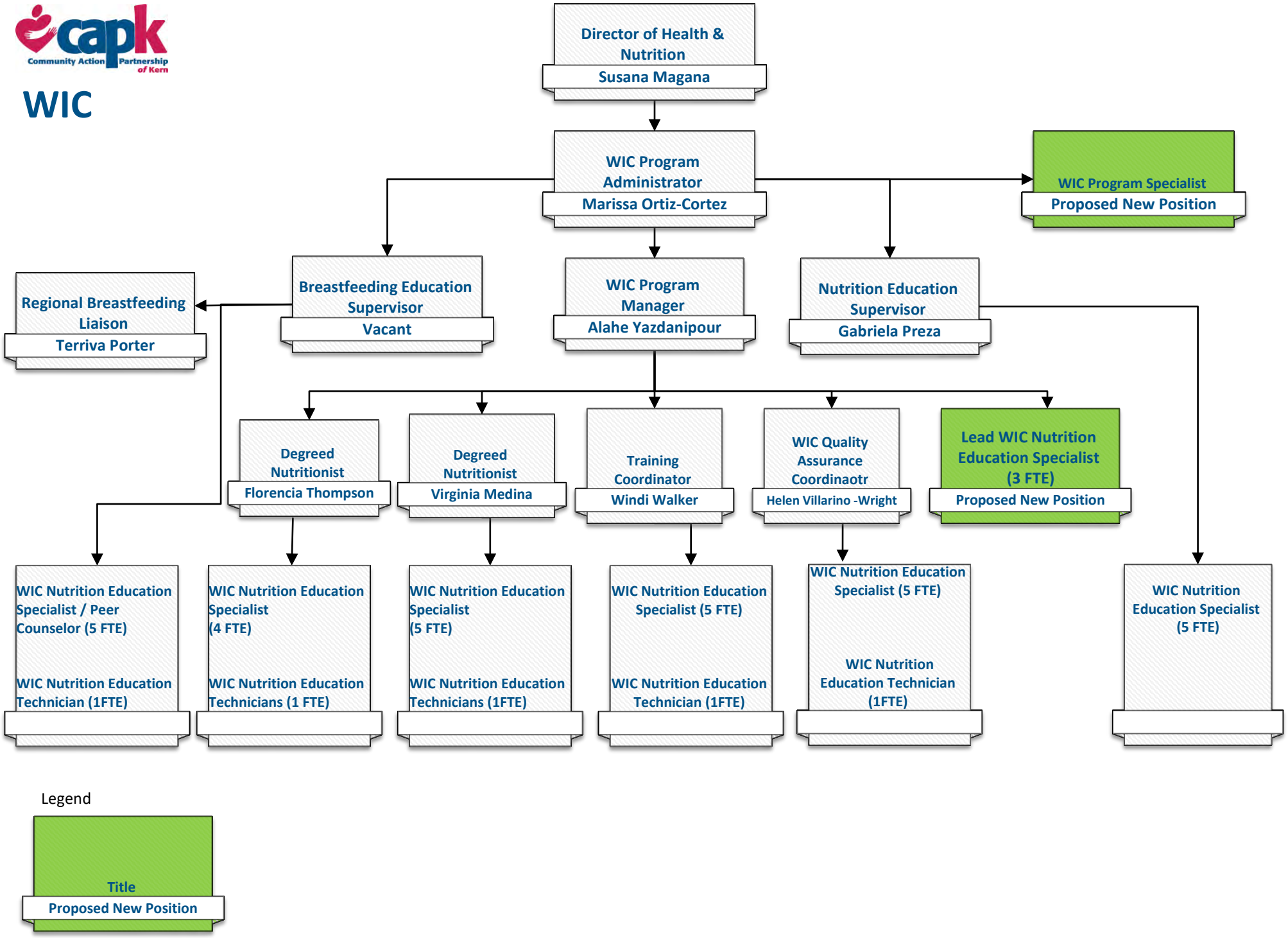
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: WIC Program Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x

Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			X		

WIC



Legend

Title
Proposed New Position

Revised 5/25

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: June 4, 2025

Subject: *Agenda Item 4(c)*: CalAIM Program New Job Descriptions - **Action Item**

The Cal-AIM team is requesting approval of the new job description for the ECM Program Manager, ECM Lead Care Manager, and Community Health Worker.

Position Title	Proposed Changes	Current Grade	New Grade
ECM Program Manager	New Job Description	N/A	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
ECM Lead Care Manager	New Job Description	N/A	Grade 13 Min. $39.97 Mid. $49.96 Max. $59.95
Community Health Worker	New Job Description	N/A	Grade 09 Min. $25.45 Mid. $31.81 Max. $38.18

Summary of Proposed Changes:
In partnership with Kern Health System and Anthem Blue Cross, CAPK's Cal-AIM program is expanding our housing services to include Enhanced Care Management (ECM) and additional Community Supports (CS). The ECM Program Manager will manage the day-to-day operations of the ECM program. The ECM Lead Care Manager oversees the coordination of comprehensive care for high-need individuals, ensuring they receive medical, behavioral, and social services tailored to their unique needs. They collaborate with providers and community partners and develop individualized care plans to improve health outcomes and reduce barriers to care. The Community Health Worker (CHW) serves as a trusted liaison between healthcare providers and the community, helping individuals access services, understand their health conditions, and navigate systems like Medi-Cal. They provide outreach, education, and support, often working directly with underserved populations to improve health outcomes and reduce disparities. Human Resources has approved these job descriptions at a grade 09 (CHW), grade 12 (Program Manager) and grade 13 (Lead Care Manager) levels.

Fiscal Impact and Timeframe:
On May 2, 2025, the Department of Healthcare Services (DHCS) grant for PATH CITED Round 4 funding was submitted by the Community Development team which included a funding profile to support the positions listed.

Additionally, the existing Cal-AIM operating budget is able to cover salary expenses if needed. Once the ECM program is operational, the generated revenue will sustain its ongoing financial needs.

Strategic Plan Impact:
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:
Staff recommend the Personnel Committee approve the new job description for the ECM Program Manager, ECM Lead Care Manager, and the Community Health Worker and submit them to the Board of Directors for approval.

Attachments:
Enhanced Care Management (ECM) Program Manager Job Description
Enhanced Care Management (ECM) Lead Care Manager Job Description
Community Health Worker Job Description

Enhanced Care Management (ECM) Program Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
Under the direction of the CalAIM Program Administrator, the ECM Program Manager is responsible for overseeing the management of the Enhanced Care Management program. This role includes supervising the ECM Case Managers and Community Health Workers, ensuring effective coordination of care and support services for clients. The Program Manager will develop and implement strategies to enhance program efficiency and quality, monitor progress towards goals, and facilitate communication between team members and stakeholders. A key focus of this position is to improve health outcomes for clients through comprehensive care management and community engagement initiatives. The ECM Program Manager will also be responsible for fostering a collaborative and supportive team environment while promoting the overall vision and objectives of the ECM program.

SUPERVISION RECEIVED:
CalAIM Program Administrator

SUPERVISION EXERCISED:
ECM Case Managers and Community Health Worker

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Supervise, lead, and support the care management team.
- Lead the implementation of care management programs designed to address the needs of clients, improve the quality and services of care, and ensure the appropriate utilization of services available to them.
- Implement plans and tools to meet organizational goals and objectives.
- Works closely with other departments to design, implement, and evaluate care management programs.
- Lead complex projects focusing on performance improvement and transformation aimed at improving care management programs for the populations served
- Supports the development, implementation, and evaluation of pilot programs derived from evidence-based research and performance outcomes.
- Ensures standardization and optimization of workflows of models of care.
- Develop playbooks for care management models that are ready for spread and scale.
- Works closely with clinical and operational leaders across the continuum to perform client risk stratification and identification for outreach

- Organize and facilitate meetings with key stakeholders involved in the execution of care coordination and case management programs.

- Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers as appropriate.
- Ensures client records, individual case files, daily logs, and service statistics are maintained in an accurate and timely manner.

Other Job Specific Duties:
- Prepare staff schedules.
- Works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Proactive in coordinating with other staff, partners, volunteers, and clients to achieve CalAIM program goals.
- Perform other tasks as may be required for the efficient operation of the comprehensive, integrated CalAIM Program.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Principles of trauma informed care and person-centered planning.
- Community based resources, support services, and referral process.
- Care coordination and case management nest practices.
- HIPPA regulations and client confidentiality requirements.
- Documentation standards and use of electronic health records (EHR).
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:
- Deal with conceptual matters.
- Work as a positive team member.
- Work with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.

- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations and Agency and departmental policies and procedures.
- Effectively present the ECM/Housing program to the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in Public Health, Healthcare Administration, Nursing, Social Work, Behavioral Health, Human Services or a related field required.
- Three (3) to five (5) years of progressive experience in health or social service settings.
- Minimum of two (2) years of program management or supervisory experience.
- Demonstrated experience in working with high-acuity populations (e.g. homelessness, reentry, SUD, SMI).
- Experience with data systems, case management platforms, medical billing systems, and/or state reporting systems.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain specialized certifications and/or licensing, including but not limited to CPR, and Narcan Training certification within 90 days of employment.
- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desired.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is quiet to moderate.
- Hazards are minimal to moderate. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE ECM Program Manager

Activity Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		**x**	
Reaching (above shoulder level)		**x**	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Enhanced Care Management (ECM) Lead Care Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 13 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
Under the supervision of the CalAIM Program Administrator, the ECM Care Manager is responsible for assessing client needs, developing and overseeing individualized care plans, and coordinating a wide range of medical, behavioral, and social services to support improved health outcomes. The Care Manager works collaboratively with interdisciplinary team members, including Community Health Workers, to ensure services are delivered in a trauma-informed manner. This role involves ongoing monitoring of client progress, advocacy, to reduce barriers to care, and consistent communication with providers and community partners to ensure comprehensive, person-centered support.

SUPERVISION RECEIVED:
CalAIM Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Evaluate a patient's medical, behavioral, and social needs through interviews, records, and collaboration with providers.
- Create individualized care plans tailored to each client's needs, goals, and preferences. Often in collaboration with other staff like Community Health Workers.
- Connect clients with medical providers, housing assistance, mental health services, substance use programs, food access, and more.
- Track client's progress over time, updating care plans as needed to ensure ongoing support and successful outcomes.
- Maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Conduct comprehensive assessments, including intake evaluations using standardized tools, while entering client information into the electronic health record system.
- Process appropriate referrals for healthcare services, housing assistance, and additional community resources.
- Monitor and document client progress in addressing health needs and achieving housing stability to support overall well-being.
- Enter data accurately, including client information and status updates, into the electronic health record system, while collaborating closely with other service providers to minimize

errors and prevent duplicate entries. Ensure the quality of data and documentation, addressing discrepancies as needed with relevant providers.
- Provide ongoing education and support to clients, assisting them in understanding available resources and encouraging active participation in their care.
- Serve as an advocate for clients, ensuring their preferences and rights are upheld throughout the care process.
- Collaborate with interdisciplinary teams to review client care plans and share insights that improve service delivery and outcomes.
- Effectively manage a diverse case load to ensure timely and appropriate interventions, prioritizing client needs and coordinating resources effectively.
- Facilitate client access to necessary follow-up appointments, medications, and treatment plans, ensuring continuity of care.
- Organize and participate in Care conferences and team meetings to discuss client progress and adjust care plans as necessary.
- Develop and implement strategies to engage clients who are difficult to reach or who have disengaged from services, fostering re-engagement in their care.
- Maintain up-to-date knowledge of community resources and healthcare regulations to provide accurate information to clients and ensure compliance with service delivery standards.

Other Job Specific Duties:
- Assists and participates in BKRHC meetings and community events as assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective Care management and partners with them.
- Works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Other duties and special projects as necessary.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Principals of trauma informed care and person-centered planning.
- Behavioral health conditions and treatment approaches.
- Social determinants of health and their impact on care and outcomes.
- HIPPA regulations and client confidentiality requirements.
- Health insurance systems, including Medi-Cal, Medicare, and managed care plans.
- Documentation standards and use of electronic health records (EHR).
- Crisis interventions and de-escalation strategies.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines and exercises.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at community engagements about Enhanced Case Management.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Must possess the required education and credentials for licensure as one of the following: Nurse Practitioner (NP), Registered Nurse (RN), Licensed Clinical Social Worker (LCSW), or Licensed Marriage and Family Therapist (LMFT). This includes successful completion of all applicable California state licensing examinations and holding an active, unrestricted license to practice in the designated field.
- Care Management certification (e.g., CCM, ACM) is preferred but not required; trauma-informed care training or certification is a plus.
- Experience working with individuals or families facing housing instability.
- Strong understanding of housing programs and health-related social services preferred.
- Excellent communication, organizational, and problem-solving skills to effectively collaborate with MCPs, landlords, and community partners.

OTHER REQUIREMENTS:

- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain specialized certifications and/or licensing, including but not limited to, CPR, and Narcan Training certification within 90 days of employment.

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desired.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is quiet to moderate.
- Hazards are minimal to moderate. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE ECM Lead Care Manager			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		**x**	
Reaching (above shoulder level)		**x**	
Reaching (below shoulder level)		x	

	LIFTING			**CARRYING**		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Community Health Worker

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Under the direction of the Enhanced Care Management (ECM) Program Manager, the Community Health Worker (CHW) plays a vital role in assisting patients and their families in navigating and accessing community services and resources, while promoting healthy behaviors and lifestyles. The CHW engages in street outreach, attends resource fairs, and participates in community events to connect with the underserved populations and build trust within the community. In collaboration with providers and Case Managers, the CHW supports the development and implementation of individualized care plans under the direction of licensed personnel, ensuring alignment with trauma informed care practices that emphasize safety, trust, empowerment, and cultural sensitivity. Through this integrated approach to care management and outreach, the CHW offers social support, informal counseling, and advocacy for individual and community health needs.

SUPERVISION RECEIVED:

Enhanced Care Management (ECM) Program Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for establishing trusting relationships with patients and their families while providing general support and encouragement.
- Provide ongoing follow-up, basic motivational interviewing, and goal setting with patients/families.
- Follow up with patients via phone calls, home visits, and visits to other settings where patients can be found.
- Help patients set personal health related goals and attend appointments.
- Provide referrals for services to community agencies as appropriate.
- Assist patients to connect with transportation resources and provide appointment reminders in special circumstances.
- Exhibit excellent working relations with patients, visitors and staff
- Work closely with medical providers to help ensure that patients have comprehensive and coordinated care plans.
- Work collaboratively with other clinical personnel assigned to the patient.

- Provide consistent communication to the Case Manager to evaluate patient/family status, ensuring that information and reports clearly describe progress.
- Act as a patient advocate and liaison between the patient/family and community service agencies.

Other Job Specific Duties:
- Attend regular staff meetings, trainings and other meetings, as requested.
- Effectively manage assigned patient caseloads.
- Maintain strict adherence to HIPPA compliance.
- Provide support to all CalAIM staff as needed.
- Conduct street outreach as an essential job function to engage, build trust, and connect high needs individuals to care and resources.
- Participate in resource fairs and community events to promote services and expand community engagement.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.
- Community resources appropriate to the needs of individuals and families.

Ability to:

- Multitask in a fast-paced environment with prompt attention to client needs.
- Communicate effectively, both verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources efficiently.
- Work independently while exhibiting self-direction and flexibility.
- Prepare clear and concise reports.
- Exercise sound independent judgment within general policy guidelines.
- Provide guidance and interpret policies and procedures to clients and stakeholders.
- Support and engage with high needs populations facing challenges such as mental health issues, substance abuse, medical concerns, and socioeconomic factors.
- Understand and effectively apply written regulations and instructions.
- Maintain a high level of accuracy and attention to detail in all tasks.
- Operate and utilize modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work to meet deadlines.
- Maintain professional relationships with various groups and community representatives.
- Ensure a safe and functional work environment.

- Speak at public events about issues related to homelessness.
- Demonstrate strong organizational skills to manage multiple priorities while remaining professional and calm.
- Work collaboratively with a diverse range of individuals, including youth.
- Exhibit strong call handling skills.
- Uphold a high level of confidentiality regarding sensitive materials and information.
- Offer suggestions for improving workflow and system efficiency for effectiveness.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent required; an associate's degree in public health, Social Work, Human Services or a related field is preferred.
- Certification as an EMT, paramedic, or certified nursing assistant preferred.
- Completion of a formal Community Health Worker training program from a college or educational institution is preferred; however, willingness and ability to complete training within a specified timeframe is also acceptable.
- A background in medical terminology is preferred.
- Strong understanding of housing programs and health-related social services.
- Excellent communication, organizational, and problem-solving skills to effectively collaborate with medical care providers, landlords, and community partners.
- Minimum one (1) year of case management, street outreach, or other social/medical field experience required.
- Lived experience and/or knowledge of the communities served, including justice involved, is highly valued and can be considered in lieu of formal education.

OTHER REQUIREMENTS:

- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain specialized certifications and/or licensing, including, but not limited to CPR, and Narcan Training certification within 90 days of employment.
- Must be able to obtain or be enrolled in a program designated for certification as a Community Health Worker and Asthma Prevention within 90 days of employment.
- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) desired.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.

- Noise level is quiet to moderate.
- Hazards are minimal to moderate. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Community Health Worker			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		**x**	
Reaching (above shoulder level)		**x**	
Reaching (below shoulder level)		x	

	LIFTING			**CARRYING**		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director ~ Program

Robert Espinosa, Program Design and Management Administrator

Date: June 4, 2025

Subject: *Agenda Item 4(d)* : Head Start Enrollment and Attendance Job Descriptions – **Action Item**

The Head Start/State Child Development Division's Enrollment and Attendance Department has revised its job description to better reflect the responsibilities and scope of work associated with each position. These updates promote consistency across classifications and support a more efficient process for managing applications, attendance tracking, and meal service documentation for the children served. In addition to improving operational alignment, the updated job descriptions support long-term succession planning within the division.

These changes were developed in close collaboration with the Human Resources Department to ensure alignment with similar roles across CAPK. The revised job descriptions have been evaluated and graded in accordance with the approved CAPK Compensation Schedule.

Position Title	Proposed Changes	Current Grade	New Grade
Enrollment and Attendance Specialist	Reclassified: Title change, and incorporate Attendance, Enrollment and CACFP responsibilities.	6 Min: $18.89 Mid: $23.62 Max: $28.34	8 Min: $22.86 Mid: $28.59 Max: $34.30
Enrollment and Attendance Coordinator	Reclassified: Title change and incorporate Enrollment Specialist and Attendance Specialist duties.	8 Min: $22.86 Mid: $28.59 Max: $34.30	9 Min: $25.45 Mid: $31.81 Max: $38.18
Enrollment and Attendance Supervisor	Reclassified: Title change and Incorporate verbiage of direct reports and combined responsibilities.	10 Min: $28.39 Mid: $35.49 Max: $42.59	N/A
Enrollment and Attendance Manager	Reclassified. Incorporate verbiage of direct reports.	12 Min: $35.58 Mid: $44.47 Max: $53.37	N/A

The fiscal impact aligns with the current Head Start budget that supports the adjustments to these positions.

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be place in supervisory position that will increase their

knowledge base and provide experience in order to have the ability to promote within the organization.

Recommendation:
Staff recommend the Personnel Committee approve the title changes and job descriptions as presented and submit to the Board of Directors for approval.

Attachments:
Enrollment and Attendance Specialist Job Description
Enrollment and Attendance Coordinator Job Description
Enrollment and Attendance Supervisor Job Description
Enrollment and Attendance Manager Job Description

Enrollment and Attendance Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt
Date Approved: TBD

SUMMARY:
The Enrollment and Attendance Specialist supports Head Start, Early Head Start, and State Child Development Programs by coordinating eligibility, recruitment, enrollment, attendance, and meal tracking processes. This position ensures compliance through family support, accurate data management, and collaboration with internal and external stakeholders.

SUPERVISION RECEIVED:
Receives supervision from an Enrollment and Attendance Supervisor.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain computerized database management systems for Head Start, Early Head Start, and state programs, including but not limited to completing, entering, updating, and auditing applications, as well as sign-in and sign-out forms.
- Create and deliver correspondence as needed.
- Track and monitor all areas of eligibility and attendance for federal and state programs.
- Review eligibility information provided by CAPK staff and parents for federal and state programs.
- Audit and review federal and state files to ensure compliance with regulations.
- Contact families who submitted online applications.
- Assist Family Service Workers in collecting documentation.
- Complete Program Application, ensure accuracy by utilizing the Quality Assurance auditing tool, and submit to Enrollment Specialist for audit and certification.
- Accept and enroll families in Head Start, Early Head Start, and state programs.
- Shares responsibility answering the hotline for enrollment and recruitment purposes.
- Provide support to the center staff in the enrollment and selection process of all families.
- Date entry into the designated software databases to ensure compliance with all funding sources.
- Receives payments and issues receipts.
- Meet with families to complete applications for Head Start, Early Head Start, and state programs, as needed.
- Provide information to families inquiring about programs offered by CAPK.

- Provide training, when necessary, in a large group, small group, or one-on-one setting.
- Work closely with other agencies and organizations in the community as part of a collaborative effort to boost recruitment and enrollment for Head Start, Early Head Start, and state programs.
- Provide general clerical support such as typing, filing, copying, etc.
- Generate, monitor, and maintain an organized filing system for the variety of reports to track and monitor eligibility, recruitment, selection, and enrollment.
- Track meal counts per the requirements outlined by the Child and Adult Food Care Program.

Other Job Specific Duties:

- Attend all training, meetings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Understanding of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Work independently.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from an accredited college or university in public administration, business administration, early childhood education, child development, social services, or related field is preferred.
- One (1) year of experience in social services or related field.
- Two (2) years' experience in a data entry position with administrative and/or general clerical support functions.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment and Attendance Specialist			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		

Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Enrollment and Attendance Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Enrollment and Attendance Coordinator supports Head Start, Early Head Start, and State Child Development Programs and the Child and Adult Food Care Program (CACFP) by coordinating eligibility, recruitment, enrollment, attendance, and meal tracking processes. This position ensures compliance through family support, accurate data management, and collaboration with internal and external stakeholders. Provides management and oversight of the Head Start and California Department of Education (CDE) state contracts enrollment requirements through an auditing and monitoring process completed by the enrollment and attendance department to mitigate fraud risks.

SUPERVISION RECEIVED:
Receives supervision from the Enrollment and Attendance Supervisor.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Ensure full enrollment is maintained.
- Provides guidance and ensures compliance with procedures and overall department production related to eligibility, recruitment, selection, enrollment, attendance, and meal tracking.
- Maintain computerized database management systems for Head Start, Early Head Start, and state programs, which include, but are not limited to, completing, entering, updating, and auditing applications, sign-in and sign-out forms, and meal counts.
- Create and deliver correspondence as needed.
- Track and monitor all areas of enrollment, attendance, and CACFP.
- Review eligibility information for federal and state programs as provided by CAPK staff and parents.
- Audit and review federal and state files to ensure compliance with regulations.
- Accept and enroll families in Head Start, Early Head Start, and state programs.
- Shares responsibility with Enrollment Technicians for answering the hotline for enrollment and recruitment purposes.
- Provide support to the center staff in the enrollment and selection process of all families.
- Meet with families to complete applications for Head Start, Early Head Start, and state programs, as needed.
- Generate, monitor, and maintain an organized filing system for the variety of reports that are needed to track and monitor eligibility, recruitment, selection, and enrollment.
- Attend meetings as required.
- Develop staff training from data outcomes that is delivered through on-site consultation,

coaching, and mentoring of staff, and group trainings that includes measurable criteria leading to quality outcomes.
- Ensures eligibility criteria and selection processes are implemented according to regulations and funding requirements.
- Ensures documentation for eligibility and certification is accurate and in compliance according to funding sources, prior to enrollment.
- Tracks and monitors all areas of attendance data for federal and state programs to ensure an error-free audit and review.
- Work closely with other agencies and organizations in the community as part of a collaborative effort to boost recruitment and enrollment for Head Start, Early Head Start, and state programs.

Other Job Specific Duties:
- Attend all training, meetings, and conferences assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively verbally and in writing.
- Demonstrate good interpersonal skills.
- Work alternative hours as required, including nights and weekends.
- Establish professional working relationships with staff, agencies, and families.
- Reasonably obtain knowledge of agency and departmental policies and procedures. Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree from an accredited college or university in public administration, business administration, early childhood education, child development, social services, or related field is preferred.
- Bachelor's degree from an accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is desired.
- Three (3) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment and Attendance Coordinator			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x

Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Enrollment and Attendance Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Enrollment and Attendance Supervisor is responsible for the oversight and management of eligibility, recruitment, selection, enrollment, attendance, and meal tracking for the HS/SCD Division. Provides management and oversight of the Head Start and California Department of Education (CDE) state contracts enrollment requirements through an auditing and monitoring process completed by the enrollment department to mitigate fraud risks. The Enrollment and Attendance Supervisor also prepares, processes, maintains, and reviews attendance, statistical or fiscal documents, and records related to CDE reimbursement regulations and the Child and Adult Care Food Program (CACFP).

SUPERVISION RECEIVED:
Receives supervision from the Enrollment and Attendance Manager.

SUPERVISION EXERCISED:
Direct supervision of the Enrollment and Attendance Coordinators and Enrollment and Attendance Specialists.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Ensure full enrollment is maintained.
- Provides guidance and ensures compliance with procedures and overall department production related to eligibility, selection, recruitment, and enrollment.
- Conducts department performance evaluations through a scheduled monitoring, reporting, and audit process that is data driven.
- Develop staff training from data outcomes that are delivered through on-site consultation, coaching, and mentoring of staff, and group training that includes measurable criteria leading to quality outcomes.
- Identifies and implements strategies to ensure consistency in process and compliance of departmental procedures.
- Ensures eligibility criteria and selection processes are implemented according to regulations and funding requirements.
- Ensures documentation for eligibility and certification is accurate and in compliance according to funding sources, prior to enrollment.
- Collaborates with Program Staff, Support Service Staff, other departments, and community members as appropriate.
- Supervises recruitment, including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with

community partners, and other recruitment activities to ensure compliance for the program.
- Provides technical and procedural assistance and training to administrative and program staff on the designated child software systems.
- Assists with audits and funding source reviews.
- Monitors compliance with internal controls.
- Responsible for developing, maintaining, and updating written policies and procedures as needed.
- Maintains a strong understanding of CACFP, Head Start Program Performance Standards (HSPPS), and California Code of Regulations Title 5 (CDE), and Title 22 (Community Care Licensing).
- Oversees, compiles, reviews, monitors, and maintains monthly CDE attendance data entry, documentation, reporting, and CDE claim data.
- Prepares and submits monthly and periodic CDE reports to the CAPK Finance Division, as well as auditing and reporting CACFP statistical reports.
- Maintains records of family fees, prepares, and distributes family fee statements, receives family fee payments by mail or in person, prepares bank deposits, and develops payment plans for delinquent fees.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as assigned, including nights and weekends.
- Proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Age and developmentally appropriate education practices for children ages 0-5.
- Reflective supervision process, analyze problems, and identify alternative solutions.
- Experience working with adults and children.
- Conducting developmental assessments of children.
- Agency and Departmental policies and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.
- Regulations governing the fiscal requirements of Head Start, California Department of
- Education, and Child and Adult Care Food Program.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:
- Maintain strict client confidentiality.
- Able to deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate professional interpersonal skills.

- Work as a positive team member.
- Work independently.
- Prepare clear and concise reports.
- Attend evening and weekend meetings and trainings.
- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree with emphasis in business administration, accounting, or related field is required.
- Bachelor's degree from an accredited college or university with a major in finance, social services, early childhood development, human services, behavioral science, public or business administration is preferred.
- Three (3) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Two (2) years of supervisory experience.
- Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Enrollment and Attendance Supervisor			
Activity **Hours Per Day**	**NEVER** **0 HOURS**	**OCCASIONALLY** **UP TO 4 HOURS**	**FREQUENTLY** **4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			**CARRYING**		
	NEVER **0 HOURS**	**UP TO 4** **HOURS**	**FREQUENTLY** **4-8 HOURS**	**NEVER** **0 HOURS**	**UP TO 4** **HOURS**	**FREQUENTLY** **4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			X		

Enrollment and Attendance Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved**: 07/27/2018

SUMMARY:

The Enrollment and Attendance Manager is responsible for the oversight and management of the eligibility, recruitment, selection, enrollment, and attendance of the Head Start and State Child Development Division. The Enrollment and Attendance Manager provides management and oversight of the California Department of Education state contracts enrollment, attendance, and Child and Adult Care Food Program (CACFP) through an auditing and monitoring process completed by the Enrollment and Attendance department.

SUPERVISION RECEIVED:

Receives supervision from the Program Design and Management Administrator.

SUPERVISION EXERCISED:

Direct supervision of Enrollment and Attendance Supervisor.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Ensures full enrollment is maintained.
- Provides staff training and development, including on-site consultation, coaching, and any necessary disciplinary action to subordinates and other staff related to eligibility and audit functions.
- Conducts performance evaluations based on measurable and objective criteria and related to the program service area plans and goals.
- Ensures that personal and professional development and training plans are implemented for the Enrollment and Attendance team.
- Monitors enrollment and average daily attendance for Head Start/State Child Development division. Identifies and implements strategies to ensure average daily attendance is maintained.
- Monitors state parent fees, best interest days, and unexcused absences to ensure non-reimbursable costs are not incurred.
- Supervises recruitment, including planning, participation in recruitment events, ordering and distribution of materials, accessing media and technology, collaborating with community partners, and other recruitment activities to ensure compliance for the program.
- Ensures eligibility criteria and selection processes are implemented, as per regulations and funding requirements.
- Ensures documentation for eligibility/enrollment criteria, selection processes and follow-up are accurate and in compliance, as per funding sources and Community Care Licensing.

- Completes reports as required by funding sources.
- Participates in the development and monitoring of refunding applications, budget, program area plans, and updated community assessment.
- Coordinates audit preparation to ensure compliance with funding regulations.
- Responsible for the administrative function of the CACFP, including oversight of claim reimbursement process.
- Provide reports to the Board of Directors and Policy Council on areas including eligibility, recruitment, selection, enrollment, attendance, and CACFP.
- Conducts hearings for parent appeals in accordance with Department of Education Title 5.
- Provide support to administrative and center staff in the designated child software database.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations
- Agency and departmental policies and procedures.
- Regulations governing the administration of Head Start Program and State related program.
- Principles and methods of organization, planning and coordination.
- Supervisory principles and practices
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Word processing, spreadsheet, database, and other related applications.
- Modern office practices, methods, procedures, and equipment, including computers.
- Principles and techniques of training, program development, and operation.

Ability to:

- Plan, organize, allocate and control confidential data and organizational resources.
- Demonstrate good interpersonal skills.
- Work collaboratively as part of a team
- Deal with conceptual matters
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.

- Gather and analyze data.
- Establish and maintain effective working relationships, internally and externally.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university with a major in one of the following disciplines: social services, early childhood development, human services, behavioral science, public or business administration is required.
- Minimum four (4) years of progressive management/supervision experience in Early Childhood Education, Social Service, Public Administration, Human Development, or related field.
- Two (2) years of direct experience in social service programs or similar programs required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be fingerprinted, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) highly desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Enrollment and Attendance Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		

Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: June 4, 2025

Subject: *Agenda Item 4(e): Head Start Personnel Update* – **Info Item**

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

For the month of May 2025, the following information is provided to the Personnel Committee:

- 638 Staff employed.
- 29 Vacant Positions.
- Onboard 2 new staff members.
- Seven (7) Resignations.
- One (1) days of interviews for one open requisition.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of May 27, 2025.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	25	104%	9	9	0	100%
Angela Martinez HS	51	51	100%	9	8	1	89%
Bakersfield College	32	28	88%				
Blanton	16	12	75%				
Broadway (PY)	37	37	100%	6	6	0	100%
California City (PY)	17	17	100%	2	2	0	100%
California Street	24	24	100%	9	8	1	89%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	34	100%	6	6	0	100%
Family Childcare EHS	20	27	135%				
Family Childcare HS	10	15	150%				
Garden Pathways	11	12	109%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	67	99%	24	24	0	100%
Harvey L. Hall	74	74	100%	9	9	0	100%
Heritage (PY)	17	17	100%	2	1	1	50%
Kennedy	16	16	100%	6	5	1	83%
Lathrop	24	25	104%	9	9	0	100%
Lodi	32	34	106%	9	9	0	100%
M. Massei	24	24	100%	9	8	1	89%
MJM EHS	16	16	100%	6	6	0	100%
MJM HS	34	32	94%	6	6	0	100%
Oasis EHS (PY)	4	4	100%	3	2	1	67%
Oasis (PY)	34	26	76%	6	5	1	83%
Pete Parra EHS	48	48	100%	15	15	0	100%
Pete Parra HS	68	68	100%	9	9	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	51	100%	9	9	0	100%
Rosamond (PY)	51	51	100%	9	8	1	89%
San Diego EHS	32	34	106%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	17	100%	3	3	0	100%
TBD	8	0	0%	3	3	0	100%
Stockdale HS	45	33	73%	12	8	4	67%
Sterling EHS	72	66	92%	26	23	3	88%
Sterling HS	53	51	96%	9	9	0	100%
Sunrise Villa (PY)	17	17	100%	3	3	0	100%
Taft (PY)	51	51	100%	15	15	0	100%
Taft College	22	18	82%				
Tehachapi (PY)	15	15	100%	2	2	0	100%
Vineland (PY)	17	14	82%	2	2	0	100%
Virginia (PY)	17	17	100%	2	2	0	100%
Willow (PY)	37	37	100%	9	9	0	100%
Home Base Kern 160	160	161	101%	16	16	0	100%
SJC EHS HB 80	80	73	91%	8	8	0	100%
Total	**1689**	**1648**	**98%**	**339**	**324**	**15**	**96%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Stockdale HS ~ 45		
Class A	8	3
Sterling EHS ~ 80		
Class 9	9	2
EHS HB ~ 100		
ECE 10	10	0
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
4	**35**	**5**

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**2%**	**33.33%**
Open Enrollment	**98%**	**66.67%**

Funded Enrollment	1689	1648 98%

Active Enrollment	1654	1648 100%

DATE	June 11, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee Chair, Gina Martinez called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present.

Present: Gina Martínez (Chair), Yolanda Ochoa, Gema Perez, Lee'o Whisenant

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer, Freddy Hernandez, Director of Youth & Community Services, Susanna Magana, Director of Health & Nutrition, Rebecca Moreno, Director of Housing and Supportive Services, Tracy Webster, Chief Financial Officer, Lisa McGranahan, Chief Human Resource Officer, Maria Contreras, Director of Facilities and other CAPK Staff

Public Comments
No one addressed the Committee.

3. **Program Presentation**

a. CAPK Food Bank presented by Kelly Lowery, Program Administrator - ***Info item***

Kelly Lowery provided a detailed presentation to the Committee regarding the Food Bank's operations and included information about the 54 USDA distribution sites, 137 Pantry program distribution sites and the number of pounds distributed across Kern County in 2024. Kelly reported that with the new CRM, the Food Bank will soon be able to track unduplicated individuals monthly and annually and noted on average, 22,000 households are served per month, and 5,500 senior food boxes are delivered, some directly to homes. As the demand continues to rise, Kelly reported that the resources are declining. The CalFoods program, which supports food purchases statewide, was key in filling supply gaps. However, that one-time boost in funding expired in April 2025. Fortunately, the most recent legislative draft of the state budget is committed to providing baseline funding to Food Banks, pending the Governor's approval. The total network request is $60 million. Federal changes may reduce free farmers markets and TEFAP distribution sites. CAPK is more affected by funding gaps than other Food Banks, as it relies mainly on government funding rather than private donations. New initiatives include a refrigerated locker program, and there's a call to action for advocacy around TEFAP, including lunch-and-learns and sponsorships.

Lee'o Whisenant asked about the food pick-up process. Kelly shared that the CAPK Food Bank is a central hub, with most distribution occurring out in the communities through our partners. However, individuals can still

receive one box monthly at the Food Bank and then they are directed to the nearest site for regular distributions. A new on site "choice pantry" will launch in the coming weeks, allowing residents from ZIP codes 93304 and 93307 to select their own items instead of receiving a pre-packed box.

Gema Perez raised concerns about ICE raids and access to food for vulnerable communities. Kelly explained that earlier this year, CAPK partnered with Building Healthy Communities and the Dolores Huerta Foundation to deliver food directly to homes in response to community fears. This model will be reactivated if ICE activity resumes.

Lee'o Whisenant asked for clarification on the Food Insecurity Rate (FIR), which currently stands at about 18%, though actual need is likely higher. There are no strict fraud controls but long wait times and limited supply suggest that those accessing services are in genuine need. Regarding the value of one food box, Kelly explained that the TEFAP portion represents about a $150 monthly investment, while pantry boxes, based on donations and purchases, are customized using a point system and weigh 25–30 pounds.

4. <u>New Business</u>

a. May 2025 Program Reports presented by Freddy Hernandez, Youth and Community Services Director – ***Action Item***

Freddy presented updates on several CAPK programs. In Housing and Supportive Services, the CES program completed 2,576 assessments, with 13% of respondents contacted within 24 hours. The average time for pending contacts is approximately 15 days. For CalFresh Healthy Living, the team reached 1,200 clients through their KCSOS subcontract agreement, providing direct nutrition education and impacting over 11,000 individuals overall. Under Youth and Community Services, the Oasis Family Resource Center exceeded its First 5 goals and received an opportunity to provide housing support through rental payments, assisting nine individuals in May with a total of $13,000 in aid. In Community Development, the 2-1-1 call center handled 9,000 calls in May, bringing the year-to-date total to 63,000. The average call handling time is 5 minutes and 44 seconds, with callers successfully connected to services.

Motion was made and seconded to approve the May 2025 Program Reports. Carried by unanimous vote (Ochoa/ Whisenant).

b. May 2025 Application Status Report & Funding Profiles presented by Ryan Fergon, Senior Grant Analyst – ***Action Item***

Ryan Fergon presented an update on the grants submitted in May, noting that a total of 13 proposals were submitted. Of the 13, 2 were abandoned. Notable submissions include a $200,000 Chick-fil-A grant to expand the CVAF Youth Emergency Shelter for youth in crisis, and a $16,000 TCE grant from the IRS to support tax counseling for the elderly, increasing access for seniors aged 60 and older through the VITA Program. Larger funding proposals over $50,000 include the VITA Matching Grant, which would support staff salaries, operating expenses, and expanded access. The AHEAD grant focuses on workforce development for veterans, youth, and justice-involved individuals. Another major request, the Homekey Plus grant, a total request of $13 million, would fund the Ramkabir Hotel to provide 30 units of housing for homeless veterans. Smaller funding proposals include applications to the Hard Rock Foundation, Sprouts Healthy Communities, and the SCAN Health Grant, which aims to increase access to fresh produce for seniors.

Motion was made and seconded to approve the May 2025 Application Status Reports & Funding Profiles. Carried by unanimous vote (Perez/Ochoa).

c. May 2025 Head Start/State Child Development Division/Program Monthly Activity Report presented by Carol Hendricks, Enrollment and Attendance Manager - ***Action Item***

Carol presented her update on Early Head Start (EHS) and Head Start (HS). EHS is currently at 99% enrollment, with 29% of children identified with disabilities and 8% from over-income households. HS is at 100% enrollment, with 12% of children identified with disabilities and 8% from over-income households. The Central Kitchen distributed 53,000 meals, while the CACFP program distributed 73,000 meals. This marks the third consecutive month of full enrollment for both programs. Additionally, staff completed child abuse training and reporting procedures in San Joaquin, with the training scheduled for Kern County in July.

Gina asked whether there has been a decline in attendance due to ICE raids and whether there is a process in place for families at risk of being dropped from the program. Carol responded that while she did not have a specific percentage, children can still be enrolled unless there is a court order for deportation, which has not been the case so far. Jeremy added that there are limitations to what CAPK staff can do and emphasized the importance of being cautious about trying to offer legal advice to clients. We want to only share accurate and appropriate information, especially when addressing and countering rumors. He also noted that our legal team from KDG is working on training staff on how to respond appropriately if ICE appears at a facility, although he emphasized that there has been no contact with ICE at any CAPK facility.

Motion was made and seconded to approve the May 2025 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Whisenant/Perez).

d. Strategic Plan 2021-2025 Goal Group 2 Update presented by Freddy Hernandez, Director of Youth and Community Services-***Info Item***

Freddy Hernandez presented Goal Group 2 and provided the final update which focuses on ensuring that all families in the communities served have access to high-quality early learning and care options that meet their diverse needs. The team continues to work with internal and external partners to expand educational support services across Kern County. Several key updates were shared: Oasis Family Resource Center received a grant for rental assistance to help those experiencing or at risk of homelessness; the VITA program trained 96 volunteers who assisted with tax preparation, providing both service and learning opportunities; and the East Kern Family Resource Center completed a new laundry and educational room to support family services. Head Start expanded in February 2025 to include services in Stockton for preschool-aged children, securing new funding to serve 153 children through CSPP and Head Start. Additionally, a new Early Head Start partnership with Open-Door Network began on April 1, 2025, serving 16 slots. The Family Child Care Program also reached full enrollment by December 2024, with a new contract projected for July 2025 that will increase available slots.

5. Committee Member Comments

Jeremy Tobias requested that the Head Start report include an update on attendance due the current political environment.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
Tuesday, August 12, 2025
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:51 pm.

PRE Committee

June 2025

TEFAP & CSFP

Direct Federal & State Resources

Grants

Various Government and Non-Government Organizations

Food Rescue

Grocery Stores

Food Drives

Grocery Stores

Pantry Program

Free Farmers Markets

Commodity Distribution

Brighter Bites

Community Events

Partner Network

- 150+ partner organizations
- 54 USDA Distribution Sites
- 137 Pantry Program Distribution Sites

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2024

- Distributed 22.5M Pounds
- Average Engagements of 200K Monthly
- 17K Households Monthly (TEFAP)
- 5,500 Monthly Senior Box Distributions

capk FOOD BANK

Current Trends

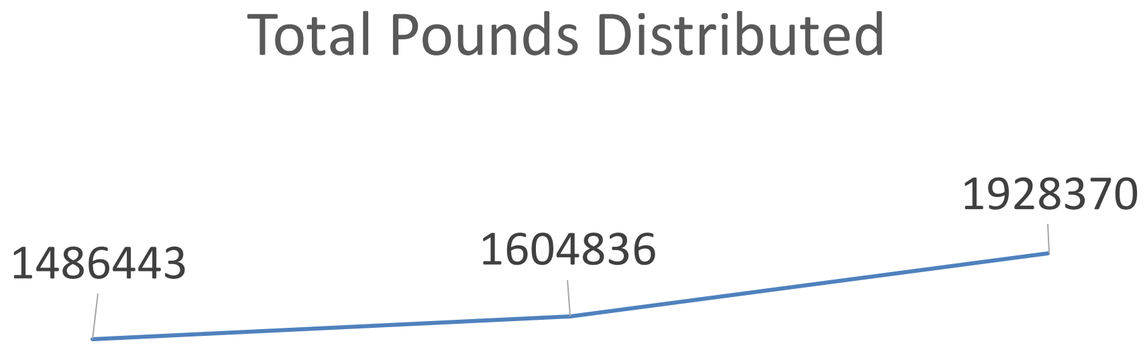
Monthly Neighbor Engagements

92,040

201,200

Pounds Distributed

Even though the lines are getting longer, the resources available are not increasing proportionally to meet the growing need.



Here's The Problem

118% increase in neighbor ***engagements***

29% increase in ***pounds distributed***

Jan-23 **Jan-24** **Jan-25**

CalFoods Program

Since 2022, the CalFoods program has provided our food bank with approximately 5M dollars for purchasing and distributing CA-grown foods. As a result, we expanded our network, brought stability to the emergency food system, and served more people. We are asking our state legislators to maintain the funding level for the 41 CA food banks in the FY 25-26 budget and beyond.

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How Does CA Measure Up To Other States In Investment For Food Banks?

Current state investments to support food banks varies across the country, but California currently has one of the lowest annual funding per person living under the Federal Poverty Line (FPL), at just $0.75 per year:

	Most Recent Annual State Emergency Food Funding	People living below 200% FPL	Annual State Funding Per Person under 200% FPL	SNAP (CalFresh) Participation Rate
New Jersey	$85M	2M	$42.16	72%
Massachusetts	$42.36M	1.5M	$28.14	100%
New York	$111M	5.6M	$19.83	82%
Vermont	$1.3M	148K	$8.77	96%
Ohio	$32M	3.5M	$9.20	81%
Pennsylvania	$25.6M	3.5M	$7.23	100%
Minnesota	$8M	1.3M	$6.40	76%
Colorado	$3M	1.2M	$2.42	76%
California	Current = $8M Request = $60M	10.6M	Current = $0.75 Request = $5.66	66%

New Federal Administration

The new administration has already ended two programs that provided direct assistance to the CAPK Food Bank (TEFAP CCC & LFPA) The TEFAP CCC program accounted for 38% of the total TEFAP poundage distributed in Kern County in 2024 (3,113,345 lbs).

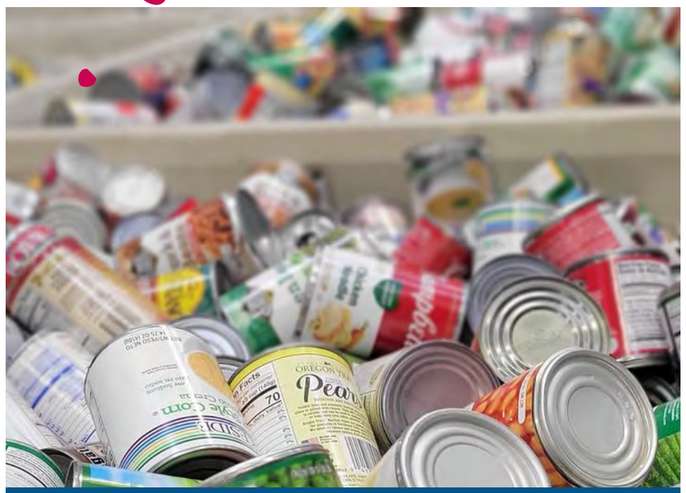
New Federal Administration

As a result of the current reduction in TEFAP & LFPA resources:

- **We will close at least 12 current distribution sites.**
- **The Free Farmers Market Program will be reduced from 12 sites monthly to 8 sites bi-monthly.**

capk FOOD BANK

WE CAN BE THE FIRST COUNTY IN AMERICA
TO END FOOD INSECURITY



RESOURCES

Kern County: 916,108
FIR: 18% (164,900)
20 lbs monthly: 3,298,000
Currently distributing: 2,000,000
Approximately 61%

ACCESS

Currently have distributions in every community in Kern (215+) Need about 325+ to provide full access in every community during accessible days/hours.

INFORMATION

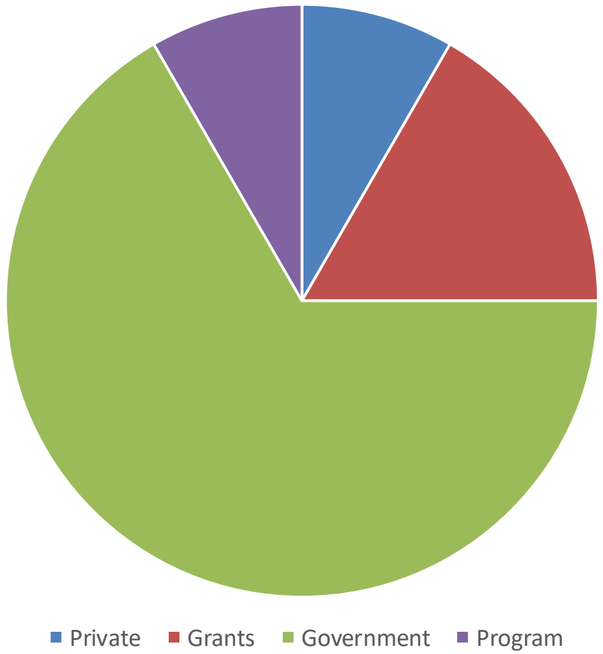
We will leverage technology to create a multi-layered information system

Investments In Food Banks By State

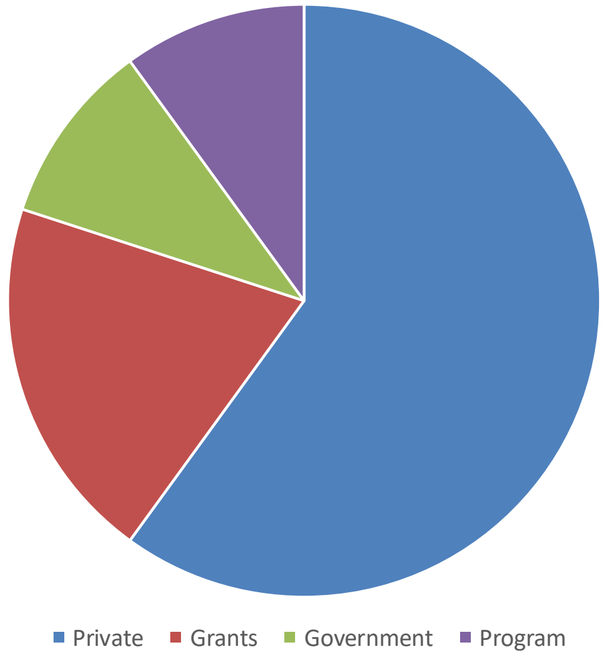
	Most Recent Annual State Emergency Food Funding	People living below 200% FPL	Annual State Funding Per Person under 200% FPL	SNAP (CalFresh) Participation Rate
New Jersey	$85M	2M	$42.16	72%
Massachusetts	$42.36M	1.5M	$28.14	100%
New York	$111M	5.6M	$19.83	82%
Vermont	$1.3M	148K	$8.77	96%
Ohio	$32M	3.5M	$9.20	81%
Pennsylvania	$25.6M	3.5M	$7.23	100%
Minnesota	$8M	1.3M	$6.40	76%
Colorado	$3M	1.2M	$2.42	76%
California	Current = $8M Request = $60M	10.6M	Current = $0.75 Request = $5.66	66%

Structural Challenge

Resources Breakdown CAPK Food Bank



Resources Breakdown ***Most*** Food Banks



Changing the revenue mix away from dependence on government funding as the primary source is ***critical*** to the ability of the CAPK Food Bank to continue to operate a comprehensive, County-wide food insecurity relief service. Higher level of private funding allows the Food Bank to staff at appropriate levels as well as purchase food to supplement what is not received in direct shipments and donations. Additionally, being able to purchase food mitigates the volatility that comes from reliance on donated goods from grocery stores who are not incentivized toward donation.

OUR COMMITMENT

Despite the challenges, here's what we're working on:

Refrigerated Locker Project

Improve access to emergency food 24/7 by installing refrigerated food lockers at schools, community centers, and hospitals to allow for convenient and secure access to food, even during non-distribution hours.

Community-Level Collaborations

Geographically joined organizational partners involved in the strategic decision-making regarding how to more effectively distribute limited resources to families in most need of assistance.

Leveraging Technology

Using new technology and software systems to develop a multi-layered information system to enhance case management, communication, coordination, and accessibility for clients and pantry partners.

Private Funding

Work with our grants and foundation teams to actively pursue additional funding opportunities to address gaps created by our primary dependence on government funding to sustain our services.

Process Improvement

Restructure internal processes and procedures, as well as staffing and logistics infrastructures to maximize the effectiveness of our available resources.

Proactive Communication

Maintain strong communication with key stakeholders including municipalities, community leaders, and organizational partners.

Call To Action

Here's What YOU Can Do:

Private Funding

Support the CAPK Foundation's work to secure private funding to reduce our outsized dependency on state and federal resources. This could include investing in the establishment of a Food Bank specific staffing position dedicated to development.

Advocacy For CalFoods Program

Contact our state legislators to request that they adopt the plan advocated by the CA Association of Food Banks and continue funding at 60M annually to support the safety net that the Food Bank network provides for low-income communities.

Advocacy For TEFAP

Contact our federal legislators to request that they protect and expand the TEFAP program so it will continue to serve as the backbone program serving our food-insecure neighbors across Kern County.

Call To Action

Here's What YOU Can Do:

Lunch & Learn Events

Actively identify and accompany key members of the Kern County community to our quarterly lunch & learn event at the Food Bank.

Leadership Presentations

Utilize your organizational connections to provide opportunities for Food Bank leadership to make presentations at various meetings to present the need and call to action.

Apple Wall

Help us fill our Apple Wall by sponsoring a can yourself and directing your business, personal, professional and organizational contacts to consider sponsorship as well.

capk
FOOD BANK

June 2025 PRE Committee

May 2025 Program Monthly Reports

Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.

The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,576	12,428	20,000	13%	62%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,376	10,886	18,000	13%	60%
Pending Assessments (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	14	129	200	7%	65%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	4				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	72	379	450	16%	84%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	12	46	70	17%	66%
HOUSED to permanent housing placement (SRV 4o)	0	9			

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2025

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members. CES continues to work on the Road to Housing tool.
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	Pending interviews in June for 1 FTE.
3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	In the process of hiring one more staff member.
Program Highlights	

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	117	621	1,500	8%	41%
Total Clients Served	165	937	2,400	7%	39%
Pets (i.e., kennel, emotional support assistance and service pet)	8	54	75	11%	72%
Residents Under 90 days length of stay	58	312	800	7%	39%
Exits to Permanent Housing (FNPI 4b)	10	27	114	9%	24%
Exits-Self	14	145	150	9%	97%
Exits-Involuntary	34	173	700	5%	25%
Case Management Services (SRV 7a)	441	4,810	8,000	6%	60%
Critical Incidents	21	154	250	8%	62%
Shelter Residents Meals (SRV 5ii)	7,122	35,178	70,000	10%	50%
Number of Volunteers *(duplicated)*	139	684	100	139%	684%
Volunteers Hours *(duplicated)*	203	1,093	3,000	7%	36%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	57	292	500	11%	58%
Current client census	35	241	300	12%	80%
Meals (SRV 5ii)	1,738	10,104	20,000	9%	51%
Pets	8	42	75	11%	56%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	1	10	20	5%	50%
Exits-Self	2	14	50	4%	28%
Exits-Involuntary	7	21	75	9%	28%
Critical Incidents	4	22			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	10	52	30	33%	173%
Current client census	10	52	25	40%	208%
Clients moved to Shelter (SRV 4m)	0	0	10	0%	0%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2025

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	two clients are participating in Project Hire-up this co-hort,, and there are 14 clients working various jobs in the community such as: TODN, Boys & Girls club, Rusty's, Goodwill Ind, Allied Universal, Jack n Box, Dignity health Arena, and field work to name a few.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Complete
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	10 clients transitioned into permanent housing, 27 total in 2025.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	16
25 - 34	35
35 - 44	33
45 - 54	35
55 - 61	23
62+	23
Total:	**165**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	2
Black or African American	30
Hispanic/Latina/e/o	30
White	63
Multiple races	37
Client Don't know / Refused	
No Answer	1.00
Total:	**165**

Gender	Month
Female	62
Male	102
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**165**

Zip Code	Month	Zip Code	Month
93301	33	93003	1
93303	1	93285	1
93304	16	98101	1
93305	15	93201	1
93306	8	93203	1
93307	12		
93308	22		
93309	2		
93311	1		
93312	2		
93313	1		
92225	1		
93206	1		
93505	2		
93702	1		
93245	1		
90013	1		
93556	1		
93560	1		
94964	1		
93268	1		
Not specified	36		
Total			**165**

Community Action Partnership of Kern

Monthly Report 2025

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	2
25 - 34	7
35 - 44	13
45 - 54	17
55 - 61	7
62+	11
Total:	**57**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	12
Hispanic/Latina/e/o	3
White	33
Multiple races	9
Client Don't know / Refused	
No Answer	
Total:	**57**

Gender	Month
Female	22
Male	34
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**57**

Zip Code	Month	Zip Code	Month
93301	9		
93304	7		
93305	2		
93306	4		
93307	6		
93308	6		
93309	6		
93312	2		
93225	1		
93433	1		
93230	1		
93501	1		
93553	1		
93268	1		
93277	1		
Not specified	8		
Total			**57**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2025 to December 31, 2025		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD	YTD Goal	Annual Progress	
Number of Clients Currently Served	373	1,940	450	431%	
Number of Referrals Received (SRV 7c)	55				
Number of Enrollments	39				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,026	5,042	8,100	13%	62%

Housing & Furnishing Deposits (SRV4d)	Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	37	157	100	37%	157%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	17	75	75	23%	100%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	87	339	50	174%	678%
Number of services per client per month (i.e., client accepted day services, attended day services class)	53	94	2600	2%	4%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2025

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	Pending new hire interviews, 2 new hires onboarded
2.) Broaden CalAIM services by collaborating with existing and new managed care plans to diversify the program's funding sources.	Proactively assisting East Kern Resource Center develop and improve CalAIM services; exploring options to add additional ECM and CS services, submitted application to partner and become a CBO with Anthem.
3.) Engage with volunteers/providers to operate Day Services classes and proactively offer Day Services classes 2-3 hours per day.	There were 5 main courses offered, 27 classes total in the month of April. Computer Basics, Home DIY &Cleaning Workshop, Eviction Prevention Workshop, Cal Job Workshop, and Prepare-U.
Program Highlights	

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	December 1, 2025 to December 31, 2025		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	21	133	200	11%	67%
Number of Client Contacts	81	298	720	11%	41%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	7	28
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	15	28

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	21	125
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	21	124
Transitional Housing Placements (SRV 4n)	0	15

Permanent Housing Placements (SRV 4o)	7	28
Job Readiness Training (SRV 1f)	0	62
Job Referrals (SRV 1l)	9	71
Incentives (e.g., food vouchers, transportation, application fees, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	6	51
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	Completed
2.) Maintain strong relationships with the Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	In progress
3.) Focus on leveraging partnerships to address critical needs such as employment support, housing stability, and additional services through programs like CalAIM, including Day Habilitation, to holistically support successful reentry outcomes.	In progress

Program Highlights

Health and Nutrition Services

Cal-Fresh Health Living Program
Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana	**Program Manager**	Alan Rodriguez
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, distributing Indirect Education materials and resources, and creating/implementing Public Health programs that focus on improving Policy Systems and Environments (PSE's). The CFHL program also has three (3) subcontractors that assist in carrying out the goal of educating the K-12 school population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education (SRV 5ff)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Community Action Partnership of Kern (CAPK) Direct Education provided.	9	345	1,100	1%	31%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	1217	5,606	9,500	13%	59%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	81	778	4,000	2%	19%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	557	4,358	7,500	7%	58%

Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	**Month**	**YTD**		
Community Action Partnership of Kern (CAPK) Direct Education provided.	315	1,483		
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	60	451		
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	905	1,814		
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	1184	3,582	**YTD Goal**	**Annual Progress**
Total (distributed printed material)	2464	7,330	20,000	37%

Community Action Partnership of Kern

Monthly Report 2025

Policy Systems and Environmental Changes (PSE's)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Partner with six (6) agencies/program to evaluate and implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	0	1	6	0%	17%
Partner with three (3) health centers (clinics) to implement Food Insecurity screening practices.	0	1	3	0%	33%

Program Strategic Goals	Progress
1. Achieve and maintain full staffing levels by implementing targeted recruitment strategies and enhancing employee retention through professional development, competitive compensation, and fostering a supportive workplace culture.	The CFHL team is currently staffed at 90.90% with 10 out of the 11 positions filled. The program was recruited in April and conducted interviews in May 2025. An offer was made and accepted. The onboarding process has begun with the hope of onboarding a new program supervisor in Late May to early June.
2. Advance Policy, Systems, and Environmental (PSE) initiatives by strengthening community partnerships, implementing sustainable strategies, and creating impactful changes that improve access to healthy food and physical activity for low-income Kern County residents.	In May 2025, advancements continued with our current PSE project, with a special focus on initiating conversations with NPP sites to certify them in bronze, silver, or gold. Certifying sites will enable the team to focus more efforts on additional outreach and enrollment of new NPP partners while maintaining relationships with current partners. CAPK CFHL also met with a Community Support lead from Kern Health Systems which resulted in a deeper understanding of the Managed Care Plans' goals and how CFHL fits in to support it. The meeting with positive and a new relationship emerged as they made themselves available for any questions and program ideas.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

The Highlight for May 2025 was the California Department of Public Health annual observation that was conducted on May 20th, 2025. The program State Program Officer had the opportunity to observe program activities throughout the day including Indirect Education, PSE activities, and tabling for our Food Insecurity Screening process. Our State Consultant stated "the program is doing everything they need to based on their Integrated Work Plan" and that " the work is fresh and exciting". She commented on the high-quality staff the program possesses and the partnerships they have made in the community. The program observation report has not been submitted to CFHL but program staff do not anticipate any findings or areas of improvement. The report will be shared with the Audit and Pension Committee when it is shared with the program.

Community Action Partnership of Kern
Monthly Report 2025

Month	April-25	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2025 - December 31, 2025 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the Food Bank distributes between more than 1.5 and 2 million pounds of food, which reaches more than 100,000 Kern County food-insecure neighbors.

The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements	56,691	247,183	700,000	8%	35%
Pounds Distributed	651,018	2,867,189	10,000,000	7%	29%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	116,537	504,673	1,250,000	9%	40%
Pounds Distributed	292,177	1,672,895	4,500,000	6%	37%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	3,996	10,959	40,000	10%	27%
Pounds Distributed	167,928	697,079	2,000,000	8%	35%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	5,195	21,209	66,000	8%	32%
Pounds Distributed	218,726	799,873	2,300,000	10%	35%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	3,600	14,446	50,000	7%	29%
Pounds Distributed	52,472	263,842	750,000	7%	35%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	7,011	25,445	75,000	9%	34%
Pounds Distributed	31,192	122,115	275,000	11%	44%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	453	1,813	15,000	3%	12%
Pounds Distributed	475	1,813	10,000	5%	18%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	453	4,851	15,000	3%	32%
Pounds Distributed	96,107	597,484	1,500,000	6%	40%

Community Action Partnership of Kern
Monthly Report 2025

Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Engagements	193,936	830,579	2,211,000	9%	38%
Total Pounds Distributed (SRV 5jj)	1,510,095	7,022,290	21,335,000	7%	33%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	48	151	450	11%	34%
Other Volunteers (i.e., general public, duplicated)	194	562	2,250	9%	25%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Strategic Goals
By October 2025, The CAPK Food Bank will form 12 geographic collaboratives made of agency partners to work together to address food insecurity at a community level.	-
By June 2025, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.	Measuring system and SOP have been drafted for review prior to implementation.
By the end of 2025, The CAPK Food Bank will implement a food locker program with the first 2 sites to increase all-hours access to emergency food resources.	-

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	May-25	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	Program Administrator	Laura Porta
Reporting Period	January 01, 2025 to December 31, 2025		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2025) Note: duplicated below for program fiscal year.	Current Month	YTD	Goal	Annual Progress
Provider Payments-Subsidies Expended (SRV7e)	2,400,211	11,692,462	$ 27,900,000	42%
Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,400,500	26,712,527	27,900,000	96%

Services	Current Month
Active Child Enrollment	2,712
Active Childcare Providers (SRV 7f)	567

	Previous Month	Add (+)	Drop (-)	Current Month
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) Program is currently enrolling families in order to stay on track with projected enrollment and reimbursement totals and meet the projected 95% of the current contract amount. Families are currently migrating to different areas in the state and replacement of families who will be migrated out of California is necessary in order to meet the projected totals.

Program Strategic Goals	Progress Towards Strategic Goal
1. Staff Recruitment & Retention – Develop and implement a staffing plan that supports recruitment, retention, and workforce development to meet the program's growing needs.	The management team is currently focused on absorbing our regional office move and striving to reestablish our regular staff training and support efforts while also ensuring that our office space is furnished and conditioned to provide the best work space possible for our growing team. Our team is also currently in the process of hiring a second Reimbursement Coordinator to support the reimbursement compliance and staff supervision efforts effectively.
2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.	Program management is dedicated to delivering monthly training, reviews, and ongoing support to staff, while also assessing current workloads to ensure the efficient operation of the MCAP Program and maintain manageable workloads for team members. In addition, professional and personal development opportunities are being offered to program staff to enhance their leadership skills and expand their knowledge of the program.

Program Highlights

Our program eligible families have began migrating to their usual and customary locations to find work for the summer. This requires that our program be able to strategize and prioritize family /child enrollments to accommodate the shift in caseload numbers. This is a positive change as it indicates that families will be able to return to previously stablished migration patterns to find work and ensure they are able to support their families. This is a positive change as it indicates that once these families return to our entry counties, our program will be able to offer these families services, if funding permits.

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,559		14,710		99%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,078		1,200		90%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	0	129	268	0%	48%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	69	466	2,000	3%	23%
WIC Presentations and Outreach Events	2	13	100	2%	13%
Publication in newspaper, television, and/or social media postings (English and Spanish)	6	53	350	2%	15%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	24	127	175	14%	73%
Peer Counseling Program (PCP)	**Clients Served**		**Goal**	**Annual Progress**	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	244		1,000	24%	

Explanation (Over/Under Goal Progress)

0 visits conducted for theLVL because we had completed all store visits for this assignment in April. RBL surpassed annual progress goal in May and we will need to adjust her goal.

Community Action Partnership of Kern

Monthly Report 2025

Program Strategic Goals	Progress
1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.	CDPH WIC is review a nutrition education aid that we developed. This aid will be provided to parents with children ages 1-4 during WIC appointments. We would also provide a "my section plate" to assist parents with portion sizes for children during these tailored appointments.
2. Improve Client Engagement and Accessibility. Increase customer retention and satisfaction by enhancing communication channels, such as modernizing the phone system and introducing more efficient ways for clients to connect with staff. Implement strategies to ensure responsive, reliable support for clients across all locations.	Our WIC (Five9) call center launch date is June 25th.
3. Expand Access Through Innovative Program Delivery. Explore and integrate multiple mediums for client interaction, including virtual services, to modernize program delivery and meet contemporary client expectations. Emphasize program enhancements that align with current trends and client preferences rather than relying solely on traditional program designs.	The WIC BFPC (Breastfeeding Peer Counselor) program is now offering zoom (video) sessions as an option for clients.

Program Highlights
Program highlights include training for our new WIC call center and offering zoom sessions for our BFPC Program.

Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Shafter Youth Center
Volunteer Income Tax Assistance

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	8	50	60	13%	83%
Street Outreach and Education	172	392	75	229%	523%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	6	26
Social Security Insurance (SSI) (SRV 7i)	3	6
Medical Services (SRV 7c)	8	19
Mental Services (SRV 7c)	14	23
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	12
Educational and Career Development (SRV 7c)	6	11

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	68	307
House Hold Items	2	37
Hygiene Kits (SRV 5oo)	13	78
Emergency Clothing (SRV 7n)	64	392
Administrative Services & Copies	43	155
Transportation Services (SRV 7d)	3	15
Educational Supplies (SRV 2k)	2	5
Covid - 19 Supplies (SRV 5oo)	0	14

Community Action Partnership of Kern

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	25	30	3%	83%
Children Receiving Case Management Services (SRV 7a)	1	54	30	3%	180%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	4	10	0%	40%
Children Educational Center Base Activities (FNPI 2b)	0	25	30	0%	83%
Children Educational Home Base Activities (FNPI 2b)	0	39	30	0%	130%
Children Summer Bridge Activities (FNPI 2b)	0	0	15	0%	0%
Collaborative Meetings Participated	0	4	12	0%	33%
Family Support Services for non-clients with children 5 and under	18	104			
First 5 Total	**20**	**255**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	46	283			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	10	195	150	7%	130%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	332	1717	1800	18%	95%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	343	1271
Baby Supplies (SRV 2w)	128	480
Covid - 19 Supplies (SRV 5oo)	0	55
Court Mandated Parenting Correspondence (SRV 2w)	28	79
Educational Supplies (SRV 2k)	9	34
Emergency Clothing (SRV 7n)	341	1295
Food Assistance (SRV 7c)	346	1051
Household Items (SRV 7c)	15	57
Hygiene Kits (SRV 7c)	58	304

Referrals (SRV 7c)	64	292
Transportation Services (SRV 7d)	12	22

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	During the month of May we received $700 from Valley Strong Huggy Heart Campaign. We met with Pymorisis Solar during the month of May during a donation drop off , they are very interested in meeting with CAPK for further partnership.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We continue to partner with Mortenson Construction, they have provided the EKFRC boxes of food for our pantry and continuously fill our Community library with books ensuring it is fully stocked.
3. Improve on-site services to more effectively connect with the East Kern target population.	Laundry services became more popular during the month of May. Please refer to Program highlights.

Program Highlights
During the month of May laundry services were a hit in the East Kern Community. We provided 52 laundry services in the month of May. We schedule the clients an appointment when they call, each appointment lasting an hour and a half. Families are allowed to use both washing machines and both dryers, we provide laundry soap and fabric softening sheets for each family or individual. This is a much needed service for this community.

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	Program/Work Unit	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbé
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	33	30	7%	110%
Children Receiving Case Management Services (SRV 7a)	2	36	30	7%	120%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	8	10	0%	80%
Children Educational Home Base Activities (FNPI 2b)	3	34	15	20%	227%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	11	101			
First 5 Total	**18**	**212**			

First 5 Kern/ Department Health Services *(Term: Dec 2024 through Jun 2025)*	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	14	150			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	17	20	0%	85%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	21	20	0%	105%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	7	228	150	5%	152%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	388	1652	1800	22%	92%

Rental Support Program	Month	Clients YTD	Month	Payments YTD	
Rental Support Program (estimated maximum $1,500 per household)	4	9	$ 6,819	$ 12,739	

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	50	262
Baby Supplies (SRV 2w)	120	717
Copies	28	158
Court Mandated Parenting Correspondence (SRV 2w)	0	14

Educational Supplies (SRV 2k)	13	164
Emergency Clothing (SRV 7n)	16	97
Food (SRV 7c)	239	1156
Household Items (SRV 7c)	140	769
Referrals(SRV 7c)	45	288
Transportation Assistance (SRV 7d)	21	88
Total Community Services	**672**	**3713**

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	In May, the Oasis FRC applied for the Sister Phyllis Hughes grant from the Mercy Foundation for $10,000 for emergency supplies.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The OFRC participated in the Ridgecrest Veterans Collaborative Meeting promoting services to local veterans. The OFRC also participated in the Clarvida Health Fair. The MAEVE group hosted a fundraiser for the OFRC collecting in-kind donations of food and toiletries for the OFRC.

Program Highlights

Case Manager Ada Harpster completed Childhood Home Visitor Conference and training paid for by First 5 Kern.

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Month	May-25	Program/Work Unit	Energy & Utility Assistance
Division/Director	Freddy Hernandez	Program Administrator	Vipassana Chawla
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-income Home Energy Program (LIHEAP) 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	298	2,225	3,300	9%	67%
Households Served - Weatherization	11	47	150	7%	31%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	1	5	50	2%	10%
Total Homes - Weatherized & Utility Assistance (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i,)	**298**	**2,225**	**3,300**	9%	67%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**12**	**52**	**200**	6%	26%
PG&E Case Management Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	382	2,084	2,400	16%	87%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1) Meet the PG&E goal of enrolling 2,400 clients into the PG&E Case Management Program.	We continue to demonstrate strong momentum in customer enrollment, with 382 new enrollments this month. Our team's efforts have yielded impressive results, and we're pleased to see sustained growth in our program. We're committed to building on this success and maintaining our leadership position among CBOs.
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We are making steady progress towards successfully implementing the City of Bakersfield Weatherization Program and meeting our contract goals. To date, we have enrolled 9 clients and initiated weatherization services for these households. Our team remains committed to actively engaging with clients on both priority and city lists, conducting ongoing outreach and follow-up efforts to drive program momentum and ensure timely project completion.
3) Meet at least 22% of production goal for DOE BIL WAP contract	We've completed 1 job this month, but acknowledge that our progress is slower than anticipated. We're committed to evaluating our strategies and making adjustments to meet our program goals and deliver results.

Program Highlights

Community Action Partnership of Kern

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Month	May-25		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Administrator**	Lois Hannible
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	85	100	2%	85%
Summer Program (SRV 2m)	N/A	N/A	35	N/A	N/A
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	42	50	4%	84%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	1
Outcome/Case Managed Families (SRV 7a)	1	25
Provided Food Assistance (SRV 7c)	1	18
Assisted with Energy/HEAP Services (SRV 7c)	2	2
Crisis Intervention	0	-
Provided Mentoring Services (SRV 2p, 7c)	1	31
Assisted with relocation services/Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Friendship House Summer Program starts in June of 2025, so there is nothing to report at this time. In regard to the CalVIP program, to date the program has provided services to 36 high-risk program participants and their families. The information provided above only captures information since Jan. of 2025.

Program Strategic Goals	Progress Towards Strategic Goals
1. Organize and execute successful fundraising events in collaboration with the Friendship House (FHCC) Advisory Board to generate financial support and sustain programs at the youth center.	Sponsorship opportunities and tickets are now available for the CAPK Friendship House Casino Night Fundraiser, which is scheduled for Friday, November 7, 2025.
2. Recruit and retain dedicated Advisory Board members with the skills, networks, and passion to raise funds and support initiatives for the Friendship House sustainability and growth.	Friendship House Advisory Board is looking for qualified applicants that have experience and an interest in fundraising. Those interested in applying should contact Program Administrator, Lois Hannible, at lhannib@capk.org .
3. Collaborate with the CAPK Executive Team to expand grant research and submission efforts for the CAPK Friendship House, ensuring resources align with and address the evolving needs of the community.	Friendship House Program Administrator and the CAPK Executive Team are working on a multi-year proposal to the State.

Program Highlights

The CAPK Friendship House CalVIP program hosted a Women Against Gun & Gang Violence Dinner for women who have tragically lost sons, husbands, and/or other loved ones to gun violence. The event was in effort to empower the women to speak to others to urge them to put down the guns and stop the violence. The CalVIP program also purchased beds for a CalVIP participant and his family, who recently had to relocate from their previous residence due to being threatened and chased by gang members. The assistance provided by the Friendship House CalVIP program will significantly improve the family's living conditions during this difficult transition.

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	Program	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	2	27	40	5%	68%
Summer Program (SRV 2m) June/July		0	60	0%	0%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball	41	210
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1	
On Site Collaboration: Energy, VITA, Food Bank	2	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	1	3	6	17%	50%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Student progress has been monitored over the past academic year. Grades have been either maintained, or improved throughout the year. Personalized tutoring and homework assistance has made a difference.
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	Shafter Youth center continues to seek new grant opportunities.
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth.	Kids have been expressing their desire to visit places that are educational and not yet visited.

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Month	1-May	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The CAPK VITA program offers free tax preparation services. This service is available to low-to-moderate income individuals, the elderly, persons with disabilities, and limited English-speaking taxpayers. Additionally, the CAPK VITA program provides ITIN (Individual Taxpayer Identification Number) services through Certified Acceptance Agents (CAAs). CAAs are authorized by the IRS to assist individuals who do not qualify for a Social Security number but need an ITIN for tax filing purposes.

CAPK current year 2024 e-filed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	227	7,348	8,250	3%	89%
Social Security Number (SSN)	187				
Individual Taxpayer Identification Number (ITIN)	40				
State	255	7,330			
Social Security Number (SSN)	186				
Individual Taxpayer Identification Number (ITIN)	69				
CAPK 2019-2023, Paper Filed, and Prior Year Returns (total YTD added to Federal YTD) (SRV 3o)	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	57	354			
Social Security Number (SSN)	41				
Individual Taxpayer Identification Number (ITIN)	14				
Paper-filed, and Prior year returns (state)	57	353			
Social Security Number (SSN)	41				
Individual Taxpayer Identification Number (ITIN)	14				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$173,659	$6,032,851			
State Refunds	$74,590	$2,312,318			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$101,339	$4,610,876			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$37,919	$1,060,286			
Total Refunds and Credits		**$14,016,331**			

Community Action Partnership of Kern
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Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	9	143	200	5%	72%

Explanation (Over/Under Goal Progress)
State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed. Once an ITIN number is issued by the federal (IRS), the state side of the tax return (FTB) can be submitted and processed.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	CAPK VITA is working on new connections in the Taft area, particularly churches in order to maintain a site throughout the year for the community. Our Head Start location closes during summer.

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	23	2,994	3,250	0.71%	92.12%
State	23	3,012			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	4	213			
Paper-filed, and Prior year returns (state)	5	193			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds	$8,477.00	$2,555,524			
State Refunds	$5,034.00	$1,042,920			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)	$16,777.00	$1,967,070			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*	$4,163.00	$437,828			
Total Refunds and Credits	**$34,451.00**	**$6,003,342**			

Program Highlights
The VITA program had an IRS Grant Administrative Review (mini audit) during the month of May and were found to be in compliant of all aspects of our grant. Additionally, the VITA program hosted its annual Volunteer Appreciation Dinner Meeting. Visit KernEITC on Instagram for highlights of our season.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

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Month	May-25	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Laurie Sproule, Kenneth Lawrence, Eric Martinez, Rommel Almanza, Mohamed Ahmed
Reporting Period	January 1, 2025 - December 31, 2025		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	41	22	42	353
Power App Enhancements	5	12	2	22
Paginated Reports/ Power bi reports/ Dashboards	3	4	3	24

Projects	*Description of Status*	*Current % Status*
2-1-1 Optimizations	Project Completed	100%
CVAF/VSS	Program and sub programs have been mapped out. Development to begin 06/15/2025	15%
SMS Integrations	Mapping out opt-in process and acquiring numbers for interested programs.	50%
Energy Intake Digitization	In development. Process has been mapped out.	45%
Bakersfield Grant Intake Digitization	In testing as of 06/02/2025	75%
Second Cohort In-Kind Onboarding	Individual site training in progress	85%
Youth Center Dynamics Updates	Training on hold until 08/01/25 as staff has switched to summer program.	75%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	500	741	510	2233

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen	PG&E complete, Startup and testing complete, inspections in progress.	99%
McFarland & Tehachapi Modulars	Funding applications in review with Office of Head Start	5%
Barnett House	Interior demolition, new framing, plumbing, and floor leveling in progress. On Hold - Pending Budget Revision	45%
Major Maintenance Projects	***Description of Status***	***Current % Status***
Angela Martinez	Staff Development TI nearing completion.	98%
Stockdale HS	Signage	10%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	5%
Harvey Hall Phase 1	New Office Space	100%

Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	15%
Sterling Remodel Phase 3	Awarding Contract	60%
Sterling Block Wall	Property Line Site Survey	10%
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	5%
WIC Relocation	Ordering Office Furnishings Move	35%
Food Bank	Food Pantry & Lobby Remodel	55%
MCAP Relocation	Relocating MCAP Olive to Stine Property	100%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	5%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders				2185

Information & Technology Projects	*Description of Status*	*Current % Status*
Head Start Expansion		

Risk Management

Property & Causality Claims	Reported	Reported YTD
Under Investigation / Non-Industrial /	1	4
Property	2	12
Vehicle Incident / Grand Theft Auto	0	1
Motor Vehicle Accident	0	1
Work Place Violence / Over Doses / Death	0	1
Total	**3**	38

Program Strategic Goals — **Progress Towards Goal**

Description	Description of Status	Current % Status
Develop a facility deferred maintenance program.	Head Start sites reviewed and projects identified. Cost estimates developed.	50%
Develop and implement a Data Governance	Governance strategy development in progress	45%
Improve the customer experience by assessing it through factors such as response time and customer sentiment.	Both Facilities and IT have strengthen processes to enhance customer service. Customer sentiment has improved with increasingly positive feedback.	50%

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Call Center

Community Action Partnership of Kern

Monthly Report 2025

Month	May-25	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The services under the Community Development 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 and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	20,030	109,543	250,000	8%	44%
Facebook Impressions (i.e., number of times users see content)	245,973	1,741,819	1,250,000	20%	139%
Other Social Media Impressions	47,697	183,734	250,000	19%	73%

Highest Performing Post

https://www.facebook.com/capkfoodbank/videos/1028180862841159

5,566 impressions How many times the post came across screens)
2,745 reach (how many individuals saw the post)
88 interactions (how many liked, commented, or shared)

Outreach Special Projects

Worked alongside the foundation to execute the mission moment video with beacon studios for the upcoming gourmet for good event
Hosted East Kern FRC Service expansion ribbon cutting
Planning ribbon cutting for covey cottages scheduled for 6/26
Did community action month proclamations in: Delano, Shafter, Wasco, Arvin, Bakersfield, Kern County board, McFarland, Tehachapi
Hosted an organizational spirit week to celebrate community action month
Went on moneywise podcast to promote gourmet for good event and food bank funding needs
Went on radio with children's first to promote the east bakersfield festival
Co-hosted 8th annual east bakersfield festival with children first had 10 programs in attendance and passed out over 3000 books to the community,
Presented how subcommittee objectives were met for Kern Health Equity Partnership, built slide deck, and answered questions from fellow steering committee members.
Planning of Summer Meals Initiative with United Way of Central California: logistics, presser, solicitations, and PSA's
Planning of Kern River Valley Resource Fair in June: Marketing materials, vendor registration, and logistics
Continued support in VITA campaign to meet grant requirements in spending for media buys, social media posts, and canvassing.

Marketing requests from Foundation for Gourmet for Good: sponsor recognition posts, social media promo, slide deck, event program, talking points, signage, and media production planning.
Finalized agency Annual Report and published on communication channels.
Coordinated Spanish-media interview with Susana for Univision for Feed Kern Now Campaign
Social media reels and graphics on CAPK Food Bank produced and shared throughout the whole month of May showcasing Commodities and internal initiatives like Lunch and Learn/Tours.
Supported Taft Consulate Resource Fair, coordinated food boxes and CAPK programs being present for local outreach to community.
Media capturing IKEA in-kind donation to Covey Cottages: Creating content for recognition
Marketing support for Covey Cottage campaign: marketing materials (video and photos)
Marketing Support for Give Big Kern: Social media posts: graphics, video, and email blasts
Organized community blood drive in partnership with Houchin Blood Bank for CAPK staff and community members.
Outreach Advocacy
Worked with Food Bank (Kelly) to gather a bipartisan letter that will go to governor's office urging the support for calfhoods funding.
Savannah attended national anti-hunger policy conference in DC and met with staff members from: Congressman's Valadao and Fong and Senators Schiff and Padilla
Toured assemblymember stan Ellis at the food bank
Began meeting with Head Start team to planning advocacy month for October to align with national head start month
Advocacy Watch-list
CSBG Reauthorization
CalFoods funding
USDA - CSFP, LFPA, TEFAP
CalFresh bills- AB 777, SB 761, SJ3, AB1049, SB 353,

Community Action Partnership of Kern

Monthly Report 2025

Projects
During the month of May, the Kern Coalition collaborated closely with the contracted Technical Assistance vendor, HR&A Advisors, who guided several discussions on the review process for catalyst project applications. Since the application deadline (close of the RFP), conveners, Governance Council (GC) members, and HR&A have met multiple times to develop a process for reviewing the 43 eligible projects that passed through the KCCD (fiscal agent) procurement process. A feasibility review process and scoring process have now been agreed upon. The Feasibility Committee will consist of three HR&A representatives serving as technical experts, two conveners, and all GC members who do not have a conflict of interest. Several GC members have had to recuse themselves from the review and scoring process due to conflicts of interest, such as being affiliated with or serving on the board of organizations that submitted applications. This challenge was communicated to the State, but given the time constraints and the importance of providing applicants with a full 12-month performance period, no new members will be appointed to replace those recused. The feasibility review will occur first, followed by the scoring process. Scoring will be divided among teams to ensure that all applications are evaluated by June 30th (tentative final scoring deadline). Review and scoring will begin in early June and continue throughout the month. In terms of implementation, the Kern region was formally invited to submit grant proposals for implementation funding in the Aerospace and Clean Energy priority areas. Those applications were submitted on 5/28/25. While an award date has not yet been announced, a second round of funding is expected to open in 2026 for projects that were not shovel-ready this year but can still receive funding next year if ready.

Foundation
Attended the Kern EDC Economic Summit
Attended East Kern FRC Ribbon Cutting
Attended weekly Rotary meetings.. Approximately 65 members who represent a wide variety of industries and connections in the Kern County community.
Food Bank tour and meeting with key stakeholders from BMO.
Conducted interview with MoneyWise talk show.
Planning meeting with Food Bank staff for external event with Bakersfield Train Robbers.
Attended Anthem's Kern County Provider Appreciation Dinner.
Continued Follow-up solicitation calls for Gourmet For Good sponsorships and in-kind donations.
Continued coordinating and logistics for Gourmet For Good.
Attended conference call with CA Assoc of Food Banks regarding Planned Giving

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Fundraisers, Virtual Food Drives, Hygiene Drives and Toy Drives for remainder of the year.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Advancing Anti-Hunger Month to increase donations.
Develop and lead an Ad Hoc committee to rewrite the bylaws of the Foundation.	Further develop and grow Foundation Board to aid in the overall fiscal growth of the Foundation.

Community Action Partnership of Kern
Monthly Report 2025

Month	May-25	**Program/Division**	2-1-1 Call Center Program
Division/Director	Pritika Ram	**Program Manager**	Sabrina Jones-Roberts
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Food Pantries	Utility Service Payment	Specialty Food Providers
Top 3 Unmet Needs	Homeless Diversion Programs	VITA Programs	Food Stamps

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	2338	20,763	40,000	6%	52%
Kern County	2735	15,419	75,000	4%	21%
Kings County	254	1,172	3,500	7%	33%
Merced & Mariposa County	116	593	1,500	8%	40%
Stanislaus County	861	4,641	11,000	8%	42%
Tulare County	666	3,576	11,000	6%	33%
Total County-based I&R Calls Handled	**6,970**	**46,164**	**142,000**	**59%**	**33%**
Average Wait Time	**0:28**				
Average Handle Time	**5:44**				

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	1762	14,878
Mental Health (SRV 7c)	276	1,556
Total County-based and Other Calls Handled	**9,008**	**62,598**

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	15	9.0	**6.02**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	28	5	82	350	1%	23%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	6	1	39	70	1%	56%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	0	0	92	125	0%	74%

2-1-1 Website Visitors	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	53,542	181,225	225,000	24%	81%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	912	5,031
Health and Human Service Referrals (SRV 7c)	1267	6,660

Housing and Homelessness Calls (SRV 7c)	383	1,918	
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	350	2,206	
Total Other Services	2,912	15,815	

Explanation (Over/Under Goal Progress)

2-1-1 assessed its annual targets and implemented a revision based on recent call volumes while also referencing to productivity for the prior calendar year. The program received a lesser call volume in the current month as it is compared to the month prior. First 5 Help Me Grow Program came to a conclusion on 4/27/25 and shall no longer anticipate any activity or change in the total screenings year-to-date. Collectively across all county campaigns, the program has achieved 33% of its annual target goal. Within the call handling efforts for Kern County, the program responds to calls associated with homelessness assistance outside of business hours and completes a Quick Reference Tool to assign follow-up to Coordinated Entry System. Through its various scopes of work, the program provides application assistance, care coordination, and conducts outreach to bring awareness of services within the community. Incoming calls and applications are monitored and reviewed to determine appropriate strategies and material needed for outreach events. The program remains committed to initial and renewal Medi-Cal applications through Kaiser's Community Health Care Program.

Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources. The program aims to offer competitive wages, language fluency and competency incentives, and opportunity for growth. 2-1-1 is staffed with 19 Full Time Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance and standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. Additionally, it supports opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
2. Enhance the efficiency and effectiveness of our call center operations in the coming year by thoroughly evaluating and optimizing the use of our tools and technologies, including CRM systems. Focus will be placed on improving call handling performance, streamlining workflows, and identifying opportunities to align staffing levels with operational needs.	The program is in collaboration with the Information Systems Team and has made progress in refining processes by maximizing technology and digitizing updates. Food Pantry and Commodity resources are set for update automations in the resource directory and mailing labels are generated through a push button feature to optimize resources by reducing the time dedicated to produce hand written labels.
3. Prioritize retaining existing contracts, such as partnerships with United Ways, while actively exploring and proposing new opportunities to better serve our community members. Leverage the full potential of the call center by pursuing additional fee-for-service contracts and expanding services to maximize impact and efficiency.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. □ □

Program Highlights

The programs' average calls handled rate is steady at 94% while its abandoned rate is 6% amongst seven (7) campaigns. The program is in the process of renewing the contract for one (1) of its county partners for an additional three (3) year term.

Application Status Report
June 2025

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Ralph J. Torraco Food Bank/Shelter Fund Grant	To provide funds through community established food/shelter programs that provide food and shelter to those in need. Abandoned due to not meeting eligibility requirements; funding for non-profit organizations with budget less than $1.5 million.	Unico Foundation	$-	$-	Abandoned
Ride United Transportation Access 2025-26	The Ride United Transportation Access (RUTA) program addresses pressing transportation gaps by providing rides to help people access essential medical services, complete education programs, get to job interviews, and more. Abandoned grant opportunity due due to limited financial benefit and high financial risk, high operational burden, lack of technological and staffing infrastructure needed to support CRM, billing, ride coordination, and data tracking and competitive disadvantage.	United Way Worldwide	$-	$-	Abandoned
PATH CITED	If awarded, these funds will expand Enhanced Case Management and Community Support Services for CAPK's CalAIM program.	California Department of Healthcare Services (DHCS)	$861,057.07	$-	Pending

Chick-Fil-A True Inspiration Awards	CAPK applied for Chick-Fil-A True Inspiration Awards under Caring for Communities to fund the CVAF Youth Emergency Shelter program. This will add 12 shelter beds, allowing stays of 36 months, and serve 24 more youth annually, up to 48 over two years. The expansion addresses increasing demand for long-term shelter services for youth.	Chick-fil-A	$200,000.00	$-	Pending
Pathways to Food Security: Direct Support for Farmworker Families	The CAPK Foodbank is requesting $50,000 in funding from the Kern Community Foundation to support 20 low-income farmworker families in Wasco, California. The goal of the project is to reduce food insecurity and promote long-term self-sufficiency. To achieve this, the project will provide weekly financial vouchers of approximately $99 for 24 weeks, addressing the nutritional needs of both employed and unemployed farmworkers.	Kern Community Foundation	$50,000.00	$-	Pending
The Hard Rock Heals Foundation Grant	On behalf of the CAPK Foundation, the Grants Team submitted this $5,000 request for the M St. Navigation Center to provide clothing, hygiene kits, and low-barrier meals to unsheltered clients.	Hard Rock Casino	$5,000.00	$-	Pending
Homeless Veterans Reintegration Program -Stand Down	HVRP grant funds will be used to support the operation of the Stand Down event, which is designed to provide direct, immediate services such as food, clothing, employment assistance, and medical care to veterans in need.	U.S. Department of Labor	$7,000.00	$-	Pending

Food Bank Funding Proposal and Partnership Opportunities	Through the Foundation, asking for direct food purchase expenses, requesting a 3-year commitment at $2.1 per year, totaling $6.3 million.	California Resource Corporation	$6,300,000.00	$-	Pending
SCAN Health Plan Older Adult Nutrition Programs	CAPK is requesting $10,000 from the SCAN Health Plan's Older Adult Nutrition and Food Access Program to purchase fresh, locally grown produce for immediate distribution to seniors across Kern County.	SCAN Health Plan	$10,000.00	$-	Pending
2025 AHEAD Program	Housing Initiative- to help subsidize the rent of individuals in transitioning housing, helping individuals how to live independently or Job training- example construction training for formerly incarcerated individuals or transitioning youth	FHL Bank San Francisco	$150,000.00	$-	Pending
California Housing and Community Development Homekey +	The City of Bakersfield, as the lead, partnered with CAPK for a 30-unit motel rehabilitation permanent supportive housing project for veterans and non-veterans experiencing homelessness, with a diagnosis of severe mental illness (SMI).	City of Bakersfield	$13,587,175.00	$-	Pending
FY25 Youth Homelessness Demonstration Program (YHDP) Funding	Youth Homelessness Demonstration Program (YHDP) to address youth homelessness in Kern County. For the purpose of this funding, â€œyouthâ€ are defined as ages 24 & under	Bakersfield Kern Regional Homeless Collaborative	$1,216,124.00	$-	Pending

Volunteer Income Tax Assistance (VITA) Matching Grant - Copy	This is a reapplication for year 3 of 3. Project activities will be geared towards promoting free tax preparation assistance. Staff will focus on volunteer recruitment. The grant allows IRS partners to, 1.) Increase VITA services to the undeserved across the country; 2.) Increase the number of returns filed electronically; and 3.) enhance volunteer training.	US Internal Revenue Service (IRS)	$416,353.00	$-	Pending
Tax Counseling for the Elderly (TCE)	The Tax Counseling for the Elderly (TCE) Program offers FREE tax help to individuals who are age 60 or older.	US Internal Revenue Service (IRS)	$16,747.00	$-	Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	VITA
Funding Agency	Internal Revenue Service	**Project Name**	VITA Matching Grant
CFDA	21.009	**Target Population**	Low to moderate income tax payers
Reapplication (Y/N)	Y	**Number to be served**	Pending
Estimated Request	$ 416,353	**Division Director**	Freddy Hernandez
Award Period	10/1/25 - 9/30/26	**Program Manager**	Jacquelyn Guerra

Project Goal (One sentence goal statement)

To provide free federal tax return preparation to targeted segments of taxpayers including, low to moderate income taxpayers, persons with disabilities, persons with limited English proficiency, Native Americans, individuals living in rural areas, and the elderly.

Project Description (Brief one paragraph description)

This is a reapplication for year 3 of 3. Project activities will be geared towards promoting free tax preparation assistance. Staff will focus on volunteer recruitment. The grant allows IRS partners to, 1.) Increase VITA services to the undeserved across the country; 2.) Increase the number of returns filed electronically; and 3.) enhance volunteer training.

Estimated Budget Summary

The Kern VITA Partnership requests $416,353 in federal funds to support staff salaries, fringe benefits, outreach, site operations, and technology needs. Matching requirements will be met using the simplified method for valuing volunteer hours, totaling $416,353. These funds will ensure high-quality, no-cost tax preparation services across 42 sites, including rural and mobile outreach.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — May 20, 2025
Freddy Hernandez (May 20, 2025 11:14 PDT)
1. Division Director — Date

Pritika Ram — May 20, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Gracy Webster — May 20, 2025
4. Chief Financial Officer — Date

May 20, 2025
5. Chief Facilities and Technology Officer — Date

May 20, 2025
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	CVAF
Funding Agency	Chick-Fil-A	**Project Name**	Light the Way: Expanding Safe Shelter for Youth in Need
CFDA	N/A	**Target Population**	Homeless Kern County Youth
Reapplication (Y/N)	No	**Number to be served**	48
Estimated Request	$200,000	**Division Director**	Deborah Johnson
Award Period	Feb 2026 to Feb 2028	**Program Manager**	Carlos Clemente-Juarez

Project Goal (One sentence goal statement)

The Chick-Fil-A True Inspiration Awards grant will support the Youth Emergency Shelter operated by the California Veteran Affairs Foundation under CAPK, enabling the addition of 12 shelter non-congregate beds and extended stays of six months for 48 additional youth over the two-year funding period.

Project Description (Brief one paragraph description)

The Chick-Fil-A True Inspiration Awards grant will enhance the Youth Emergency Shelter program to better address the needs of homeless youth and young families in Kern County. The program is experiencing an increased demand for shelter beds, and youth often require longer stays due to the limited availability of safe, affordable housing. To address these needs, CVAF will use this funding to add 12 non-congregate beds, extend shelter stay durations, and provide trauma-informed case management tailored to youth-specific challenges. Over a two-year period, services will be expanded to accommodate an additional 48 homeless youth and young families and will increase the program's total capacity from 120 participants to 168.

Estimated Budget Summary

The $200,000 Chick-fil-A True Inspiration Award grant will support the CVAF Youth Emergency Shelter program over two years, funding staff salaries and benefits, 12 non-congregate shelter bed youth client housing, supplies, and essential operating costs. The budget includes support for 0.65 FTE across three staff, local travel, shelter rent, risk mitigation, and wraparound services such as food and pest control. A 10% indirect rate covers administrative support to ensure effective program delivery.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

May 22, 2025
1. Division Director — Date

Pritika Ram — May 22, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster — May 22, 2025
4. Chief Financial Officer — Date

Jun 2, 2025
5. Chief Facilities and Technology Officer — Date

Jun 2, 2025
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Housing & Supportive Services
Funding Agency	FHL Bank	**Project Name**	Workforce Pathways for Stability
CFDA	N/A	**Target Population**	Underserved priority populations
Reapplication (Y/N)	N	**Number to be served**	150
Estimated Request	$ 150,000	**Division Director**	Rebecca Morena
Award Period	9/5/2025 to 3/31/2027	**Program Manager**	N/A

Project Goal (One sentence goal statement)

CAPK proposes the creation of a Workforce and Economic Mobility Hub to centralize and enhance workforce development services for veterans, at-risk youth, and individuals experiencing homelessness, justice involvement, and economic hardship in Kern County by aligning programming to address a critical service gap in access to integrated financial education and asset-building supports.

Project Description (Brief one paragraph description)

Community Action Partnership of Kern (CAPK) proposes the creation of a Workforce and Economic Mobility Hub to centralize and enhance workforce development services for veterans, at-risk youth, and individuals facing homelessness, justice involvement, or economic hardship in Kern County. Building on successful programs like Project HireUp, the Adult Reentry Program, CalAIM Day Habilitation, VITA, and an on-the-job training partnership at the CAPK Food Bank, the Hub will address a key service gap by embedding financial capability services—such as budgeting, banking access, and asset building—into individualized case plans. Through integrated coaching, workshops, and partnerships with financial institutions, the Hub aims to serve at least 150 participants, improve job placement rates by 20%, and reduce economic vulnerability, ultimately promoting financial independence and community stability.

Estimated Budget Summary

The AHEAD grant will fund a full-time Hub Coordinator for 18 months to lead the Workforce and Economic Mobility Hub. This position will coordinate efforts across CAPK's internal programs to meet goals for client enrollment and integrated workforce and financial capability services. Grant funds will support salary, benefits (medical, dental, retirement, FICA), and a portion of training and in-person meeting costs. The budget also includes CAPK's 10% de minimis indirect rate to cover administrative support, HR, IT, finance, and facilities. As an in-kind contribution, CAPK will provide travel across Kern County, office space (120 sq. ft.), a computer with accessories, office supplies, printing, outreach materials, and indirect costs totaling $10,809.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Rebecca Moreno — May 27, 2025
Rebecca Moreno (May 27, 2025 19:11 EDT)
1. Division Director — Date

Pritika Ram — May 27, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster — May 27, 2025
4. Chief Financial Officer — Date

May 28, 2025
5. Chief Facilities and Technology Officer — Date

May 28, 2025
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Veterans & Supportive Services
Funding Agency	Bakersfield-Kern Regional Homeless Collaborative (CoC)	**Project Name**	East Kern Transitional Housing (TH) and Rapid Rehousing (RRH)
CFDA	N/A	**Target Population**	Homeless Youth
Reapplication (Y/N)	N	**Number to be served**	36
Estimated Request	$ 1,216.124.00	**Division Director**	Deborah Johnson
Award Period	10/1/2025 to 9/30/27	**Program Manager**	Carlos Clemente-Juarez

Project Goal (One sentence goal statement)

The Rural East Kern TH/RRH Project aims to provide client-centered transitional and rapid rehousing options, combined with wraparound services, to help 36 youth in underserved East Kern communities achieve stable housing, self-sufficiency, and long-term stability.

Project Description (Brief one paragraph description)

The Rural East Kern TH/RRH Project provides transitional and rapid rehousing for 36 homeless youth across Mojave, Ridgecrest, and Lake Isabella, combining 2 transitional units and 24 rapid rehousing units secured through local landlord partnerships. Youth are enrolled through CES and supported by 2.0 FTE trauma-informed case managers delivering housing navigation, life skills, education, employment, and healthcare services. Aligned with the YHDP Coordinated Community Plan, the project maintains a 1:12 TH:RRH ratio, integrates with CAPK's regional Family Resource Centers, and ensures long-term sustainability through CalAIM funding, foundation support, and CAPK housing programs.

Estimated Budget Summary

The Rural East Kern TH/RRH Project has a total two-year budget of $1,520,154, with $1,216,124 requested from YHDP funding and $304,031 provided through in-kind contributions, primarily from CalAIM and HHAP sources. The largest expenses are rental assistance ($674,112) and supportive services ($360,000), followed by leasing, operational costs, and administrative expenses.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

06/02/2025
1. Division Director — Date

Pritika Ram
2. Chief Business Development Officer — Date

06/02/2025
3. Chief Program Officer — Date

Stacy Webster 06/02/2025
4. Chief Financial Officer — Date

06/02/2025
5. Chief Facilities and Technology Officer — Date

06/02/2025
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Veteran Services and CalAIM
Funding Agency	CA Dept. of Housing and Community Development City of Bakersfield (LEAD)	**Project Name**	Ramkabir Permanent Supportive Housing
CFDA	N/A	**Target Population**	unhoused individuals and veterans
Reapplication (Y/N)	N	**Number to be served**	30
Estimated Request	$ $13,587,175	**Division Director**	Deb Johnson
Award Period	10 to 15 Years	**Program Manager**	N/A

Project Goal (One sentence goal statement)

The HCD HomeKey+ service delivery will be grounded in the Housing First model to ensure low-barrier access to housing without preconditions such as sobriety or service participation. Community Action Partnership of Kern (CAPK) is the Co-Applicant and Lead Service Provider, in addition to being a BKRHC member agency, is responsible for operating the Kern County Coordinated Entry System (CES) that will coordinate intake through the CES and deliver comprehensive supportive services based on the needs of the participants, including behavioral health care, employment assistance, case management, and connections to long-term supports. For veteran participants, CAPK's California Veterans Assistance Foundation (CVAF) program works with veterans to verify their status and initiate services. The Ramkabir PSH project is a cost-effective, community-centered solution that reuses existing infrastructure to address Kern County's growing need for permanent supportive housing.

Project Description (Brief one paragraph description)

The Ramkabir Permanent Supportive Housing Project located at 901 Union Avenue in the City of Bakersfield (Kern County, California), involves the adaptive reuse of the Ramkabir Motel, a vacant 38-room property owned by the City of Bakersfield, to create high-quality Permanent Supportive Housing (PSH) for a mixed target population, including veterans, individuals with behavioral health challenges, and those experiencing or at risk of homelessness. The City of Bakersfield is the owner of the Ramkabir motel site and commits the site for the purpose of establishing 30 PSH units for this Homekey + project. The City further commits $1,147,656 in Homeless Housing, Assistance, and Prevention (HHAP) Round 4 funds to support construction and $2,342,589 of HHAP 5 toward a five-year operating match. These funds will be supplemented by a blend of committed rent subsidies, including Behavioral Health Services Act (BHSA) funding for ten (10) non-veteran tenants, fifteen (15) committed Tenant-Based HUD-VASH vouchers for veteran residents with behavioral health challenges, and Shallow subsidy renewable resources targeted to support aging or low-income veterans.

Estimated Budget Summary

The construction and development budget is $11,067,175, and the operating subsidy is $2,520,000, totaling $13,587,175. Funds allocated for operating expenses must be expended within 10 years from the date of initial occupancy. HCD may, at its discretion, extend this period up to a total of 15 years if justified. Acquisition/Rehabilitation Projects: These must be completed within 12 months from the date of award. All Permanent Supportive Housing (PSH) projects funded through Homekey+ are required to maintain affordability for a minimum of 55 years.

Recommendation

Staff recommends retroactive approval for CAPK's participation as a co-applicant in the funding application submitted by the City of Bakersfield as the lead entity on May 30, 2025, and to authorize the Chief Executive Officer to execute the subcontract agreement if awarded, including any subsequent amendments throughout the duration of the contract term.

Approvals:

1. Chief Financial Officer — Date: Jun 3, 2025
2. Chief Business Development Officer — Date: Jun 3, 2025
3. Chief Program Officer — Date:
4. Chief Facilities and Technology Officer — Date: Jun 3, 2025
5. Chief Executive Officer — Date: Jun 3, 2025

Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
May 2025

Funding Type	Federal	**CAPK Program**	VITA
Funding Agency	Internal Revenue Service	**Project Name**	Tax Counseling for the Elderly (TCE)
CFDA	21.006	**Target Population**	Elderly
Request	$	**Division Director**	Freddy Hernandez
Award Period	October 1st, 2025 – September 30th, 2026	**Program Manager**	Jacquelyn Guerra
Description	This project will assist elderly adults aged 60+ with free tax preparation assistance.		

Funding Type	Private	**CAPK Program**	M St.
Funding Agency	Hard Rock Foundation	**Project Name**	Hard Rock Foundation Grant
CFDA	N/A	**Target Population**	Individuals experiencing homelessness
Request	$5,000	**Division Director**	Rebecca Moreno
Award Period	1 year term	**Program Manager**	Laurie Hughey
Description	On behalf of the Foundation, the CAPK Grants Team applied to the Hard Rock Foundation for $5,000. This grant will be utilized to purchase hygiene kits and ready-to-eat meals for M St. clients.		

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Sprouts Healthy Communities Foundation	**Project Name**	Summer Grants Program: The Wellness Across the Lifespan Grant
CFDA	N/A	**Target Population**	Seniors
Request	$10,000	**Division Director**	Susana Magana
Award Period	June 2025 to December 2025	**Program Manager**	Kelly Lowery
Description	CAPK is requesting $10,000 from the Sprouts Healthy Communities Foundation Summer Grants Program to purchase fresh, locally grown produce for immediate distribution to adults and vulnerable populations across Kern County.		

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
May 2025

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	SCAN Health Plan	**Project Name**	SCAN Health Plan Older Adult Nutrition Programs
CFDA	N/A	**Target Population**	Seniors
Request	$10,000	**Division Director**	Susana Magana
Award Period	June 2025 to December 2025	**Program Manager**	Kelly Lowery
Description	CAPK is requesting $10,000 from the SCAN Health Plan's Older Adult Nutrition and Food Access Program to purchase fresh, locally grown produce for immediate distribution to seniors across Kern County.		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

Date Presented/Approved

Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Request		**Division Director**	
Award Period		**Program Manager**	

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
May 2025

Description	

Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Request		**Division Director**	
Award Period		**Program Manager**	
Description			

Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Request		**Division Director**	
Award Period		**Program Manager**	
Description			

Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Request		**Division Director**	
Award Period		**Program Manager**	
Description			

Funding Type		**CAPK Program**	
Funding Agency		**Project Name**	
CFDA		**Target Population**	
Request		**Division Director**	

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
May 2025

Award Period		**Program Manager**	
Description			

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Date Presented/Approved

Policy Council:	_____	PRE Presentation:	_____	B&F Approval:	_____	Board Approval:	_____

Month	May-25	**Program/Work Unit**	Head Start Preschool & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	**Enrollment and Attendance Manager**	Carol Hendricks
Reporting Period	May 1, 2025 - May 31, 2025		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home- based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	743	753	753	99%	
Disabilities	227 (YTD)	10%	10%	39%	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	59	n/a	n/a	8%	

Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	936	936	936	100%	
Disabilities	112 (YTD)	10%	10%	12%	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	79	n/a	n/a	8%	

Home Visiting Program (SRV 2cc, 7a)	**Monthly**	**Year-To- Date**	**Annual Goal (Contract Limit 310)**	**Annual Progress (Calendar)**	**Annual Progress (Program Year)**
Enrollment	250	365	308	68%	119%

Central Kitchen	**Total Meals Delivered**	**Breakfast**	**Lunch**	**Snack**
Meals and Snacks	53,744	19,277	16,868	17,599

Child and Adult Care Food Program (CACFP) (Note: The data represents information from April 2025)	**Total Meals Delivered**	**Meals Allocated (CACFP/HS)**	**# of Meals Served**	**% of Meals Served**
Meals and Snacks (SRV 5ii)	74,088	52,917/21,171	58,467	79%

Eligibility Determination (SRV 7b) (January 2025-December 2025)	122	746
Total Community Services	**122**	**746**

Explanation (Over/Under Goal Progress)

For May 2025, we have met our goals with our full-enrollment initiative. This is the sixth consecutive month reaching the benchmark set by the Office of Head Start.

	Progress Towards Goal
Goal III: Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	Objective A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before June 2026. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse. ` Progress: Exploring new resources to enhance protecting children by recognizing the signs and symptoms of suspected child abuse or neglect, understanding the responsibilities of a mandated reporter, and supporting families when filing a mandated report. Also, Preservice for our Homebase and HVP Program will be held on June 2, 2025 thru June 4, 2025. During Preservice, training on identifying child abuse and mandated reporting is provided to staff. Preservice for SJC and Kern are calendared for July 2025.

Program Description

1.May 5, 2025 – Recruitment Event, Bakersfield College, Arvin Location (Primeros Pasos FSW)
2.May 15, 2025 – Recruitment Event, Building Hope Conference
3.May 17, 2025 – Recruitment Event, East Bakersfield Festival
4.Part Year children are off and have received transition packets with activities to do during the summer. Full Year children also received transition packets to use at home during the summer months. These include monthly calendars with developmentally appropriate activities, crayons, scissors, a journal, and manipulative toys for counting.
5.In the classrooms Summer Fun has started, and children are exploring taking care of pets and gardening. The 2025-2026 School Readiness Goals have been developed; the School Readiness committee was able to review and share feedback, Policy Council approved in May. The School Readiness Goals will be shared with the Board of Directors for approval in June.

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MEMORANDUM

To: Program Review & Evaluation - PRE-Committee

From: Yolanda Gonzales – Director of Head Start/State Child Development

Date: June 11, 2025

Subject: *Agenda Item 5d:* Strategic Plan 2021-2025 Goal 2 Update – **Info Item**

Strategic Goal 2 – To ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities throughout Kern County. Listed below are some program updates that will help us reach our goal:

- Oasis Family Resource Center was awarded a grant that provides rental assistance to individuals and families who are homeless or at-risk of being homeless.
- The VITA program was able to train and certify 96 volunteers who assisted with families and individuals with their annual tax returns. For many of these volunteers, this was a great learning experience.
- The East Kern Family Resource Center completed their laundry and educational room in the month of May 2025. This expansion will allow families to wash their clothing and attend educational courses (i.e. Parenting Classes, Anger Management, and Financial Education) that could help them reconnect with their family.
- In February 2025, Head Start expanded services with the San Joaquin County Office of Education (SJCOE) to serve preschool-aged children, with a primary focus on three-year-olds. CAPK has received new funding through both California State Preschool Program (CSPP) and Head Start to serve a total of 153 children in the city of Stockton. This initiative strengthens early learning opportunities and meets the critical needs of the community.
- Effective April 1, 2025, CAPK entered into a contract agreement with the Open-Door Network. This EHS partnership will serve a total of 16 slots.
- The Family Child Care (FCC) Program's current contract became effective in October 2024 and achieved full enrollment in December 2024. A new contract is projected to begin on July 1, 2025, which will include an increase in the number of available slots.

Group 2 met on April 4, 2025, to review and evaluate our current Strategic goal and to summarize and highlight areas where significant progress was made.

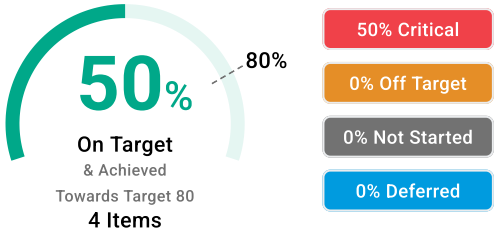
Attachment:
Action Plan Summary report for Goal Group 2

Yolanda Gonzales Summary

Individual Goals

As of June 4, 2025

Yolanda Gonzales



2 Community Access
All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.

Objective	Activity	Sub-Activity
90% of 86% Achieved	**Expand access to services and resources for health and safety of children and youth by providing a safe environment.** (2.1) (EOY Target: 100%) Owner: Yolanda Gonzales, (10/01/21 - 12/31/25) Updated as of 06/07/24 Latest Comment: Obtained contract to increase services in Jan Joaquin County by opening a new facility, including 3-5 yr old children. Also in the beginning stages of opening a family home child care option. (Angie Nelson, 06/07/24)	

40% of 86%

Support the quality and availability of non-traditional hours of service. (2.2) (EOY Target: 100%)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 06/07/24

Latest Comment: Will be seeking childcare providers that are able to provide non-traditional hours, within the Early Head Start and Head Start Program. (Angie Nelson, 06/07/24)

35% of 86%

Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) (EOY Target: 100%)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 02/02/24

Latest Comment: East Kern Resource Center and Oasis has partnered with Dept of Human Services to increase support services for parenting classes, and waiving fees. Transportation services are also provided. Families from Head Start are also receiving services. (Angie Nelson, 02/02/24)

73% of 86%

Support workforce development and employment opportunities for CAPK clients. (2.3) (EOY Target: 100%)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 06/07/24

Latest Comment: Energy has partnered up with Bakersfield College and a Solar Company to train individuals to install solar systems. (Angie Nelson, 06/07/24)

DATE	June 18, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th St., 3rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Chair Michelle Jara-Rangel called the meeting to order at 12:05 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Michelle Jara-Rangel, Fred Plane, Fatima Echeverria & Ana Vigil

   Absent: None

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Gabrielle Alexander, Director of Finance; Maria Contreras, Director of Facilities; Rebecca Moreno, Director of Housing & Support Services; Susana Magana, Director of Health & Nutrition Services, Lisa McGranahan, Chief Human Resources Officer; Yolanda Gonzales, Director of Head Start & State Child Development; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for April 30, 2025 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the reports included in the agenda packet.

      Michelle Jara-Rangel inquired about the supply budget that shows it is 50% over budget. Tracy Webster said the increase is included in the budget revision being discussed in the next agenda item.

      Michelle Jara-Rangel also asked why the credit card payments are 30 to 60 days overdue. Tracy stated there are times when accounting does not receive all of the receipts for the credit card purchases in time and partial payments are not accepted.

   b. Agency Budget Revision #1 – Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster presented the above action item outlining the program budget that includes a $98,000 shift in CSBG funds from the Shafter Youth Center to the Food Bank, due to the planned suspension of services at the Youth Center. More details on this suspension will be shared at the Board meeting on June 25, 2025. The annual indirect budget has increased from $10,831,963 to $10,942,488. This increase is due to updated expense estimates, expected audit costs related to new lease accounting rules (ASU 842), revised salary costs, and anticipated temporary contract labor needs.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Echeverria/Plane).

c. 2-1-1 Call Center – United Way Merced County FY 2025-2028 , Sabrina Jones-Roberts, Program Administrator - ***Action Item***

Sabrina Jones-Roberts presented the above agenda item highlighting the renewal agreement details and stated this will mirror efforts for United-Way counterparts and will not require any additional staff.

Ana Vigil inquired if CAPK is confident it will be able to handle these calls without additional staff, remembering a time when there were long hold times. Sabrina answered at one point they were handling 2,000 to 3,000 calls for an internal program. The 2-1-1 department is no longer managing those calls. The department has the capacity to take on more calls at this time and our current hold times are extremely low.

Jermy Tobias added when there was an issue with long wait periods during the pandemic when staff were out, and the call volume increased. This is a renewal, so we are essentially already handling these calls.

Michelle Jara-Rangel inquired about the renewal contract and the shift to answer calls during business hours vs after hours and asked if the department had the staff to cover those hours. Sabrina responded it's not a substantial number of calls during business hours and they have the capacity to handle them.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Plane).

d. 2025-2026 Head Start Program Budget Revision, Rosa Guerrero, Administrative Analyst – ***Action Item***

Rosa Guerrero presented the above agenda item and discussed the reallocation from Early Head Start programs to Head Start Preschool.

Michelle Jara-Rangel inquired if it's the same revision that was discussed in the Policy Council. Rosa Guerrero confirmed it was the same. Michelle asked if the information changes from what was provided to Policy Council to please provide that information to the Budget & Finance Committee.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Echeverria).

e. New Lease for 6 West Main Street Suite E, Stockton, Jerry Mead Assistant Director – ***Action Item***

Jerry Meade presented the above agenda item and noted the outdoor environment is quite significant to support Early Head Start & Head Start Classes.

Michelle Jara-Rangel asked Jerry to confirm the start date for the contract and Jerry replied that the term dates are from July 1, 2025 – June 30, 2030.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Plane/Vigil).

f. New Lease for 1105 N. Sacramento Street, Stockton – Jerry Meade, Assistant Director – ***Action Item***

Jerry Meade presented the above agenda item regarding a new lease in Stockton beginning July 1, 2025 – June 30, 2030.

Michelle Jara-Rangel asked where the play yard was according to the map that was included with the agenda packet. Jerry pointed out where the playground is located and referenced there is a toddler area as well as an area for older children.

Anna Vigil asked how far the Lodi facility is to this new Stockton location. Jerry stated the two locations are not far from one another. There is a transition plan for Lodi as there is only a year left on the current lease. They haven't been able to locate any other available options as of now and will need to transition into this location in Stockton if needed.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Plane).

g. 2025-26 County of Kern Home Visiting Program Agreement Retroactive Approval – Jerry Meade, Assistant Director – ***Action Item***

Jerry Meade presented the above agenda item noting it's a retroactive agreement that mirrors the existing contract.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Plane/Vigil).

h. U.S. Department of Housing and Urban Development CA1799L9D042406 and Coordinated Entry System Renewal Contract, Rebecca Moreno, Director of Housing & Support Services - ***Action Item***

Rebecca Moreno presented the above agenda item noting CAPK has been operating with HUD since 2018.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Echeverria).

i. Status of California Migrant Child Care Contract, CMIG, Carol Hendricks, Enrollment & Attendance Manager – ***Info Item***

Jerry Meade and Carol Hendricks presented the above information Item.

Michelle Jara-Rangel inquired if it is possible to move these funds under MCAP. Jerry Meade replied we've asked that question to see if we can give it MCAP or any other program, but we don't have the answers to those questions yet. Once CAPK has those answers we will bring them back to the Board for approval.
Ana Vigil inquired if the families are possibly not able to provide the proof of income. Jerry Mead replied, in those scenarios, when families can't provide the required documents, we will reach out to their employer or ask for a statement of income. Carol Hendricks added most of our migrant families have applied for other state programs and keep their documents together knowing they may be required.

Fatima Echeverria asked if the lack of required documents is the reason why CAPK doesn't qualify for the contract. Jerry Mead said the number of individuals that are considered is a smaller amount because we are

also providing services to homeless, foster, and public assistance families. Carol Hendricks added those families that may not qualify for CMIG, are still being covered, but just not under the migrant contract.

j. Goal Group 6 Status Update, Tracy Webster, Chief Financial Officer – ***Info. Item***

Tracy Webster provided a final update on CAPK's Goal Group 6 noting CAPK exceeded some of the subgroup goals.

k. April Financial Reports 2025, Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy presented April Financials noting in April, the agency did not use its line of credit and continues to maintain enough unrestricted cash to support programs with negative cash balances.

As of April 30, Central Kitchen expenditures were at 19.8%, slightly above the 16.7% target, while USDA revenue was at 18.1%. CMAP revenue is currently at 69.7%, which is below the target of 83.3%. Attendance for center-based state programs varied, with CCTR at 111.6%, CSPP at 92.1%, and CMIG at 3.9%. In San Joaquin County, the CCTR program, sponsored by SJCOE, reported 85.1% attendance, meeting its target.

Overall agency expenditures are at 15%, aligning with the 16.7% target. The Indirect Fund shows a surplus of $218,218, or 27.1% of the budgeted indirect surplus, with expenditures at 12.6%, also in line with the target.

Michelle Jara-Rangel inquired if the facility account will be closed once the funds are spent and Tracy confirmed that the accounts will be closed once the funds have been spent.

Michelle also asked why we are still showing the existence of a Wells Fargo Account. Tracy explained there were multiple issues trying to close the Wells Fargo account, until today. Gabrielle Alexander was finally able to close the Wells Fargo account.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Vigil/Plane).

5. <u>Committee Member Comments</u>

None

6. <u>Next Scheduled Meeting</u>

Budget & Finance Committee
August 13, 2025
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. <u>Adjournment</u>

The meeting was adjourned at 1:08 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: June 18, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended April 30, 2025 – **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 second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2025, through April 30, 2025. Two months (16.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 21% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 15% of the budget.

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

The non-Federal share is at 66% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - April 30, 2025
Month 2 of 12 (16.67%)

Prepared 06/09/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	4,284,179	704,889	3,579,290	16%	84%
FRINGE BENEFITS	1,372,427	110,133	1,262,294	8%	92%
TRAVEL	27,500	-	27,500	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	267,508	152,222	115,286	57%	43%
CONTRACTUAL	93,140	41,469	51,671	45%	55%
CONSTRUCTION	-	-	-		
OTHER	1,747,646	729,214	1,018,432	42%	58%
INDIRECT	733,517	52,842	680,675	7%	93%
TOTAL BASE FUNDING	**8,525,917**	**1,790,769**	**6,735,148**	**21%**	**79%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	30,452	6,763	23,689	22%	78%
SUPPLIES	11,993	617	11,376	5%	95%
CONTRACTUAL	6,400	-	6,400	0%	100%
OTHER	31,876	5,485	26,392	17%	83%
INDIRECT	8,072	655	7,417	8%	92%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**88,793**	**13,520**	**75,273**	**15%**	**85%**
GRAND TOTAL HS FEDERAL FUNDS	**8,614,710**	**1,804,289**	**6,810,421**	**21%**	**79%**

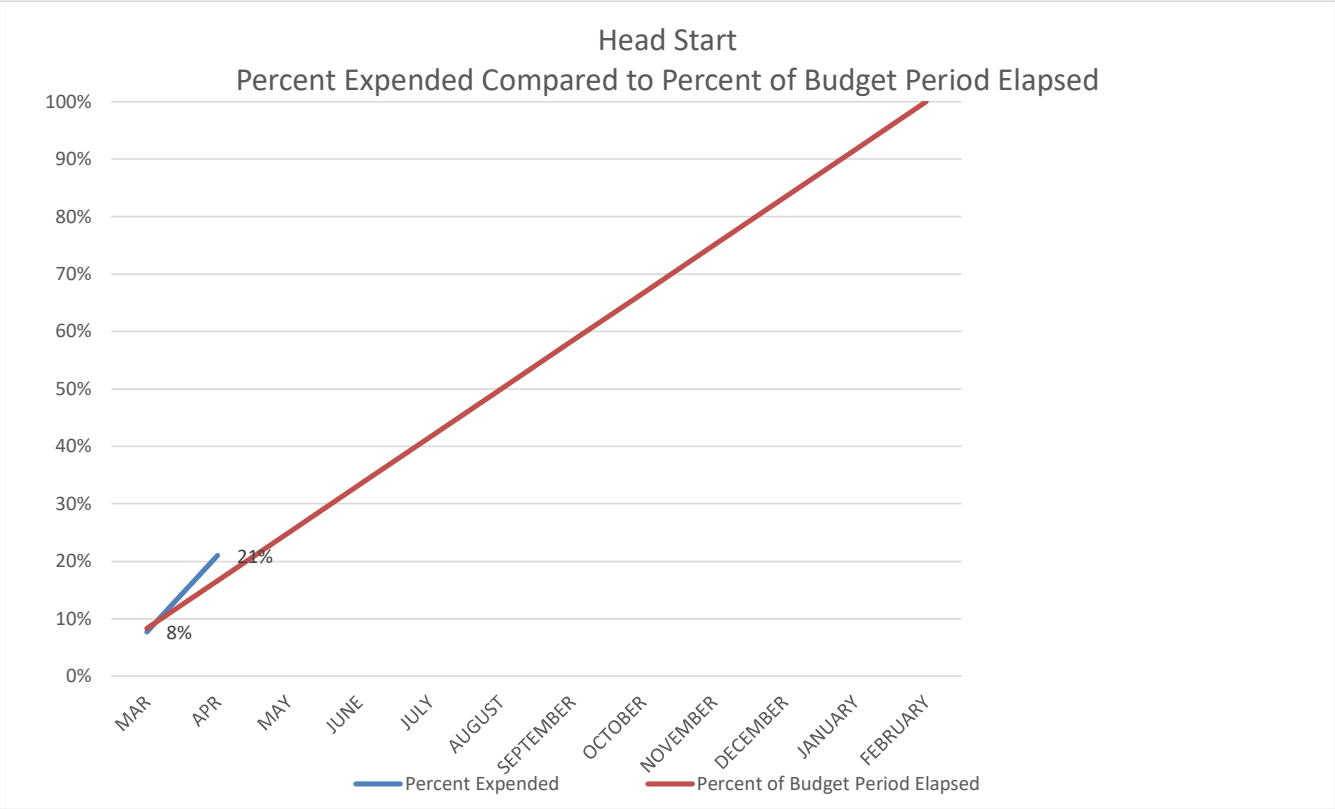
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,052,400	817,059	235,341	78%	22%
CALIF DEPT OF ED	3,959,029	2,512,719	1,446,310	63%	37%
TOTAL NON-FEDERAL	**5,011,429**	**3,329,778**	**1,681,651**	**66%**	**34%**

Budget reflects Notice of Award #09CH012489-02-00
Actual expenditures include posted expenditures and estimated adjustments through 04/30/2025
Administrative Cost for HS and EHS Combined **35.1%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	62,945				**62,945**	5/1/2025
Lowe's	43,364	-	1,442	(58)	**44,747**	5/2/2025
Smart & Final	384	1,147	165	64	**1,760**	5/1/2025
Save Mart	1,260	-	-	-	**1,260**	5/1/2025
Chevron & Texaco Business Card	3,620	-	-	-	**3,620**	5/6/2025
Home Depot	24,845		-	-	**24,845**	5/5/2025
	136,417	**1,147**	**1,607**	**6**	**139,177**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
21%
8%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: June 18, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended April 30, 2025 – **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 second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2025, through April 30, 2025. Two months (16.67%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 25% of the budget.

Training & Technical Assistance Funds

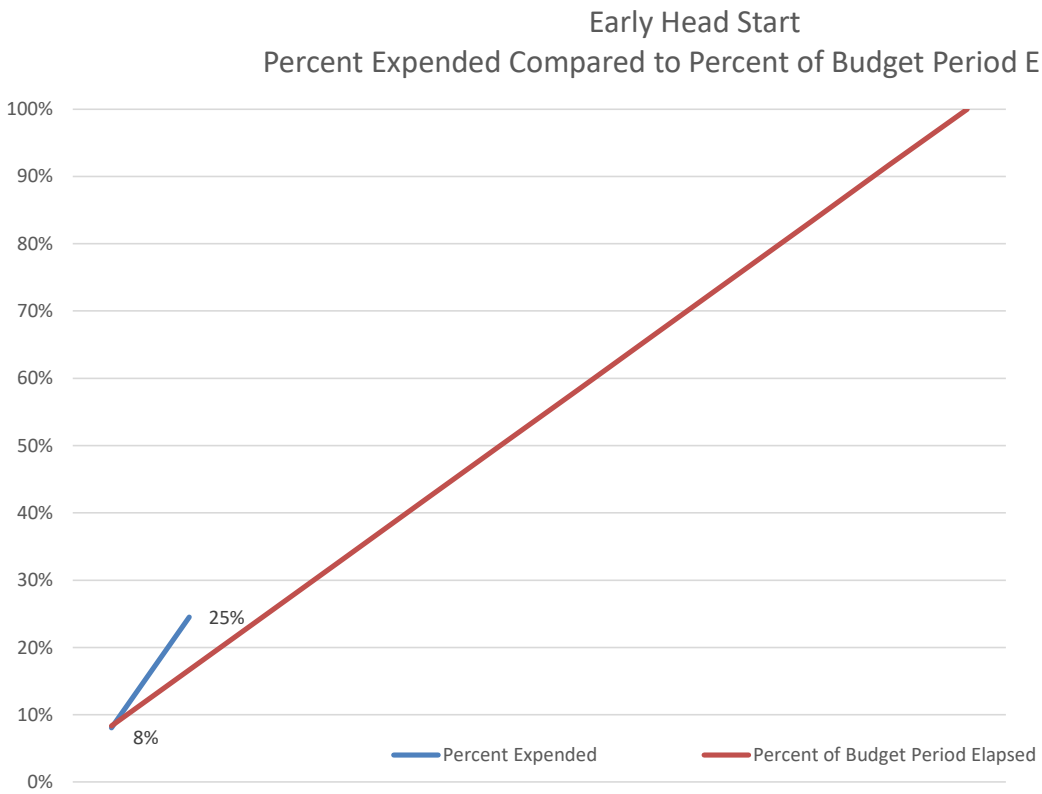
Overall expenditures are at 10% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - April 30, 2025
Month 2 of 12 (16.67%)

Prepared 06/09/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	6,217,885	1,276,628	4,941,257	21%	79%
FRINGE BENEFITS	1,922,216	595,779	1,326,437	31%	69%
TRAVEL	22,500	-	22,500	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	375,801	191,566	184,235	51%	49%
CONTRACTUAL	500,622	159,519	341,103	32%	68%
CONSTRUCTION	-	-	-		
OTHER	1,211,550	458,938	752,612	38%	62%
INDIRECT	1,008,455	77,408	931,047	8%	92%
TOTAL BASE FUNDING	**11,259,029**	**2,759,837**	**8,499,192**	**25%**	**75%**
TRAINING & TECHNICAL ASSISTAN					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	59,316	10,692	48,624	18%	82%
SUPPLIES	15,006	347	14,659	2%	98%
CONTRACTUAL	13,041	-	13,041	0%	100%
OTHER	68,977	5,130	63,847	7%	93%
INDIRECT	15,634	1,110	14,524	7%	93%
TOTAL TRAINING & TECHNICAL AS	**171,974**	**17,279**	**154,694.61**	**10%**	**90%**
GRAND TOTAL EHS FEDERAL FUN	**11,431,003**	**2,777,117**	**8,653,886**	**24%**	**76%**

Budget reflects Notice of Award #09CH012489-02-00
Actual expenditures include posted expenditures and estimated adjustments through 04/30/2025


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
25%
8%
Percent Expended
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, 2025 through February 28, 2026
Report for period ending April **30, 2025** (Month 2 of 12)

Percent of budget period elapsed: 16.7%

LOCATION	Enroll-ment	March	April	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,917	28,667	Kern	43,028	67%
Alicante	20	11,086	14,447	25,533	Kern	25,311	101%
Angela Martinez	105	27,015	21,683	48,698	Kern	132,882	37%
Broadway	37	5,316	5,440	10,756	Kern	46,825	23%
Cleo Foran	23	3,034	12,835	15,869	Kern	29,107	55%
Delano	60	24,096	9,760	33,856	Kern	75,933	45%
Fairfax	34	2,070	7,691	9,761	Kern	43,028	23%
Harvey L. Hall	142	30,765	25,152	55,917	Kern	179,707	31%
Heritage	17	1,689	893	2,582	Kern	21,514	12%
Home Base	160	24,335	8,041	32,376	Kern	202,487	16%
Martha J. Morgan	50	23,064	23,390	46,455	Kern	63,277	73%
Oasis	42	10,133	11,920	22,053	Kern	53,153	41%
Pete H. Parra	116	464	387	851	Kern	146,803	1%
Primeros Pasos	67	81,225	74,443	155,668	Kern	84,791	184%
Rosamond	51	693	0	693	Kern	64,543	1%
San Diego	32	7,550	7,807	15,357	Kern	40,497	38%
Shafter	17	3,862	4,209	8,071	Kern	21,514	38%
Shafter HS/EHS	24	6,413	7,331	13,744	Kern	30,373	45%
Sterling	117	12,200	0	12,200	Kern	148,068	8%
Stockdale Head Start	41	4,620	6,460	11,080	Kern	51,887	21%
Sunrise Villa	17	2,558	1,040	3,598	Kern	21,514	17%
Taft	51	5,698	317	6,016	Kern	64,543	9%
Tehachapi	15	1,306	883	2,190	Kern	18,983	12%
Vineland	17	6,189	5,062	11,250	Kern	21,514	52%
Virginia	17	12,711	11,663	24,374	Kern	21,514	113%
Willow	40	13,515	12,644	26,159	Kern	50,622	52%
Administrative Services		0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	Kern/SJC		
Governance		0	0	0	Kern	15,000	0%
Program Services		25,482	21,390	46,872	Kern/SJC	74,265	63%
California Street	24	11,855	7,472	19,327	SJC	30,373	64%
Gianone	16	2,302	2,438	4,740	SJC	26,431	0%
Kennedy	16	2,963	3,594	6,557	SJC	20,249	32%
Lodi Home Base	20	16,259	10,005	26,264	SJC	25,311	104%
Lodi UCC	24	9,854	9,439	19,294	SJC	30,373	64%
Lathrop Home Base	20	16,259	3,802	20,061	SJC	25,311	79%
Marci Massei	24	8,028	7,640	15,667	SJC	30,373	52%
Stockton Home Base	40	13,285	11,868	25,153	SJC	50,622	50%
Lathrop	24	5,549	3,802	9,352	SJC	30,373	31%
SUBTOTAL IN-KIND	**1,554**	**449,193**	**367,867**	**817,059**	**0**	**2,062,099**	**40%**
					x		
State General Child Care*		360,286	0	360,286	Kern	2,420,779	15%
State Preschool*		916,299	639,719	1,556,017	Kern	6,219,213	25%
State Migrant Child Care*		1,191	1,248	2,438	Kern	50,000	5%
SUBTOTAL CA DEPT of ED		**1,277,776**	**640,966**	**1,918,742**		**8,689,992**	**22%**
					x		
State General Child Care*		248,476	254,215	502,692	SJC	1,175,152	**43%**
SUBTOTAL CA DEPT of ED		**248,476**	**254,215**	**502,692**		**1,175,152**	**43%**
GRAND TOTAL		**1,975,445**	**1,263,048**	**3,238,493**		**11,927,243**	**27%**
				91,285			
				3,329,778			

Please Note: The CCTR State Contract was fully earned in March; therefore, there will be no In-Kind contributions associated with this contract for April, May, or June.

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, 2025 through February 28, 2026
Report for period ending April 30, 2025 (Month 02 of 12)

Percent of year elapsed: 16.67%

LOCATION	FUNDED ENROLL-MENT	Mar-25	Apr-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,255	0	27,255	137,864	20%
KCSOS - Blanton	16	34,352	1,583	35,935	68,932	52%
Garden Pathways	11	81	317	399	47,391	1%
Taft College	42	27,610	0	27,610	180,947	15%
Escuelita Hernandez	16	49	0	86	68,932	0%
Program Services		0	0	0		
Admin Services		0	0	0		
GRAND TOTAL	**117**	**89,347**	**1,900**	**91,285**	**504,065**	**18%**

Budget reflects Notice of Award #09CH012489-02-00

MEMORANDUM

To: Budget and Finance Committee

From: Sabrina Jones-Roberts, 2-1-1 Program Administrator

Date: June 18, 2025

Subject: *Agenda Item 4c:* 2-1-1 Call Center - United Way Merced County FY 2025-2028 Service Agreement - **Action Item**

The 2-1-1 Kern Call Center program operates around the clock, providing residents with free, comprehensive information and connections to health and human services in Kern County and beyond. They extend support to other United Way partnerships in the Central Valley, like the United Way of Merced County, by offering back-office call handling assistance. Through a services agreement, trained specialists ensure coverage for 211 calls during off-hours, holidays, and weekends.

Currently, the program is in the process of renewing its services contract for another three years, spanning from July 1, 2025, to June 30, 2028, with a request to provide back-office call handling assistance twenty-four hours daily and seven days weekly (24/7). Detailed information regarding the scope of services, reporting, and pricing based on call volume can be found in the enclosed service contract. The proposed Fee Schedule is a base cost for Merced County developed using a core methodology considering the following elements:

1. Call Volume & Staffing Requirements: The pricing tiers reflect anticipated call volumes, starting with an estimated baseline of 1,100 calls per month handled by each Information & Referral Specialist (I&R). As call volumes increase, we anticipate the need for additional I&Rs to maintain service quality, prompting a shift to the next pricing tier.
2. Rate of Pay for I&R: The base pay rate for I&Rs is currently set at $18.93 per hour, with a built-in assumption of a 5% annual merit/COLA adjustment to account for wage growth and cost-of-living increases over the contract term.
3. Operational Expenses: We applied a 10% operational expense rate per year to cover overhead costs, including technology, software licenses, and telephony systems necessary for call center operations. This includes calculating an annual increase of fees based on a percentage.
4. Indirect Cost Rate: The Fee Schedule also includes an indirect cost rate of 10%, aligned with our agency's standard rate to support administrative overhead, including human resources, finance, and general management functions.
5. Operating Margin: An operating margin is included to ensure sustainability by balancing expenses using revenue and leveraging costs associated with staffing and operational changes that may exceed budget projections.

The Fee Schedule was developed to ensure the pricing accurately reflects the actual costs of delivering the service while allowing flexibility to scale staffing in response to increased call volumes.

Recommendation

Staff recommend the Budget and Finance Committee approve the entry into a services contract with United Way of Merced County for 2-1-1 Call Center services for the fiscal years 2025-2028 and further recommend approval by the full Board and authorize the Chief Executive Officer to execute the contract agreement and any amendments throughout the term of the contract.

Attachment

FY 2025-28 United Way of Merced County service agreement

Community Action Partnership of Kern
1300 18th Street, Suite 200 Bakersfield, CA 93301
P: (661) 336-5236

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of July 1, 2025, by and between: United Way of Merced County ("UWMC"), and Community Action Partnership of Kern ("CAPK"). This agreement assumes that call volume will remain within the Tier 1 Pricing metrics (see Exhibit A). When inquiries handled exceed Tier 3 range, 211 Kern will initiate discussions with UWMC for renegotiation of the annual fee.

In consideration of mutual promises and agreements of the parties as herein set forth, Contractor (CAPK) and Client (UWMC) agrees as follows:

1. DESCRIPTION OF SERVICES.

CAPK:

A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via telephone and text for the Client 24 hours daily and 7 days weekly at CAPK's Kern County site.

B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.

C. Maintain a campaign for the Client in its Telephony System domain. CAPK will submit invoices to the Client no later than the fifteenth (15th) of the month for the preceding month.

D. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Merced County needs and requirements and to provide information about Merced County communities. CAPK will work with Client to schedule training dates and times.

E. CAPK will provide UWMC staff with telephony system monthly reports which include but are not limited to:

a. Call Log Reports

i. Number of Calls Received

ii. Number of Calls Handled

iii. Number of Calls Dropped

iv. Average Handle Time

v. Average Time to Abandon

F. CAPK 211 Kern Program Manager and/or Division Director are available for conference calls and in-person meetings when needed. Both parties will work to schedule dates and times that are most convenient.

Client:

A. Provide CAPK with access to 211 Merced County resource database. Different levels of access will include Trainee, Standard, Enhanced, Supervisor and Administration

B. Update its iCarol database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Merced County residents.

C. Conduct follow-up calls for Merced County callers and will be responsible for outreach.

D. Provide CAPK with Client Language Line account number to access this service for non-English/Spanish Merced County callers.

E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.

F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

2. COMMUNICATIONS REGARDING SYSTEM ISSUES

- CAPK will notify UWMC immediately when the Telephony System or CRM goes down. Whether the issue originates within CAPK (internet outage), Five9 or iCarol, UWMC will be informed about action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will perform work using laptops.
- Primary Contact for CAPK: Chief Business Development Officer, Pritika Ram

  Secondary Contact for CAPK: 211 Program Administrator, Sabrina Jones-Roberts
- Primary Contact for UWMC: Chief Executive Officer, Robert Hypes

  Secondary Contact for UWMC: Chief of Staff, Andrew Burkum

3. DISASTER EVENT IN STANISLAUS COUNTY

- In the event of a disaster or UWMC anticipates that a disaster is likely in Merced County, UWMC will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Merced County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary UWMC contacts.
    - Disaster Mode will be confirmed to CAPK by UWMC. CAPK is not able to activate Disaster Mode without confirmation from UWMC.
    - UWMC will maintain updated disaster resources in its iCarol database and will also provide CAPK, via e-mail to 211@capk.org, with real time information as it becomes available.
    - CAPK commits to upholding the primary relationship of UWMC and Merced County local emergency services organizations and will only contact the emergency organizations directly when UWMC contacts are not available or when advised to do so by UWMC staff.
    - Data collection for calls during Disaster Mode will be limited to the following information:
        - ✓ Date of Call
        - ✓ Time of Call

- ✓ Caller's city
- ✓ Reason for call

- o CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
- o UWMC and CAPK agree that activating Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Merced County. UWMC agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Merced County while in Disaster Mode.

4. ADDITIONAL PROJECTS

- UWMC commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development.
- If/when special projects are developed, UWMC commits to providing the following information to CAPK so a budget for the project can be developed if it is determined that the project will lead to a change in call volume during/after the project period and/or will lead to longer handle time for Merced County callers:
  - ✓ Description of special project including any outreach
  - ✓ Description of any additional data collection requirements
  - ✓ Anticipated change in call volume during/after the project period
  - ✓ If there are budget implications, it will be approved ahead of time by UWMC and CAPK. A startup fee may apply to all additional service requests.

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 1300 18th Street, Suite 200, Bakersfield, CA 93301.

6. PAYMENT FOR SERVICES.

- Payment for services shall be $41,445.39 in the first year invoiced at $3,435.78 per month for the scope with an increase per tier (Year 2 fee is $62,487.92 and Year 3 fee is $83,528.44, see Exhibit A).

- If the call abandonment rate exceeds 20% in any two months within a rolling 12-month period, the parties will meet to discuss and agree upon a reasonable credit (if any) to be applied. This ensures a commitment to maintaining high service standards and addressing any issues promptly. It is understood that in instances of local and state emergencies, call volumes significantly increase. Therefore, these situations will be discussed as they relate to call abandonment.

- CAPK will send all invoices to:
  - Andrew Burkum, Chief of Staff – aburkum@unitedwaymerced.org
    United Way of Merced County, (UWMC)
    531 W. Main Street, Merced, CA 95340

  - Jonathan Towell, Chief Financial Officer – jtowell@unitedwaymerced.org

Five9 Invoice Process

1. Monthly Service Charge – monthly service fee based on the Tier Pricing system.
2. Five9 Fees & Taxes – fees and taxes determined by usage (varies monthly).
3. Domain Fee – fee determined by the calculation of usage (varies monthly).
4. Line Fee – fee determined by the number of telephony lines available for 211 Merced County.

7. **TERM/TERMINATION.** The term of this Agreement shall begin on 7/1/2025 through 06/30/2028. This contract may be terminated with or without case upon (90) days' written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.

8. **OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and UWSC.

9. **HOLDING OVER.** Any hold-over after the expiration date of this Agreement shall be construed as a month-to-month agreement until the Description of Services has been completed, or otherwise in accordance with the terms hereof as applicable.

10. **INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.

11. **HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless UWMC from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for UWMC, as fully as is permitted by the laws of the State of California. UWMC agrees to indemnity, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to UWMC performance, as fully as is permitted by the laws of the State of California.

12. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

13. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Client is an independent organization and not an officer, employee, or agent of CAPK.

14. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

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

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)	**UNITED WAY OF MERCED COUNTY ("UWMC")**
Signature: _____	**Signature** _____
Printed Name: _____	**Printed Name:** _____
Title: _____	**Title:** _____
Date: _____	**Date:** _____

Exhibit A

Community Action Partnership of Kern

United Way Mountain Valley Fee Schedule (Merced and Mariposa) FY 2025-2028 DRAFT

UWMV Fee Schedule FY 2025-26			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 4,000	$ 41,445.39	$ 3,453.78
Tier 2	4,001 to 6,000	$ 62,487.92	$ 5,207.33
Tier 3	6,001 to 8,000	$ 83,528.44	$ 6,960.70

UWMV Fee Schedule FY 2026-27			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 4,000	$ 44,484.24	$ 3,707.02
Tier 2	4,001 to 6,000	$ 67,459.22	$ 5,621.60
Tier 3	6,001 to 8,000	$ 90,434.19	$ 7,536.18

UWMV Fee Schedule FY 2027-28			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 4,000	$ 46,108.57	$ 3,842.38
Tier 2	4,001 to 6,000	$ 71,798.95	$ 5,983.25
Tier 3	6,001 to 8,000	$ 96,461.10	$ 8,038.43

MEMORANDUM

To: Budget and Finance Committee

From: Rosa Guerrero – Administrative Analyst

Date: June 18, 2025

Subject: Agenda *4d*: 2025-26 Head Start Program Budget Revision – **Action Item**

The Head Start and State Child Development division is requesting approval to submit a budget revision to the Office of Head Start. Through ongoing monitoring of the budget to actuals, the decision to reallocate funding by major category is needed, mainly due to the recent award of additional funding by the San Joaquin County Office of Education, therefore expanding our Head Start Program /California State Preschool Program (CSPP) contract. This effectively doubles the scope of our Head Start Program operations in the region.

To support the budget revision, Program staff, in partnership with the Finance division, have identified savings in the Personnel category that will be moved to Fringe, Supplies, Contractual, and Other categories. As a result, the program seeks to reallocate a portion of existing personnel costs to the Head Start Program/CSPP contract, which, in turn, creates available funds within our Office of Head Start grant. Additionally, with rising prices for goods and services, particularly those affecting the Head Start Program, our revised cost allocation methodology, applied to reflect current conditions, identified savings largely within Early Head Start. However, cost pressures are disproportionately impacting Head Start Preschool, requiring a funding shift to ensure adequate program support. Reallocation also encompasses a cost per child conversion following additional funds from San Joaquin County Office of Education, further supporting the reallocation between Head Start Preschool and Early Head Start programs. Upon the Board's approval, CAPK's Head Start Program will reallocate approximately $2,365,170 from Early Head Start to the Head Start Preschool program following the cost allocation methodology described above.

Strategic Plan Impact
This proposal is aligned with Goal 2 of the 2021-2025 Strategic Plan: All families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs, as it relates to subgoal 2.1.1, identifying and leveraging emerging funding opportunities to expand services for both early childcare and youth services.

Recommendation
Staff recommend the Budget and Finance Committee approve with resolution the submission of the 2025-2026 Head Start Program Budget Revision (09CH012489) and further recommend approval by the full Board.

Attachment:
Budget Summary
Resolution 2025-07

HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
STATE OF CALIFORNIA EARLY CHILDHOOD EDUCATION FUNDING
2025-2026 COMBINED BUDGET DETAIL

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2025-26 Approved	2025-26 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**31,307,952**	**30,202,973**	**(1,104,979)**	Cost sharing allocation with SJCOE
FRINGE BENEFITS	**9,762,616**	**10,122,500**	**359,884**	Projected increase in benefit costs
TRAVEL	**279,536**	**279,536**	**-**	
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	167,400	171,400	**4,000**	Based on PY actual expenses
Child and Family Services Supplies	953,427	1,162,547	**209,120**	Based on PY actual expenses
Food Services Supplies	93,000	96,500	**3,500**	Projected increase in costs
Other Supplies (e.g. janitorial, training)	219,291	300,416	**81,125**	Projected increase in costs
TOTAL SUPPLIES	**1,433,118**	**1,730,863**	**297,745**	
CONTRACTUAL				
Administrative Services	100,000	100,000	**-**	
Training & Technical Assistance	38,880	38,880	**-**	
Other Contracts	1,087,524	1,390,623	**303,099**	Increase in Partnership rates
TOTAL CONTRACTUAL	**1,226,404**	**1,529,503**	**303,099**	
CONSTRUCTION				
Construction Projects	-	-	**-**	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,131,207	1,047,607	**(83,600)**	Vacancy at Willow CDC
Mortgage	-	-	**-**	
Utilities, Telephone	1,352,700	1,376,950	**24,250**	Projected CPI increase
Building & Child Liability Insurance	119,700	142,700	**23,000**	Projected CPI increase
Building Maintenance/Repair	1,098,141	1,363,727	**265,586**	Projected increase in costs
Local Travel (children)	-	-	**-**	
Nutrition Services	1,971,795	1,812,367	**(159,428)**	Adjust to actuals
Child Services Consultants	100,332	116,832	**16,500**	Projected increase in costs
Volunteers	4,937	4,937	**-**	
Parent Services	16,305	16,805	**500**	Projected increase in costs
Publications/Advertising/Printing	110,750	110,750	**-**	
Training or Staff Development	201,705	201,705	**-**	
Other	588,805	635,805	**47,000**	Projected increase in costs
TOTAL OTHER	**6,696,377**	**6,830,185**	**133,808**	
INDIRECT	**4,917,784**	**4,928,227**	**10,443**	Increase due to change in MTDC
BUDGETED EXPENDITURES	**55,623,787**	**55,623,787**	**-**	

REVENUES

STATE & FEDERAL REVENUES	2024-25 Approved	2025-2026 Projected	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	39,569,892	39,569,892	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,856,259	1,856,259	-	
Estimated California Department of Education	13,676,104	13,676,104	-	
TOTAL STATE & FEDERAL REVENUES	**55,623,787**	**55,623,787**	**-**	

SUMMARY - 2025-2026

TOTAL REVENUES	55,623,787
TOTAL BUDGETED EXPENDITURES	55,623,787
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**13.38%**

RESOLUTION # 2025-07

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision of Head Start Preschool and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on June 25th, 2025, at a scheduled Board meeting 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 a Budget Revision for the Head Start Preschool/ Early Head Start Kern (09CH012489), for budget year 2025-2026; and

WHEREAS, the Head Start and State Child Development Division has requested to submit a budget revision to align with a revised cost allocation, the rising costs of goods and services, budget to actuals, and; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start Preschool 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 budget revision as presented including equipment purchases for the Head Start Preschool and Early Head Start grant; 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 the 2025-2026 budget revision for the Head Start Preschool and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of June 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director ~ Program

Date: June 18, 2025

Subject: *Agenda Item 4e*: New Lease for 6 West Main Steet Suite E, Stockton – **Action Item**

The Head Start Preschool expansion in partnership with the San Joaquin County Office of Education has been awarded to CAPK. The program team has been working closely with the operations and procurement department in securing facilities to support the expansion. Program consulted with the Operation and Finance teams in developing and negotiating the lease terms for a new location in Stockton. This decision was based on comparisons in the area following our customary and reasonable practices. The aggregate total of the lease terms with the potential extensions at the end of the first term requires Board approval.

The facility is in a high-need area of Stockton, CA. The 5,055 square foot building will support two preschool classrooms and three infant/toddler rooms. The outdoor environment includes 6,330 square feet that will support two separate play yards with more than adequate square footage to accommodate the funded enrollment. To ensure our Head Start expansion meets our high level of service, the landlord completed all requested tenant improvements for minor improvements to ensure we receive a fully operational facility upon the execution of the lease. This includes new flooring, paint, and minor renovations. The lease includes a $5,000 allowance for the cost of additional improvements needed to support plumbing revision needed for children's restrooms.

The initial term of the lease is 5 years with a base rent of $6,593.95 and a 3% annual escalation, plus the options to renew for five 1-year extensions. The aggregate amount of the lease contract over the first 5-year term is $285,557.64 beginning 6/1/2025 and ending 5/31/2030. The Second 5-year term is $420,098.16 beginning 6/1/2030 and ending 5/31/2035. As the lease terms exceed the spending authority on the Chief Executive Officer, Board approval is requested. Funding for this expenditure will be supported by the SJCOE HS/CSPP cooperative agreement. Included in the lease is a provision for cancellation should CAPK lose the funding required to operate this center.

The expansion in SJC with the acquisition of this lease supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families though our high-quality facilities.

Recommendation

Staff recommends the Budget and Finance Committee approve and authorize the Chief Executive Officer to execute the lease for 6 West Main Steet, Suite E in Stockton, CA, along with any subsequent lease amendments, and recommend approval by the Board of Directors.

Attachment:

6 West Main Street Lease

LEASE AGREEMENT
BETWEEN
FILIPINO CENTER PLAZA
AND
COMMUNITY ACTION PARTNERSHIP OF KERN

Lessor: Filipino Center Plaza

Lessee: Community Action Partnership of Kern

1. PARTIES. This lease (herein called the "Lease"), dated to be effective as of July 1st, 2025, is made by Filipino Center Plaza, (herein called the "Lessor") and the Community Action Partnership of Kern, (herein called "Lessee").

2. PREMISES. Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor that certain real property, including a 25,416 square foot building and 6,330 square feet of fenced outdoor space, commonly known as 6 West Main Street, Suite E, Stockton, CA 95202, State of California. attached hereto and incorporated herein by reference. (the "Premises").

3. USE. Lessee shall use the Premises as a childcare facility for its Child Education and Development Program (herein called "Lessee's Programs"). Lessee shall develop the Premises to suit Lessee's Programs in accordance with local building and planning department regulations applicable to Lessee's Programs. All staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs, Lessee's invitees and personnel shall be the sole and exclusive responsibility of Lessee. Lessee's Programs shall require the use of the Premises from the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Notwithstanding the foregoing, Lessee shall have exclusive possession of the Premises at all times during the Term.

4. TERM.

a) Initial Term. The Lease shall be for a five (5) year term commencing July 1st, 2025 (the "Commencement Date") and terminating on June 30th, 2030 (the "Initial Term"), unless otherwise terminated according to the terms of this Lease.

b) Option to Extend. Lessee shall have one (1) option to extend this Lease for additional five (5) year term following expiration of the Initial Term ("Option Term"). Lessee shall notify Lessor of its intent to exercise such option by giving no more than 360 days and no less than 60 days written notice prior to the expiration of Initial Term. Upon receipt of such option notice, Lessor and Lessee shall negotiate a new monthly rent for the Option Term. Except for the monthly rent, all the terms and conditions of this Lease shall continue to apply and remain in full force and effect, for the duration of the Option Term. The Initial Term and once Lessee's option is exercised, the Option Term shall be collectively referenced as the "Term". The rental rate for the extension term shall be set forth as follows:

Option year 1 - $6,593.95
Option year 2 - $6,791.77
Option year 3 - $6,995.52
Option year 4 - $7,205.39
Option year 5 - $7,421.55

5. RENT. Lessee shall pay Lessor a monthly rent in the amount of Five Thousand Six Hundred Eighty-Eight dollars ($5,688.00) on the first day of each month. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. Notwithstanding the foregoing, no rent shall be due from Lessee until the specific improvements itemized in Section 8 are substantially complete, as determined by Lessee in its reasonable discretion. Rent shall increase by 3% each year, according to the following schedule.:

07/01/2025 - 06/30/2026 monthly rent $5,688.00
07/01/2026 - 06/30/2027 monthly rent $5,858.64
07/01/2027 – 06/30/2028 monthly rent $6,034.40
07/01/2028 – 06/30/2029 monthly rent $6,215.43
07/01/2029 – 06/30/2030 monthly rent $6,401.89

6. DEPOSIT: The Lessee shall pay Lessor a security deposit in the amount of Six Thousand Five Hundred Dollars ($6,500).

The total amount due at signing is as follows:

- First Month's Rent: $5,688.00
- Security Deposit: $6,500
- CAM Fees (if any): $666.98

  TotaI: $12,854.98

7. FEES. Each year, the Lessor shall perform a reconciliation of the estimated operating expenses against the actual expenses incurred. If the actual expenses exceed the estimated amount, the Lessee shall pay the difference in a lump sum. Conversely, if the actual expenses are less than estimated, the Lessee shall receive an offsetting rent credit in a lump sum during the month following the reconciliation.

In addition to the minimum base rent, the Lessee shall be responsible for their proportionate share of commercial operating expenses, as outlined below:

The 2025 commercial building budgeted **operating expenses** are estimated to be $40,242. Therefore, the Additional Rent would equate to $666.98 monthly in Additional Rent, being $0.13 PSF.
($40,242 x 19.889% = 8,03.73 / 12 = 666.98 Monthly)

8. TERMINATION.

a) By Lessor. Lessor may terminate this Lease For Cause (defined below), upon the expiration of that thirty (30) day period following the receipt by Lessee (the "Cure Period") of written notice of a material breach of this Lease by Lessee (the "Cure Notice") if such material breach is not cured by Lessee within the Cure Period. If this Lease is terminated by Lessor For Cause prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term.

b) By Lessee. Lessee may terminate this Lease for any reason, upon thirty (30) days' notice to Lessor. Notwithstanding the foregoing, if Lessee terminates this Lease due to lack of funding for Lessee's Programs, Lessee shall provide Lessor with sixty (60) days written notice, if possible.

c) Lessor's Personal Property. Upon any termination of the Lease or the expiration of its term, Lessee shall be allowed to remove all personal property introduced to the Premises by Lessee that is not otherwise defined herein as a Trade Fixture.

d) Lessee's Trade Fixtures. Upon any termination of the Lease or the expiration of its term, at Lessee's option, Lessee shall be allowed to remove all Trade Fixtures (defined below). Lessee shall be responsible for repairing any damage caused by such removal.

9. MAINTENANCE AND REPAIRS.

a) Lessor's Obligations. Lessor shall, at its own cost and expense keep the Premises, Utility Installations, and Alterations in good order, condition and repair (whether the portion of the Premises requiring repair is structural or non-structural, and whether or not the need for such repairs occurs as a result of Lessee's use, any prior use, the elements or the age of such portion of the Premises, and whether or not made by Lessee), including, but not limited to, all equipment or facilities, such as plumbing, heating, ventilating, air-conditioning, electrical, lighting facilities, boilers, pressure vessels, fire protection system, fixtures, walls (interior and exterior), foundations, ceilings, roofs, floors, windows, doors, plate glass, skylights, landscaping, driveways, parking lots, fences, retaining walls, signs, sidewalks and parkways located in, on, or adjacent to the Premises.

b) Lessee's Obligations. Notwithstanding Lessor's maintenance obligations above, Lessee shall be responsible for minor (costing less than $500.00) general maintenance of the Premises, Utility Installations and Alterations, including but not limited to replacement of hardware, lighting, etc. Also, any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide written notification to the Lessor of any needed repairs; unless exigency requires telephone contact. If, after, thirty (30) days' written notice of a needed repair, repairs are not complete, Lessee has the right to make the necessary repairs and deduct the repair expense

from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

10. ALTERATIONS; UTILITY INSTALLATIONS; TRADE FIXTURES.

a) Definitions.

i) The term "Applicable Requirements" shall mean all laws, regulations, rules, ordinances, judgments or orders of any federal, state or local government, agency or court with jurisdiction over the Premises or Lessee's Programs. For the purpose of illustration and not by way of limitation, compliance with Applicable Requirements shall mean obtaining all permits, licenses, related to any proposed Alteration, Utility Installation or Trade Fixture.

ii) The term "Alterations" shall mean any modification of the Premises, other than Utility Installations or Trade Fixtures, whether by addition or deletion.

iii) The term "Trade Fixtures" shall mean Lessee's equipment that can be removed without causing material damage to the Premises. Lessee shall own all Trade Fixtures used on the Premises.

iv) The term "Utility Installations" shall mean all floor and window coverings, air lines, power panels, electrical distribution, security and fire protection systems, communication systems, lighting fixtures, HVAC equipment, plumbing, and fencing in or on the Premises.

b) Consent. Lessee shall make no Alterations or Utility Installations without the written consent of Lessor, which shall not be unreasonably withheld. Consent shall be conditioned upon Lessee's compliance with Applicable Requirements.

c) Lessee Alterations Utility Installations and Trade Fixtures.

i) Tenant's Initial Improvements. Lessee intends to make Alterations and Utility Installations at the beginning of the Initial Term, identified on Exhibit B, which is incorporated herein by reference ("Tenant's Initial Improvements"). From and after the Commencement Date, Tenant shall begin work to implement Tenant's Initial Improvements, in a timely manner, according to all Applicable Requirements.

ii) Other Improvements. Lessee may, at its sole cost and expense, make Alterations to the Premises, change existing, or install new Utility Installations, and introduce Trade Fixtures to the Premises to facilitate Lessee's use thereof.

iii) Financial Responsibility. Except as expressly provided herein, Lessor shall not be responsible for any costs related to any of Lessee's Alterations or Utility Installations, including, but not limited to, the costs of plan preparation by an architect and engineer and compliance with Applicable Requirements. Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. However, if this Lease is terminated by Lessee, For Cause, prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term. All Lessee Alterations, Utility Installations and use of Trade Fixtures shall comply with Applicable Requirements.

11. SIGNS. Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without Lessor's written consent, and compliance with Applicable Requirements relating to such signage.

12. INSURANCE. Lessee shall maintain General Liability Insurance including umbrella policy in the amount of $2,000,000.00, which policy shall name the Lessor as additional insured in so far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of $1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of $2,000,000.00 which policy shall name Lessee as an additional insured in so for as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.

13. UTILITIES. Lessee agrees to pay during the term of the Lease, commencing upon the execution or any extension hereof, for the following utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include electric, telephone, gas, water and refuse. Lessee to provide and pay for its own pest control services

14. TAXES. Lessor shall be responsible for all taxes, including but not limited to real property and related assessments pertaining to the Premises, at all times during the Term of this Lease, and any period of holdover possession by Lessee.

15. DESTRUCTION OF PREMISES. In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that, in the sole discretion of Lessee, Lessee's Programs cannot operate as intended by Lessee, Lessee may terminate this lease by giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.

16. INDEMNITY. Except for Lessor's negligence, gross negligence or willful misconduct, Lessee agrees to indemnify, defend and hold harmless Lessor and its employees, independent contractors and authorized representatives from and against all suits, claims, actions, damages, liens, fees, expenses or proceedings directly resulting from i) Lessee's Programs operated on the Premises, ii) Alterations or Utility Installations made by Lessee to the Premises or iii) the use of Lessee's Trade Fixtures on the Premises. Lessor shall indemnify, defend and hold harmless Lessee and its employees, independent contractors, volunteers, authorized representatives and invitees from any and all suits, claims, actions, damages, liens, fees, expenses or proceeds relating to i) a condition of the Premises existing as of the Commencement Date, ii) any loans, lien or credit obligation incurred by Lessor relating to the Premises, or iii) any taxes resulting from ownership and leasing of the Premises.

17. HOLDING OVER. Any hold over after the expiration of this Lease shall be construed as a month-to-month tenancy, otherwise subject to the terms of this lease as applicable.

18. QUIET POSSESSION. Subject to payment of rent by Lessee and Lessee's compliance with the terms of this Lease, Lessee shall have quite possession and quiet enjoyment of the Premises during the term hereof.

19. RIGHT OF INSPECTION. Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon reasonable notice and accompaniment by authorized Lessee personnel if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.

20. ABANDONMENT OF PREMISES. Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

21. CONDEMNATION. If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date effective the condemner acquires title or possession, which ever first occurs. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.

22. NOTICES. All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

Lessor to:
Filipino Center Plaza
c/o: Jay Kacirk
6 West Main Street
Stockton, CA 95202
Phone: 209-466-1416

Lessee to:
Community Action Partnership of Kern
c/o Emilio Wagner, Chief Facilities and Technology Officer
1300 18th Street, Suite 200
Bakersfield, CA 93301
Phone: 661-336-5236

23. PUPIL SAFETY REQUIREMENTS. Lessor certifies that none of its employees or subcontractors who may come in contact with Lessee's pupils has been convicted of a felony as defined in Education Code section 45122.1. Lessor shall immediately inform Lessee, and remove from the Premises where Lessee's pupils may be present, any employee or subcontractor whom Lessor discovers has been subsequently convicted of a felony defined in Education Code section 45122.1. Lessor shall immediately inform Lessee when it discovers that any employee or subcontractor of Lessor has been arrested and charged with a felony defined in

Education Code section 45122.1. Lessor shall indemnify, defend and hold Lessee harmless from any and all damages, claims, lawsuits, penalties or causes of action arising out of Lessor's failure to comply with this section.

24. MISCELLANEOUS TERMS.

a) Governing Law/Venue. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.

b) Successors. All terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.

c) Authority. If either party hereto is a corporation, trust, limited liability company, partnership or similar entity, or trust, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each party

d) Waiver. The parties hereto agree that failure of Lessor or Lessee to enforce any term hereof shall not be deemed to constitute a waiver of such term of this Lease.

e) Attorney's Fees. If any dispute between the parties results in mediation, arbitration or a lawsuit, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorneys' fees.

f) Entire Agreement. This lease contains all agreements between the parties hereto with respect to any matter mentioned herein, and no other, prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represent and warrant to the other that it has made, and is relying solely upon, its own investigation as to the nature, qualify, character and financial responsibility of the other party to this Lease and as to the nature, quality, character of the Premises.

g) Amendments. This Lease may be amended only by a writing, signed by both parties in interest at the time of the amendment.

h) Time is of the Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the parties hereto according to the terms of this Lease. Unless otherwise indicated to the contrary, the word "days" as used herein means calendar days.

i) Construction of Agreement. All headings and titles are for the convenience of the parties only and shall not be considered a part of the terms of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall be construed as if prepared by both of the parties, according to its fair meaning and not for or against either party.

j) Counterparts. This lease may be executed in counterparts and the signature pages combined to produce one complete and fully effective agreement. Signatures transmitted electronically shall be effective to bind the parties to this Lease.

k) No Joint Venture. Nothing in this Lease shall cause the parties in any way to be construed as partners, joint venturers, or representatives or associates of the other. Nothing in this Lease shall cause a party to be responsible for the obligations, losses, charges or expenses of the other, connected with or arising from the operation or use of the Premises.

25. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

Lessor: Filipino Center Plaza

Signature:

Title:

Date:

Lessee: Community Action Partnership of Kern

Signature:

Title:

Date:

CAPK Staff INITIALS			

EXHIBIT B

Tenant's Initial Improvements

Tenant Improvements	Lessee shall receive the premises in a vanilla shell condition, having new paint and existing ceiling tiles installed and painted as needed. New VCT flooring will be installed throughout in the building standard, with a wax finish. Ceiling lighting will be replaced as needed. Existing furnishings shall be removed. ***Lessee is permitted a tenant improvement allowance of $5,000 to replace plumbing fixtures to meet current business use code for a daycare.*** Any further Tenant Improvements intended by Lessee, shall require Landlord's prior written consent. Tenant shall remove and replace the existing tot lot at tenant's sole cost, for its exclusive use.

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director ~ Program

Date: June 18, 2025

Subject: *Agenda Item 4f:* New Lease for 1105 N. Sacramento Steet, Stockton – **Action Item**

The Head Start Preschool expansion in partnership with the San Joaquin County Office of Education has been awarded to CAPK. The program team has been working closely with the operations and procurement department in securing facilities to support the expansion. Program consulted with the Operation and Finance teams in developing and negotiating the lease terms for a new location in Stockton. This decision was based on comparisons in the area following our customary and reasonable practices. The aggregate total of the lease terms with the potential extensions at the end of the first term requires Board approval.

The facility is located in a high-need area of Stockton, CA. It has operated as a Head Start Preschool for many years under a previous provider. The 8,653 square foot building will support three preschool classrooms and three infant/toddler rooms. The outdoor environments include two separate play yards, shade structures and a play structure with more than adequate square footage to accommodate the funded enrollment. To ensure our Head Start expansion meets our high level of service, the landlord completed all requested tenant improvements for minor improvements to ensure we receive a fully operational facility upon the execution of the lease. This included floor cleaning, refreshing paint, and minor renovations. The cost of any additional improvements was considered in the negotiation of the lease rate and term.

The initial term of the lease is 5 years with a base rent of $7,787.70 monthly and a 3% annual escalation. The aggregate amount of the lease contract over the 5-year term is $496,151.40 beginning 6/1/2025 and ending 5/28/2030. As the lease terms exceed the spending authority on the Chief Executive Officer, Board approval is requested. Funding for this expenditure will be supported by the SJCOE HS/CSPP cooperative agreement. Included in the lease is a provision for cancellation should CAPK lose the funding required to operate this center.

The expansion in SJC with the acquisition of this lease supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families though our high-quality facilities.

Recommendation

Staff recommends the Budget and Finance Committee authorize the Chief Executive Officer to execute the lease for 1105 N. Sacramento Steet, Stockton, CA, along with any subsequent lease amendments, and recommend approval by the Board of Directors.

Attachment:

1105 N. Sacramento Street Lease

UNIVERSITY PARK

SPACE SUBLEASE

STOCKTON UNIVERSITY PARK INVESTORS 10

as Landlord

and

COMMUNITY ACTION PARTNERSHIP of KERN
dba EARLY HEAD START SAN JOAQUIN

as Tenant

UNIVERSITY PARK
SPACE SUBLEASE

SUMMARY OF BASIC SUBLEASE INFORMATION

The undersigned hereby agree to the following terms of this Summary of Basic Sublease Information (the "**Summary**"). This Summary is hereby incorporated into and made a part of the attached Space Sublease (this Summary and the Space Sublease to be known collectively as the "**Lease**") which pertains to a building located in University Park in Stockton, California and is more particularly identified in **Exhibit B** attached hereto. Each reference in the Space Sublease to any term of this Summary shall have the meaning as set forth in this Summary for such term. In the event of a conflict between the terms of this Summary and the Space Sublease, the terms of the Space Sublease shall prevail. Any capitalized terms used herein and not otherwise defined herein shall have the meaning as set forth in the Lease.

1.	Scheduled Commencement Date	Thirty (30) days from lease execution.
2.	Landlord	STOCKTON UNIVERSITY PARK INVESTORS 10
3.	Address for Notice to Landlord	Grupe Huber Company 1203 N. Grant Street Stockton, CA 95202 Attention: Dan Keyser
4.	Tenant	COMMUNITY ACTION PARTNERSHIP of KERN
5.	Address for Notice to Tenant	_____ _____ _____
6.	Premises	Approximately Eight Thousand Six Hundred Fifty-Three (8,653) square feet of Rentable Area located within the Weber Building, as identified on **Exhibit B**
7.	Lease Term	Sixty (60) months.
8.	Options	None
9.	Base Monthly Rent	Months 1-12 $7,787.70/month Months 13-24 $8,021.33/month Months 25-36 $8,261.97/month Months 37-48 $8,509.83/month Months 49-60 $8,765.12/month

10.	Additional Rent	Tenant shall pay its share of all Building and Project costs as defined herein.

The foregoing terms of this Summary of Basic Sublease Information are hereby agreed to by Landlord and Tenant.

LANDLORD

STOCKTON UNIVERSITY PARK INVESTORS 10, LLC a California limited liability company

By: Grupe Huber Company
a California Corporation

Its: Managing Member

By: _____
Kevin Huber

Its: President

TENANT

COMMUNITY ACTION PARTNERSHIP
Of KERN

_____
By:

Its:

B

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SPACE SUBLEASE

ARTICLE 1
PARTIES AND DATE

Section 1.01. **Parties and Date**. This SPACE SUBLEASE, including the attached Lease Summary (**"Lease"**), dated as of_____, 2025 ("**Execution Date**"), is made and entered into by and between the STOCKTON UNIVERSITY PARK INVESTORS 10, as lessor, ("**Landlord**") and COMMUNITY ACTION PARTNERSHIP of KERN, ("**Tenant**") as lessee.

ARTICLE 2
RECITALS

Section 2.01. **Recitals**.

A. **Ownership and Control of Project.** The State of California owns approximately one hundred three (103) acres of land located near the downtown commercial area of the City, which land is described in the Ground Lease (as hereafter defined) that is being used in part for educational and commercial purposes ("**University Park**"). Custody and control of University Park has been assigned by the State of California to the Trustees of The California State University ("**CSU**") by an Agreement for the Transfer of Control and Possession of State-Owned Real Property dated July 1, 1997, and recorded in the Records of San Joaquin County ("**County**") on September 12, 1997, as instrument number 97090579.

B. **Status of Site Authority.** The Stockton Center Site Authority ("**Site Authority**") was created and formed by CSU and the City of Stockton ("**City**") as a joint powers agency, pursuant to a Joint Powers Agreement, dated September 26, 2000.

C. **Ground Lease**. CSU leased University Park to the Site Authority pursuant to that certain Master Ground Lease Between The Trustees of The California State University And Stockton Center Site Authority, dated as of January 15, 2002, (**"Ground Lease"**) a memorandum of which has been filed for record in the Official Records of the County of San Joaquin on March 13, 2002, as instrument number 2002-043537.

D. **Master Lease**. The Site Authority subleased University Park to Grupe Huber Company ("Master Developer") pursuant to that certain Master Ground Sublease between the Site Authority and Master Developer dated as of October 23, 2002, ("**Master Lease**") a memorandum of which has been filed for record in the Official Records of the County of San Joaquin on August 24, 2004, as instrument number 2004-190236.

E. **Space Lease.** Landlord desires to sublease to Tenant, as of the Commencement Date (as hereafter defined), space within the building located at 1105 N. Sacramento Street, Stockton, California (the "**Building**") consisting of approximately Eight Thousand Six Hundred Fifty-Three (8,653) square feet of Rentable Area. This Lease is a Space Sublease as defined in the Master Lease. The Building and the "Premises" (as defined in **Sections 2.02, and 2.28** below) are identified on **Exhibit B,** attached hereto and incorporated herein.

F. Now, therefore, in consideration of the mutual covenants herein contained, the Parties hereto, for themselves and for their respective successors and assigns, do hereby agree as set out in this Lease.

ARTICLE 3
DEFINITIONS

Section 3.01. **Application of Definitions**. Unless the context otherwise requires, the following terms used in this Lease shall have the meanings set forth in this Article, to be equally applicable to both the singular and plural forms of such terms. Any term or phrase not defined in this Article but shown in quotes within parentheses in another provision of this Lease, shall have the meaning set forth in such provision. The capitalization of the first letter of any term, other than proper names, used in this Lease, indicates that such term is defined in this Lease.

Section 3.02. **Building**. **"Building"** means the Weber Building located at 1105 N Sacramento Street within University Park.

Section 3.03. **Business Day**. **"Business Day"** shall mean a day other than Saturday, Sunday or any legal holiday officially observed by the United States.

Section 3.04. **Casualty**. **"Casualty"** shall mean any damage or destruction affecting any or all of the Premises.

Section 3.05. **City**. **"City"** shall mean the City of Stockton, California.

Section 3.06. **Claims**. **"Claims"** shall mean any and all demands, claims, actions, causes of action, judgments, awards, damages, fines, penalties, liabilities, obligations, losses, costs and expenses, including, without limitation, reasonable attorneys' fees and costs of defense paid or incurred in good faith, including costs and attorneys' fees incurred in any appeal.

Section 3.07. **Commencement Date**. **"Commencement Date"** Commencement Date means the date as provided in **Section 5.0.1** herein.

Section 3.08. **Common Area**. **"Common Area"** means the area within University Park maintained by Master Developer for the benefit of the persons holding leasehold interests within University Park, including without limitation, the areas located outside the Building within the Site, roads and streets providing access to properties within University Park, utility, service lines and pipes providing electrical, gas, telephone, water, sanitary sewer, storm drainage, communication services, parking lots and structures, landscaped open areas, and areas providing services.

Section 3.09. **CSU**. **"CSU"** shall mean the Trustees of the California State University.

Section 3.10. **Deposits**. **"Deposits"** shall mean:

A. Security Deposit: Eight Thousand Seven Hundred Sixty-Fifty ($8,765) dollars.

Section 3.11. **Desing Guidelines**. **"Design Guidelines"** shall mean design standards for landscaping, Improvements, and the procedures for obtaining the review of plans and specifications for Improvements to be located within University Park, adopted by Landlord or Master Developer, or any design review committee, created by Master Developer.

Section 3.12. **Governmental Agency**. **"Governmental Agency"** shall mean any federal, state, county, or city government, or other political subdivision, governmental agency or entity and any department or division of any such Government Agency.

Section 3.13. **Ground Lease**. **"Ground Lease"** shall have the meaning given in **Recital C**.

Section 3.14. **Hazardous Materials**. **"Hazardous Materials"** shall mean: (i) any chemical, compound, material, mixture or substance that is now or hereafter defined or listed in, or otherwise classified pursuant to, any environmental Law as a "hazardous substance", "hazardous material", "hazardous waste", "extremely hazardous waste", "acutely hazardous waste", "restricted hazardous waste", "radioactive waste", "infectious waste", "bio-hazardous waste", "toxic substance", "pollutant", "toxic pollutant", "contaminant" as well as any other formulation not mentioned herein intended to define, list, or classify substances by reason of deleterious properties such as ignitability, corrosivity, reactivity, carcinogenicity, toxicity, reproductive toxicity, "EP toxicity" or "TCLP toxicity"; (ii) petroleum, natural gas, natural gas liquids, liquefied natural gas, synthetic gas usable for fuel (or mixtures of natural gas and such synthetic gas) and ash produced by a resource recovery facility utilizing a municipal solid waste stream, and drilling fluids, produced waters and other wastes associated with the exploration, development or production of crude oil, natural gas, or geothermal resources; (iii) "hazardous materials" as defined in Section 2782.6(d) of the California Civil Code; (iv) "waste" as defined in Section 13050(d) of the California Water Code; (v) any flammable substances or explosives; (vi) any radioactive materials; (vii) any pesticide; (viii) asbestos in any form; (ix) urea formaldehyde foam insulation; (x) transformers or other equipment which contain dielectric fluid containing levels of polychlorinated biphenyls (PCBs) in excess of fifty (50) parts per million; (xi) radon; (xii) "hazardous substance" as that term is defined in Section 25281(h) of the California Health and Safety Code; and (xiii) any other chemical, material, or substance that, because of its quantity, concentration, or physical or chemical characteristics, exposure to which is limited or regulated for health and safety reasons by any governmental authority, or which poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment.

Section 3.15. **Improvement Agreement**. **"Improvement Agreement"** means the agreement between Landlord and Tenant setting forth the rights and obligations of the Parties associated with improving the Building or Premises, which is attached hereto as **Exhibit C**.

Section 3.16. **Improvements**. **"Improvements"** shall mean all buildings, structures, fixtures, and other improvements located, constructed, or installed on the Site but excluding trade fixtures and personal property.

Section 3.17. **Interest Rate**. **"Interest Rate"** shall mean the rate of interest equal to the lessor of: (i) two percent (2%) above the annual reference rate of interest of Bank of America N.T. & S.A. (or any successor bank), adjusted monthly on the first day of each month, such adjustment to be effective for the following month, or (ii) the highest rate permitted by law.

Section 3.18. **Landlord**. **"Landlord"** means Stockton University Park Investors 10.

Section 3.19. **Laws or Law**. **"Laws"** or "**Law**" shall mean any and all statutes, official policies, ordinances, codes, formal decrees, rulings, regulations, writs, injunctions, orders, rules, conditions of approval, or authorizations of any Governmental Agency now in force or hereafter adopted, which are applicable to the Leased Property or the use of the Leased Property and Improvements as of the date such term is being applied.

Section 3.20. **Lease Year**. **"Lease Year**" means a period of three hundred sixty-five (365) consecutive days beginning on the Commencement Date and each succeeding anniversary thereof during the Term.

Section 3.21. **Master Development Plan**. **"Master Development Plan"** means the Plan of Development for University Park pursuant to Section 16-175.1 of the Stockton Municipal Code (or any successor section thereto), Resolution 03-0696 adopted November 18, 2003.

Section 3.22. **Master Lease**. **"Master Lease"** shall mean the sublease between the Site Authority and Master Developer described in **Recital D**.

Section 3.23. **Notice**. **"Notice"** shall mean notice given in accordance with the provisions of **Section 26.01.**

Section 3.24. **Parcel**. **"Parcel"** means the site upon which the Building is situated as identified on **Exhibit B** and also referred to as the **"Site"**.

Section 3.25. **Parking Spaces**. **"Parking Spaces"** means those parking spaces Tenant shall be entitled to use, the number of which shall equal Four (4) parking spaces per One Thousand (1,000) square feet of the Premises, on a non-exclusive basis in the University Park parking areas in common with other tenants of University Park in accordance with the Master Development Plan and **Section 6.11** hereof.

Section 3.26. **Party**. **"Party"** shall mean Landlord and Tenant, individually, and **"Parties"** shall mean Landlord and Tenant, collectively.

Section 3.27. **Permitted Use**. **"Permitted Use"** means childcare, preschool, general administrative office and related services.

Section 3.28. **Premises**. **"Premises"** means the area leased to Tenant consisting of approximately Eight Thousand Six Hundred Sixty-Five (8,653) square feet of Rentable Area. The precise location and specifications of the Premises is shown on the **"Plan of the Premises"** attached hereto as **Exhibit B**. Tenant is allowed to use the adjacent exterior courtyard area located to the north/west of its Premises. Tenant will use such at its own risk and will keep said courtyard area repaired and maintained at its own expense.

Section 3.29. **Rentable Area**. **"Rentable Area"** means the size of the Premises as described herein which is the interior floor space of the area within the Building measured in square feet, plus Tenant's prorata share of any common areas, if any, within the Building, determined by using the Standard Method for Measuring Floor Area in Office Buildings (ANSI/BOMA Z65.1, 1996).

Section 3.30. **Scheduled Commencement Date**. **"Scheduled Commencement Date"** shall mean the day the Landlord delivers possession of the Premises to Tenant with the Land Work completed.

Section 3.31. **Site Authority**. **"Site Authority"** shall have the meaning set forth in **Recital B**.

Section 3.32. **Site Plan Review Committee**. **"Site Plan Review Committee"** means that certain committee created by the Master Development Plan whose review and approval is required for any proposed development and/or use within University Park. Due Diligence Information. "**Due Diligence Information**" has the meaning set forth in Error! Reference source not found..

Section 3.33. **Tenant**. **"Tenant"** means COMMUNITY ACTION PARTNERSHIP of KERN.

Section 3.34. **Term**. **"Term"** means Sixty (60) months commencing on the Commencement Date as set forth in **Section 4.01.**

Section 3.35. **University Park**. **"University Park"** means that certain mixed-use development situated on approximately One Hundred Three (103) acres located in Stockton, California known as University Park.

Section 3.36. **University Park Design Review Committee**. **"University Park Design Review Committee"** means that committee created by Master Developer to review proposals for Improvements within University Park.

Section 3.37. **Usable Area**. **"Usable Area"** means the interior floor space of the Building measured in square feet determined by using the Standard Method for Measuring Floor Area in Office Buildings (ANSI/BOMA Z65.1, 1996).

ARTICLE 4
PREMISES, UTILITIES AND SERVICES

Section 4.01. **Premises**. Landlord hereby leases the Premises to Tenant and Tenant hereby leases the Premises from Landlord on the terms and conditions set forth in this Lease, and Landlord and Tenant agree that the Premises contain the square footage and is in the location described in **Exhibit B**. Notwithstanding anything to the contrary herein, the Rentable Area and Usable Area of the Premises will be determined upon completion of the Premises (using the BOMA method set forth above in **Section 2.29**), and the Base Monthly Rent, Tenant's Share of CAM Expenses (i.e., Additional Rent), and all other amounts set forth in this Lease which are calculated on square footage basis, shall be adjusted to reflect the actual Rentable Area and Usable Area of the Premises and the actual Rentable Area and Usable Area of the Premises shall be reflected in the Summary of Basic Sublease Information and elsewhere in this Lease.

Section 4.02. **Utilities and Services**. Tenant shall pay for the following utilities and services furnished to or to be used by Tenant: electricity, gas, water, data and telephone service and for all connection charges excepting only those utilities and services to be furnished to the Premises pursuant to **Section 3.03**.

Section 4.03. **Other Services**. Landlord will repair and maintain (in a condition similar to other similar office buildings in the vicinity of the Building of similar size, age, prominence and construction as the Building) the landscaped areas and parking areas immediately adjacent to the Building and on the Site as part of the Common Area Maintenance and will maintain the Building as provided by **Article 10**, herein. Tenant acknowledges and agrees that neither Landlord, Master Developer, the Site Authority, nor CSU will provide any services to the Premises or for the benefit of the Premises, except as specifically set forth herein. Except in the event of an emergency, Landlord's repair and maintenance obligations hereunder shall not unreasonably interfere with Tenant's use of the Premises.

Section 4.04. **Property Taxes and Assessments.** To the extent possible, the Site and Building shall be assessed directly to Tenant and paid directly by Tenant apart from the surrounding land and structures within University Park. Any property taxes assessed on the Site or Building and billed directly to Landlord or Master Developer, shall be paid by Landlord and reimbursed by Tenant as Building Taxes pursuant to **Article 5** of this Lease.

Section 4.05 **Early Termination**. If Tenant loses its funding for the services it provides for its programs, Tenant shall have the right to terminate the Lease early by providing Landlord with Sixty (60) days prior written notice. If Tenant exercises its right of an Early Termination, Tenant will reimburse Landlord for the unamortized costs Landlord incurred in leasing commissions and any improvements Landlord made to the Premises as noted herein.

ARTICLE 5
RENT

Section 5.01. **Rent**. **"Rent"** as used herein shall include:

A. Base Monthly Rent as defined in the Lease Summary;

B. Tenant's Share of (**"Additional Rent"**) consisting of Building Expenses and Project Costs pursuant to **Section 5.03**; and

C. All other sums due under this Lease.

Section 5.02. **Base Monthly Rent**. Tenant shall pay to Landlord during the Term the Base Monthly Rent, and any other amounts to be paid on a monthly basis as provided herein on or before the first day of each month ("**Monthly Installment**"), in advance, as provided in **Section 5.08**. The Monthly Installment for any partial month at the beginning or end of the Term shall be prorated on a daily basis upon a thirty (30) day calendar month. In addition to the Base Monthly Rent, Tenant shall pay the amount of any additional payments due under this Lease when and as hereinafter provided in this Lease.

Section 5.03. **Additional Rent**. Tenant shall pay to Landlord as Additional Rent for the Premises, Tenant's share of Building Expenses (as defined in **Subsection A** of this Section) and Project Costs (as defined within Subsection 4 of this Section). Without limitation on other obligations of Tenant, which shall survive the expiration of the term of this Lease, to the extent the same is attributable to the time period prior to expiration of the term of this Lease. the obligations of Tenant to pay the Additional Rent provided for in this **Section 5.03** and the obligations of Landlord to repay Tenant for any over payments of Rent provided for in this **Section 5.03** shall survive the expiration of the term of this Lease, to the extent the same is attributable to the time period prior to the expiration of the term of this Lease. All costs and expenses shall be determined in accordance with generally accepted accounting principles consistently applied (with accruals appropriate to Landlord's business).

A. **Building Expenses**. As used in this **Article 5**, the following terms shall have the meanings hereinafter set forth.

1. **"Expense Year"** shall mean each calendar year in which any portion of the lease term falls, through and including the calendar year in which the lease term expires.

2. **"Building Taxes"** shall mean all federal, state, county, local governmental or municipal taxes, fees, charges or other impositions of every kind and nature, whether general, special, ordinary or extraordinary, levied against the Building, but not paid directly by Tenant. All assessments, which may be paid in installments, shall be paid by Landlord or Master Developer in the maximum number of installments permitted by law and not included in Building Taxes except in the year in which the assessment is actually paid. Notwithstanding anything to the contrary set forth in the Lease, Building Taxes shall not include: (i) any ad valorem taxes, excess profits taxes, franchise taxes, gift taxes capital stock taxes, inheritance and succession taxes, estate taxes, federal and state income taxes, and other taxes to the extent applicable to Landlord's or Master Developer's general or net income (as opposed to rents or receipts); (ii) taxes on tenant improvements in the area of the Site other than the Premises based upon an assessed level in excess of the taxes for which Tenant is individually and directly responsible under this Lease; (iii) penalties incurred as a result of Landlord's or Master Developer's negligence, inability or

unwillingness to make payments of, or to file any tax or informational returns with respect to, any Building Taxes, when due; (iv) any real estate taxes directly payable by Tenant or any other tenant under the applicable provisions in their respective leases; (v) any items included as Building Operating Costs or which are specifically excluded as Building Taxes; (vi) real estate tax increases arising from a sale or transfer of the Building, or any portion thereof; or (vii) any taxes which the City has forgiven or otherwise determined not to collect with respect to any portion of the Building. If Tenant is charged for any real estate taxes or assessments as part of the Building Expenses, which taxes or assessments are later forgiven and refunded to Landlord or Master Developer, Tenant shall be credited for any such refunded amount or if this Lease has been terminated Tenant shall be paid any such refunded amount. Tenant agrees to promptly pay or contest any real estate taxes or assessments levied on Tenant's interests under this Lease. Tenant may, at Tenant's expense, contest the amount or validity of any Building Taxes by appropriate proceedings; provided that Tenant gives the Landlord reasonable prior written notice before commencing any such contest and keeps Landlord advised as to all proceedings, and provided further that Tenant shall continue to reimburse Landlord for Tenant's Share of such Building Taxes unless such proceeding shall operate to prevent or stay such payment and the collection of the tax or assessment so contested. Landlord shall cooperate in any proceedings if any Law shall so require. Tenant shall, and hereby does, agree to indemnify, protect, defend and hold harmless Landlord and Master Developer from and against any and all liabilities, losses, damages, penalties, liens, claims, actions, costs and expenses (including, but not limited to, reasonable attorneys' fees and court costs) arising out of or related to any such contest, provided that Tenant's liability for any increased Building Taxes arising out of any such contest shall be limited to Building Taxes attributable to the term of this Lease.

3. **"Building Operating Costs**" shall mean Tenant's Share of the aggregate amount of the following items:

(a) Reasonable wage and labor costs for persons engaged in the management, operation, maintenance, overhaul, or repair of all or any portion of the Building whether they be employed by Landlord, Master Developer, or by independent contractors including, without limitation, the cost of paid holidays or vacation days, social security taxes, unemployment insurance taxes and the cost, if any, of providing disability, hospitalization, medical, welfare, pension, retirement, or other benefits applicable with respect to such employees and a pro rata portion of Master Developer's supervisory personnel rendering services for projects other than the Building, but excluding wage and labor costs of Landlord's senior management staff (vice-president level and above);

(b) The cost of all utilities, utilities surcharges, water and sewer charges, fuel, building supplies and materials, service contracts, janitorial expenses, security, parking expenses, or any other costs levied, assessed or imposed by, or at the direction of, or resulting from statutes or regulations or interpretations thereof, promulgated by any federal, state, regional, municipal, or local government authority in connection with the use or occupancy of the Building;

(c) Costs incurred in the management of the Building, a reasonable management fee not to exceed five percent (5%) of the Building Operating Costs;

(d) Supplies, materials, equipment, tools, costs of the repair, non-capital replacement and maintenance of all structural and nonstructural portions of the Building or any portion thereof, provided that as to structural repair or replacement that is, the repair and replacement of foundations and load-bearing walls, Tenant shall bear its Share of the cost and/or expense only if the repair or replacement iscaused by Tenant's acts or omissions. Tenant shall have no obligation to make repairs or replacements to the roof and/or building systems such as the roof, plumbing, heating, ventilating, air conditioning, electrical, security, fire and life-safety systems installed or furnished by Landlord, all of which shall be Landlord's obligation;

(e) The cost of fire, all-risk boiler, sprinkler, public liability, property damage, rental loss, earthquake, flood or other insurance consistent with commercial practices and one-half (½) of the deductible portion of any insured loss otherwise covered by such insurance up to an amount not to exceed $5,000;

(f) The cost of legal, accounting, and consulting fees (to the extent that such consulting fees relate to Building Operating Cost reduction) and of permits, certificates, and licenses required in connection with the Building or any portion thereof; and

(g) Such other items as are now or hereafter customarily included in the cost of managing, operating, maintaining, overhauling and repairing all or any part of the Building and areas used in connection with operation thereof.

(h) The amortized cost (plus interest at the Interest Rate) of any capital replacement, that is, any improvement with a useful life of more than twelve (12) months, chargeable to Tenant over its useful life and shall include in any Expense Year only the amortized installment plus applicable interest.

(i) Notwithstanding anything contained above, Building Operating Costs shall not include the initial construction cost of the Building or depreciation of such cost; debt service (including, without limitation), interest, principal and any impound payments) required to be made on any mortgage or deed of trust recorded with respect to all or any part of the Building; or any rent payable under any ground lease, including the Ground Lease and the Master Lease, now or hereafter affecting the Site.

(j) Notwithstanding the conditions set forth within this Section 3, Tenant shall, at its own expense, supply janitorial services for the Premises, including supplies for such.

4. **"Project Costs"** shall mean the following expenses for maintenance and taxes associated with the Common Areas within University Park:

(a) **"Common Area Operating Expenses"** shall mean all costs and expenses reasonably and actually incurred by Master Developer or Landlord, in accordance with generally accepted accounting principles, or other recognized accounting system consistently applied, which are incurred directly in connection with the operation and maintenance of the Common Areas, including, without limitation, costs relating to: (i) cleaning, sweeping, power washing, inspecting, policing, security, pest control, painting, lighting, water, electricity, refuse collection, sewage disposal, storm drainage, license fees, association charges, decorating expenses; (ii) maintaining, renewing and replacing pavement, curbs, walkways, landscaping, irrigation, drainage, lighting, signage, benches, trash receptacles, ash urns, fountains and other site amenities; (iii) real property taxes and liability, casualty, automobile, and workers' compensation insurance, to the extent incurred by Master Developer or Landlord; and (iv) bookkeeping, accounting, legal, engineering, and other professional and administrative expenses, but excluding the following:

(1) Costs of services, utilities or other benefits for which Tenant is charged directly by Landlord or Master Developer;

(2) Costs and the overhead and profit increment paid to Landlord for goods and/or services to the extent the same exceeds the costs or the overhead and profit increment, as the case may be, of such goods and/or services rendered by unaffiliated third parties on a competitive basis;

(3) Interest, principal, attorneys' fees, environmental investigations or reports, points, fees, and other lender costs, and closing costs on debts or amortization on any mortgage or mortgages or any other debt instrument encumbering University Park or any part thereof, or on any unsecured debt;

(4) Salaries of officers, executives or other employees of Landlord, any affiliate of Landlord, Master Developer, other than any personnel engaged in the management, operation, maintenance, and repair of University Park (including leasing or marketing), while working in the management of University Park;

(5) Costs, penalties, fines, or awards and interest incurred as a result of Master Developer's negligence in its operation of University Park, violations of law, negligence or inability or unwillingness to make payments or to file any income tax, other tax or informational returns when due;

(6) Costs, including all attorneys' fees and costs of settlement judgments and payments in lieu thereof, arising from claims, disputes or potential disputes in connection with potential or actual claims, litigation or arbitration pertaining to Landlord or Master Developer;

(7) Payment of any management fee whether to Landlord, Master Developer, or an outside managing agent in excess of ten percent (10%) of the Common Area Operating Costs;

(8) Any costs recovered by Landlord or Master Developer to the extent such cost recovery allows Landlord or Master Developer to recover more than one hundred percent (100%) (costs recovered do not include any amounts of operating funds received from Site Authority);

(9) Any costs recovered by Landlord or Master Developer to the extent such cost recovery allows Landlord or Master Developer to recover more than one hundred percent (100%) of Common Area Operating Costs for any Expense Year from tenants, and in connection therewith, Landlord shall reduce the amount of Common Area Operating Costs by any refund or discount received by Landlord or Master Developer in connection with any expenses previously included in Common Area Operating Costs (costs recovered do not include any amounts of operating funds received from Site Authority); and

(10) Costs for which Master Developer has been reimbursed (other than any amounts of operating funds received from Site Authority), or receives a credit, refund or discount, including insurance proceeds, provided if Master Developer receives such a credit, refund, or discount in connection with any costs or expenditures previously included in Common Area Operating Costs for an Expense Year, Landlord shall credit Tenant for any overpayment for such previous Expense Year or if this Lease has been terminated, Landlord shall pay Tenant such overpayment; and

(b) **"Common Area Taxes"** shall mean all federal, state, county, local governmental or municipal taxes, fees, charges or other impositions of every kind and nature, whether general, special, ordinary or extraordinary, levied against the Common Area. All assessments, which may be paid in installments, shall be paid by Landlord or Master Developer in the maximum number of installments permitted by law and not included in Common Area Operating Costs except in the year in which the assessment is actually paid. Notwithstanding anything to the contrary set forth in the Lease, Common Area Taxes shall not include: (i) any ad valorem taxes, excess profits taxes, franchise taxes, gift taxes capital stock taxes, inheritance and succession taxes, estate taxes, federal and state income taxes, and other taxes to the extent applicable to Landlord's general or net income (as opposed to rents or receipts);

(ii) taxes on tenant improvements in the area of University Park other than the Premises based upon an assessed level in excess of the taxes for which Tenant is individually and directly responsible under this Lease; (iii) penalties incurred as a result of Landlord's negligence, inability or unwillingness to make payments of, or to file any tax or informational returns with respect to, any Common Area Taxes, when due; (iv) any real estate taxes directly payable by Tenant or any other tenant under the applicable provisions in their respective leases; (v) any items included as Common Area Operating Costs or which are specifically excluded as Common Area Taxes; or (vi) any taxes which the City has forgiven or otherwise determined not to collect with respect to any portion of University Park. If Tenant is charged for any real estate taxes or assessments as part of the Project Costs, which taxes or assessments are later forgiven and refunded to Landlord or Master Developer, Tenant shall be credited for any such refunded amount or if this Lease has been terminated Tenant shall be paid any such refunded amount. Tenant agrees to promptly pay or contest any real estate taxes or assessments levied on Tenant's interests under this Lease.

5. **"Tenant's Share of Project Costs"** shall mean, except as provided by the following sentence, the sum of: (i) the percentage of the Common Area Operating Costs and Common Area Taxes derived by dividing the number of square feet of the Premises, by the total Leasable square feet within University Park, (that percentage is currently estimated to be One and Ninety-Two hundredths' percent (1.92%)). For the purposes of this Subsection "**Leasable**" means that property within University Park, excluding the SUSD and California State University Stanislaus Campus Sites. Specify Tenant's Share of Project Costs. The Tenant's share may be reasonably adjusted by Landlord or Master Developer, based on changes in the size of the Leasable square feet within University Park or the method by which the prorata share is calculated.

6. **"Tenant's Share of Building Expenses"** shall mean, Fourteen and Forty-Two hundredths' percent (14.42%) of Building Expenses attributed to the Building.

(a) Calculation and Payment of Additional Rent

(1) **Payment of Expenses**. Tenant shall pay to Landlord the Additional Rent in the manner set forth within this **Section 5.03**.

(2) **Statement of Actual Expenses and Payment by Tenant**. Landlord shall give to Tenant, a statement ("**Expense Statement**") which Expense Statement shall be itemized on a line-item by line-item basis and shall state the actual costs incurred or accrued for such preceding Expense Year, and which shall indicate the amount, if any, of any excess or shortage in Tenant's payments. Upon receipt of the Expense Statement for each Expense Year ending during the lease term, Tenant shall pay within thirty (30) days after receipt of the Expense Statement, the full amount of Tenant's Share of the Building Expenses and Tenant's Share of the Project Costs for such Expense Year, less the amounts, if any, paid during such Expense Year as **"Estimated Building Expenses"** and **"Estimated Project Costs"** (as defined in **Subsection A** of this **Section 5.03**.) If the amount of Tenant's Share of Building Expenses and Tenant's Share of Project Costs is less than the amount paid by Tenant as Estimated Building Expenses and Estimated Project Costs during the applicable period of the Expense Year (but not including any period of the Expense Year which occurred after the Lease has terminated), Landlord shall credit the difference to Tenant less any amounts owed by Tenant to Landlord (or pay the difference if this Lease has terminated) together with the applicable Expense Statement, even if the Lease has terminated or expired. Landlord shall have the right to recover from Tenant the amount of Tenant's Share of any portion of the Building Expenses and/or Project Costs attributable to an Expense Year, but paid in a subsequent Expense Year; provided, however that Landlord may only adjust the Building Expenses or Project Costs for any given Expense Year within eighteen (18) months after the expiration of such Expense Year. Even though the Lease Term has expired and Tenant has vacated the Premises, when the final determination is made of Tenant's Share of the Building Expenses and Project Costs for the Expense Year in which this

lease terminates, if Tenant has underpaid, Tenant shall within thirty (30) days of receipt of an Expense Statement setting forth the amount remaining due, pay to Landlord an amount as calculated pursuant to the provisions of this **Section 5.03**, less any amounts owed from Landlord to Tenant. The provisions of this **Subsection B** shall survive the expiration or earlier termination of the lease term. Notwithstanding anything to the contrary herein, if Landlord does not, within eighteen (18) months after the expiration of an Expense Year, deliver to Tenant an Expense Statement (or correction of such statement) or invoice pertaining to CAM Expenses accruing or incurred for such Expense Year, Tenant shall have no responsibility to pay any additional or supplemental CAM Expenses with respect to such Expense Year except for the CAM Expenses that have been actually billed to Tenant prior to the expiration of said 18-month period.

(3) **Increase in Building Taxes.** If there is an increase in Building Taxes (by reason of an increase in assessed valuation or otherwise) affecting prior Expense Year(s) at any time after rendition of the Expense Statement for such year(s), for any such amount paid directly by Landlord, Tenant shall pay to Landlord such increase in Building Taxes attributable to such year(s) within thirty (30) days after notice from Landlord regarding such increase is given to Tenant.

(4) **Statement of Estimated Expenses and Payment by Tenant.** In addition to the Expense Statement, Landlord shall give Tenant a yearly expense estimate statement ("**Estimate Statement**") which Estimate Statement shall be itemized on the line-item by line-item basis and shall set forth Landlord's reasonable estimate ("**Estimate**") of what the total amount of Building Expenses and Project Costs for the then current Expense Year shall be. The failure of Landlord to timely furnish the Estimate Statement for any Expense Year shall not preclude Landlord from enforcing its rights to collect any Estimated Building Expenses or Estimated Project Costs under this **Subsection B.** Tenant shall pay a fraction of the Estimated Building Expenses and Project Costs for the then current Expense Year (reduced by any amounts already paid). Such fraction shall have as its numerator the number of months which have elapsed in such current Expense Year to the month of such payment, both months inclusive, and shall have twelve (12) as it denominator. During the then current Expense Year, Landlord may give Tenant a revised Estimate Statement and Tenant shall make payments of any Estimated Building Expenses and/or Project Costs as provided for in the original Estimate. Until a new Estimate Statement is furnished, Tenant shall pay monthly, on the first day of each month an amount equal to one-twelfth (1/12) of the total Estimated Building Expenses and Project Costs set forth in the previous Estimate Statement delivered by Landlord to Tenant. Any reference to payment of Building Expenses or Project Costs contained in this Lease shall also be deemed to include payment of the Estimated Building Expenses and Project Costs unless the context indicates to the contrary.

Section 5.04. **Additional Taxes**. In addition to the Base Annual Rent, Additional Rent, and other charges to be paid by Tenant hereunder, Tenant shall reimburse Landlord, upon demand, for any and all taxes payable by Landlord (other than net income taxes) whether or not now customary or within the contemplation of the Parties hereto: (i) upon, allocable to, or measured by the Rent payable hereunder, including without limitation, any gross receipts tax or excise tax levied by any governmental or taxing body with respect to the receipt of such rent; or (ii) upon or with respect to the possession, leasing, operating, management, maintenance, alteration, repair, use or occupancy by Tenant of the Premises or any portion thereof; or (iii) upon the value of Tenant's personal property located in the Premises or in any storeroom; however, to the extent possible, such personal property taxes shall be billed to and paid directly by Tenant; (iv) resulting from Alterations (as defined in **Section 9.01**) to the Premises, whether title thereto is in Landlord or Tenant; or (v) upon this transaction. Taxes paid by Tenant pursuant to this **Section 5.04** shall not be included in any computation pursuant to **Section 5.03**.

Section 5.05. **Landlord Books and Records; Tenant Audit**. In connection with the delivery of each Expense Statement, Landlord shall provide to Tenant substantial detail of the calculations of the Building Expenses and Project Costs (**"Expenses"**) each Expense Year or the amounts charged, as the case may be. During the lease term, as the same be extended, Tenant or an agent designated by Tenant ("**Outside**

Agent"), may, after reasonable Notice to Landlord and at reasonable times, not to exceed one (1) time per year, inspect, review, audit, and/or copy ("**Review**") Landlord's records relating to the Expenses or of the amounts charged, as the case may be, and the operation, maintenance, repair and management of University Park (in such form as Master Developer may provide to Landlord) and the Building at Landlord's offices, which offices shall be located in the City of Stockton. The Outside Agent must be a certified public accountant or other person approved in advance by Landlord (which approval shall not be unreasonably withheld), and the Outside Agent must agree, in writing, to hold the information it obtains confidential, except as required by any judicial reference to determine the Expenses. Landlord shall be obligated to keep such records for each Lease Year for a minimum period of two (2) years following the end of the Expense Year. If an audit, review or inspection by an Outside Agent or by Tenant alleges an over-billing, Tenant may submit a claim for the over-billed amount to Landlord for the twenty-four (24) month period preceding the claim, detailing the nature of the over-billing, and Landlord shall have thirty (30) days to pay such amount or contest the claim by giving Notice thereof to Tenant, detailing the nature of Landlord's contest of Tenant's claims. If Landlord timely and effectively contests the claim, either Landlord or Tenant may submit the claim to the judicial reference procedures set forth in **Article 21** of this Lease. If: (i) the claim is not timely and effectively contested by Landlord; or (ii) if Landlord has timely and effectively contested Tenant's claim and the referee determines that Tenant has been over-billed by five percent (5%) or more of the Expenses as reflected in the Statement or of the amounts charged, as the case may be, then in any case, Landlord shall pay the reasonable cost of the audit, review or inspection charged by an Outside Agent to Tenant within thirty (30) days after delivery to Landlord of demand therefor and Landlord shall pay to Tenant the amount of any over-billing, if any, within thirty (30) days after the date of determination thereof. Landlord and Tenant hereby agree that any determinations of particular issues by the referee which have application to future Expense Years shall be deemed determinative of such issues for the future Expense Years.

Section 5.06. **Intentionally Omitted**.

Section 5.07. **Interest on Late Payments and Late Charges**. Tenant agrees that if Tenant fails to pay any Rent, or any other sum payable pursuant to this Lease, when due, Landlord will incur costs and expenses not contemplated by this Lease the exact amount of which are extremely difficult and impractical to ascertain, including without limitation, processing and accounting charges and financing and late charges that may be imposed by the terms of any encumbrance on or note secured by the Premises. Accordingly, notwithstanding any other provision of this Lease, any Rent or other sums due hereunder and not paid when due, shall bear interest from the date such payment is due or from the date of expenditure by Landlord for the account of Tenant, until the same have been fully paid by Tenant, at the Interest Rate. In addition, iIf any Rent is not received by Landlord within eight (8) days of the date due, Tenant shall pay Landlord a late charge equal to five percent (5%) of the amount of the unpaid Rent. Landlord and Tenant agree that this late charge represents a reasonable estimate of the costs and expenses Landlord will incur if payment is not made within five (5) days and is fair compensation to Landlord. The payment of such interest and/or late charge shall not constitute a waiver by Landlord of any default by Tenant hereunder.

Section 5.08. **Time and Manner of Payment**.

A. All Rent shall be payable within five (5) business days from the first day of each month during the Term in lawful money of the United States of America at the address specified for Landlord in the **Lease Summary** hereof, or at such other place as Landlord shall designate, without any prior demand therefor and without any abatement, deduction or set off whatsoever, except as otherwise provided for in this Lease. If the Tenant disputes that an amount is due and owning by it pursuant to this Lease, Tenant shall have the right, without waiving any rights held by it at law or in equity, to pay any such amount under protest and thereafter to seek recovery of all or any part thereof from Landlord.

B. Except where a longer or shorter period is specifically provided for in this Lease with respect to a particular expenditure, Tenant shall pay to Landlord, within thirty (30) days after Landlord delivers to Tenant a bill or statement therefor: (i) sums equal to all expenditures made and monetary obligations incurred by Landlord in connection with the remedying by Landlord of Tenant's default, including, without limitation, expenditures made and obligations incurred for reasonable counsel fees, (ii) sums equal to all losses, costs, liabilities, damages and expenses referred to in **Article 13**, and (iii) sums equal to all expenditures made and monetary obligations incurred by Landlord in collecting or attempting to collect the Base Monthly Rent, any additional charges or any other sum of money accruing under this Lease or in enforcing or attempting to enforce any rights of Landlord under this Lease or pursuant to law, including, without limitation, expenditures made and obligations incurred for reasonable counsel fees. Tenant's obligations under this **Article 5** shall survive the termination of this Lease to the extent the same is attributable to the time period prior to the expiration of the term of this Lease.

Section 5.09. **Security Deposit**. The amount of Eight Thousand Seven Hundred and Sixty-Five ($8,765) Dollars paid upon Lease execution.

ARTICLE 6
USE AND OCCUPANCY

Section 6.01. **Permitted Use**. Tenant shall use and occupy the Premises for the purposes set forth in **Section 2.27** hereof and for no other purpose. The Permitted Use shall also include General Administration Offices. The character of the occupancy of the Premises, as restricted by this **Article 6** and by any of the restrictions contained in Section 6 of the Master Lease or the Master Development Plan, is an additional consideration and inducement to Landlord for the granting of this Lease.

Section 6.02. **Design Review of Improvements, Changes, Additions to Premises or Site**. Tenant shall obtain Landlord's prior written consent before making any physical changes to the Premises or Site or before constructing new Improvements. Landlord will review any request based on the design theme and standard developed for University Park. If Master Developer creates a design review committee ("**University Park Design Review Committee**" also referred to as the **"Committee"**), Landlord may delegate to that committee the review of any plans submitted for approval, pursuant to this Section. Master Developer may adopt Design Guidelines for improvements within University Park and rules for what materials must be submitted by Tenant seeking approval under this Section as provided hereafter in this **Section 6.02**.

1. **Procedure**. As used in this Error! Reference source not found., the following terms shall have the meaning set forth in the following subsections.

(a) **Application.** Tenant shall apply to Landlord and the Committee by submitting, in duplicate, such plans and specifications for the proposed work as Landlord or Committee may from time to time request including, when deemed appropriate by Landlord or Committee: (i) Floor plans; (ii) colors of interior and exterior materials and samples if required by the Landlord or Committee; (iii) specifications; (iv) building plan or plans; (v) wall sections; (vi) exterior elevations; (vii) roof plan; (viii) landscaping plans; (ix) graphics and exterior furnishings; (x) Tenant's proposed construction schedule; (xi) reports by a soils engineer, civil engineer, structural engineer, or any combination thereof, and (xii) any and all exterior signage.

(b) **Review Fee.** Landlord or the Committee may require that the submission of plans and specifications be accompanied by a fee to defray the actual cost of the review of plans and specifications, the amount of which shall be set by Landlord or the Committee from time to time,

but shall not exceed one-tenth of one percent (1/10 of 1%) of the estimated cost of the work or One Hundred Dollars ($100.00) whichever is greater.

(c) **Form of Approval.** The approval shall be in writing and may be conditioned upon the submission by Tenant of such additional plans and specifications as Landlord or the Committee in its absolute discretion deems appropriate.

(d) **Return of Plans.** If the application is approved, Landlord or the Committee shall return to Tenant one (1) set of plans and specifications as finally approved and bearing the endorsement of Landlord or the Committee. If Tenant originally furnished only one (1) set of plans and specifications to Landlord or the Committee and Landlord or the Committee waived the requirement of such plans and specifications in duplicate, Landlord or the Committee may retain such plans and deliver to Tenant written Notice of the approval of such plans.

(e) Two-Stage Plan. An applicant for either preliminary or final approval of construction plans under this provision shall not submit any application for a construction permit from the governmental agency having jurisdiction until Landlord or the Committee has provided approval of its final plans. If Landlord or the Committee so requests, applicants shall submit plans for preliminary approval only, which approval shall be given to the applicant provided all items required by this **Subsection 1** have been submitted. Upon receipt of preliminary approval and prior to beginning construction, the applicant shall submit, if requested by Landlord or the Committee, at least two (2) sets of plans to Landlord or the Committee, including the following: (I) final plans and specifications, including dimensioned floor plans, dimensioned elevations of buildings, roof plans with overhang and information; (ii) final plot plan with all setbacks and drainage information; (iii) final landscape architectural plans at a minimum scale of 1" = 20'-0", including layout, planting and irrigation plans and construction details; (iv) mechanical, civil, electrical, and structural engineering plans which correspond to the architectural plans; and (v) copies of all governmental approvals. Upon receipt of these materials, Landlord or the Committee shall consider them and give written approval, conditional approval, or disapproval as provided in this Subsection. Landlord or the Committee may waive the requirements of this two-stage approval procedure and require final approval only.

2. **Criteria**. Landlord or the Committee shall approve the work only in accordance with the criteria set forth in this Subsection. LANDLORD OR THE COMMITTEE APPROVAL DOES NOT ALLOW THE APPLICANT TO VIOLATE ANY PROVISION OF THIS LEASE NOR DOES IT IN ANY WAY EXEMPT THE APPLICANT FROM COMPLYING WITH BUILDING AND FIRE CODES, BUILDING PERMIT REQUIREMENTS AND OTHER GOVERNMENTAL REQUIREMENTS.

(a) **General.** Landlord or the Committee may not consent to Improvements described in this Article if Tenant has not submitted the materials required by Landlord or the Committee.

(b) **Findings Required.** Landlord or the Committee shall not consent to any Improvements described herein unless the Landlord or the Committee finds that: (i) the proposed work conforms to this Lease and that the applicant has obtained or shall obtain a building permit if necessary; (ii) that general architectural considerations, including the character, scale, and quality of the design, its architectural relationship with the design of Improvements within University Park, and the building materials, colors, screening, exterior lighting and similar elements are incorporated into the design in order to ensure the compatibility of the proposed Improvement with the character of adjacent dwellings and Improvements; (iii) general site considerations, including site layout, open space and topography, orientation and location, vehicular access, circulation and parking, setbacks, height, walls, fences and similar elements have been designed to provide a desirable environment; and (iv) general landscape consideration, including the location, type, size, color, texture, and coverage of plant materials provision

for irrigation, maintenance, and protection of landscaped areas and similar elements have been incorporated to ensure visual relief, to complement buildings and structures, and to provide an attractive environment for the use of occupants and for the enhancement of property values in University Park. IF THE PLANS ARE DISAPPROVED, LANDLORD OR THE COMMITTEE SHALL MAKE WRITTEN FINDINGS AS TO THE REASONS FOR THE DISAPPROVAL.

3. **Completion and Inspection**.

(a) Completion of Improvements; Extension. Upon receipt of the approval from Landlord or the Committee, Tenant shall, as soon as practicable, satisfy any conditions of such approval and diligently proceed with the commencement and completion of all work within one (1) year of the date of such approval. Landlord or the Committee may extend the one (1) year period if: (i) Tenant makes a written application to Landlord or the Committee setting forth the reason for the requested extension; and (ii) Landlord or the Committee finds that Tenant has pursued the work diligently and in good faith. If Landlord or the Committee approves the extension, Landlord or the Committee shall, in writing, notify Tenant of the length of the extension. If Tenant fails to complete the work within one (1) year and any applicable extension period, the approval shall be deemed revoked, and the work may be treated as having been constructed in violation of this Article. Nothing in this Subsection imposes a requirement upon Landlord or the Committee to extend such one (1) year period.

(b) **Inspection of Improvements**. Upon completion of the work, Tenant shall give a notice of the completion of the Improvement, in writing, to Landlord or the Committee. Landlord or the Committee, directly or through its authorized representative, may inspect the work for compliance with the approved plans. Landlord or the Committee shall notify Tenant of any noncompliance, in writing, and require the remedy thereof, within sixty (60) days from receipt of Tenant's Notice of completion. If Landlord or the Committee fails to give a noncompliance Notice, the Improvement shall be deemed to have been completed in accordance with this Article. If notice of noncompliance is given within such sixty (60) day period, and Tenant fails to remedy such noncompliance within sixty (60) days after receipt of such Notice, Landlord or the Committee may act in accordance with the provisions of the Section entitled "Noncompliance".

4. **Noncompliance**. If Improvements are installed that are not in compliance with this Lease, or if Tenant fails to commence or complete Improvements or landscaping as required by this Lease, Landlord or the Committee may either remove the Improvement, remedy the noncompliance, complete the Improvement, or require Tenant to do so. In any such case, Tenant shall reimburse Landlord or the Committee for all expenses incurred in connection therewith, including reasonable attorney fees and costs whether or not an action is instituted. No Improvement shall be removed from, or a noncompliance remedied on, the Premises without either the consent of Tenant or an order obtained from a court of competent jurisdiction. A non-complying Improvement, for the purposes of this Section, means any improvement installed in violation of the property use restrictions, the architectural building standards, or the construction plan approval procedures of this Lease.

5. **Nonwaiver**. The approval by Landlord or the Committee of any plans, drawings, or specifications for any work done or proposed, or in connection with any other matter requiring the approval of Landlord or the Committee shall not be deemed to constitute a waiver of any right to withhold approval as to any similar plan, drawing, specification, or matter whenever subsequently or additionally submitted for approval.

Section 6.03. **Compliance with Law**. Tenant, at Tenant's expense, shall comply with all laws, rules, orders, ordinances, directions, regulations and requirements of federal, state, county and municipal authorities pertaining to the Premises or to Tenant's use of the Premises and with Master Developer's Rules

and Regulations and the restrictions contained in Section 6 of the Master Lease or the Master Development Plan, including, without limitation, the obligation at Tenant's costs to alter, maintain, or restore the Premises or construct improvements in or to the Premises and including, without limitation, compliance with all applicable federal, state and local laws, regulations or ordinances pertaining to air and water quality, Hazardous Materials, waste disposal, air emissions and other environmental matters, all zoning and other land use matters, and utility availability, and with any direction of any public officer or officers, pursuant to law, whether foreseen or unforeseen, regardless of cost, and regardless of when during the term the work is required.

Section 6.04. **Compliance with Insurance Requirements**. Tenant shall comply with all rules, orders, directions, regulations and requirements of the Insurance Services Office or any other similar body that sets general requirements of the insurance industry; and shall not do or permit to be done any act or thing upon the Premises which will invalidate or be in conflict with any insurance policy covering the Premises or any of the areas used in connection with the operation thereof or its fixtures, appurtenances or equipment or the property located therein.

Section 6.05. **Certificates of Occupancy**. Tenant shall not at any time use or occupy the Premises in violation of the certificates of occupancy issued for the Premises. In the event that any department of the City of Stockton, the County of San Joaquin or of the State of California shall hereafter at any time contend or declare that the Premises are used for a purpose which is in violation of such certificate or certificates of occupancy, Tenant shall immediately discontinue such use of the Premises. Failure by Tenant to discontinue such use within ten (10) days of receipt of such written notice by Tenant shall be considered a breach of this Lease, and Landlord shall have the right to exercise any and all rights and privileges and remedies given to Landlord by and pursuant to the provisions of **Article 20** hereof. Any statement in this Lease of the nature of the business to be conducted by Tenant in the Premises shall not be deemed or construed to constitute a representation or guaranty by Landlord that such business will continue to be lawful or permissible under any certificate of occupancy issued for the Premises or otherwise permitted by law.

Section 6.06. **Americans with Disabilities Act**. Notwithstanding anything to the contrary contained in this Lease, Landlord and Tenant agree that responsibility for compliance with the Americans With Disabilities Act of 1990 (the "ADA") shall be allocated as follows: (I) Tenant shall be responsible for compliance with the provisions of Title III of the ADA for all common areas adjacent to the Premises, including exterior and interior areas of the Building.

Section 6.07. **Life-Safety Systems**. To the extent same exists, Tenant is responsible for any upgrades or improvements to any sprinkler system, heat or smoke detection system or any other so-called life-safety system due to Tenant occupancy or use of the Building and Premises.

Section 6.08. **Prohibited Uses**.

A. Tenant shall not occupy or permit any portion of the Premises to be occupied for a purpose or use other than the Permitted Uses, or a use which would be prohibited by any other portion of this Lease including, but not limited to, any provision of the Master Lease or in violation of law. Nothing in this **Section 6.08** shall expand the permitted use of the Premises as set forth in **Section 6.01**.

B. Tenant shall not do or permit to be done any act or thing upon the Premises which shall or might subject Landlord or Master Developer to any liability or responsibility for injury to any person or persons or to any property by reason of any business or operation being carried on upon the Premises and the Outside Play Area, and Tenant shall defend, indemnify and hold Landlord harmless from and against any such liability or responsibility, except to the extent such liability or responsibility results

from gross negligence or willful misconduct of Landlord, its agents or employees. The foregoing indemnity shall include, without limitation, any injury or loss due to Tenant's use, storage, or disposal of Hazardous Materials.

Section 6.09. **Reciprocal Easements**. Landlord and Tenant agree and acknowledge the existence of reciprocal easements for ingress and egress and parking among the various parcels or sites comprising University Park. Such reciprocal easements shall permit each owner, occupant and tenant of such parcel, and their employees, business visitors and invitees, to enter into and exit from and to park their cars in the parking spaces on any of the parcels or sites subject to the reciprocal easements.

Section 6.10. **Rules and Regulations**. The rules and regulations ("**Rules and Regulations**") attached to this Lease as **Exhibit D**, as well as such rules and regulations as may be hereafter adopted by Landlord or Master Developer for the safety, care and cleanliness of the Premises and the preservation of good order thereon, are hereby expressly made a part hereof, and Tenant agrees to obey all such rules and regulations. The Rules and Regulations shall not be applied or amended in a discriminatory manner. Landlord nor Master Developer shall be liable to Tenant for any violation of such rules and regulations by any other tenant or any employee, agent, visitor or licensee of any tenant unless notice is given to Landlord or Master Developer, and no action is taken for thirty (30) days. In the event that Landlord or Master Developer modifies the Rules and Regulations, such modifications shall not materially and adversely impact Tenant's rights or obligations under this Lease or materially alter the Permitted Uses.

Section 6.11. **Parking**. Tenant shall have the right, at no cost, to park cars as set forth in **Section 2.25** in the areas or spaces designated by Landlord within the Building's parking facilities as shown on **Exhibit A** and upon terms and conditions as may be from time to time established by Landlord. Tenant agrees not to overburden the parking facilities and agrees to cooperate with Landlord and other tenants in the use of the parking facilities. Tenant acknowledges that Master Developer has reserved the right from time to time, in its absolute discretion, to: (i) determine whether the parking facilities are becoming crowded, and if so, to allocate and assign parking spaces among Tenant and other tenants, and (ii) rearrange the parking facilities, including construction of a parking structure; provided however that Master Developer may not exercise such rights set forth in this **Section 6.11** in a manner which materially and adversely impacts Tenant's use of the Premises, other than such impact that is normally or customarily caused by such construction.

Section 6.12. **Installation of Communications Equipment by Tenant**. Tenant shall have the right to install communications equipment on the roof of the Building or within the Site, subject to the following conditions.

A. Prior to such installation, Tenant must request and be given prior written approval by Landlord, Master Developer, and University Park Design Review Committee, which approval may be withheld in the reasonable discretion of Landlord, Master Developer, or such committee based on the proposed equipment's effect on the structural integrity of the roof and its effect on the appearance of the Building or the Site;

B. Tenant's installation and use of such equipment shall at all times comply with all applicable Laws; and

C. Any permits, application fees, and all costs associated with such equipment, including repair and maintenance shall be the responsibility of Tenant.

D. Tenant shall repair any and all damage to the roof caused by its agents, employees, contractors, visitors, or licensees.

Section 6.13. **Repair by Landlord**. In the event Tenant fails or refuses to make repairs to the Building or Premises which are caused by Tenant, Landlord, without obligation to do so, may repair, at the expense of Tenant, all damage or injury to the Building and Premises and its fixtures, appurtenances or equipment or to any of the areas used in connection with the operation of the Building and Premises, caused by Tenant, or Tenant's agents, employees, contractors, visitors or licensees or caused by moving property of Tenant in or out of the Building and Premises, or by the installation or removal of such communications equipment or other property, or from any other cause, due to the carelessness, negligence, or improper conduct of Tenant or Tenant's agents, employees, contractors, visitors or licensees or any other cause. Upon termination of this Lease, Tenant shall remove all movable property and absent damage. Tenant shall have no obligation to restore and repair the Site and Building to their original conditions prior to the installation of said equipment. Access to the roof of the Building shall be limited as provided in the Rules and Regulations.

ARTICLE 7
CONSTRUCTION BY LANDLORD PRIOR TO COMMENCEMENT OF LEASE TERM

Section 7.01. **Condition**. Tenant accepts the Building and Premises in their "As Is" condition, subject to the conditions contained within Exhibit C herein.

ARTICLE 8
ASSIGMENT /MORTGAGE/SUBLETTING

Section 8.01. **Permitted Assignments, Sublease**. Tenant may assign its interest in this Lease or sublet the Premises, but only upon the following express conditions.

A. **Landlord's Consent**. The proposed assignment or sublease shall be subject to the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed.

B. **Agreement to be Bound**. The proposed assignee or sublessee shall agree in writing to perform faithfully and be bound by all of the terms, covenants, conditions, provisions and agreements of this Lease.

Section 8.02. **Consent Not Release**. The consent by Landlord to an assignment or sublease shall not in any way be construed to relieve Tenant or the assignee or sublessee from obtaining the express consent in writing of Landlord to any further assignment or sublease. Neither shall consent by Landlord to such assignment or sublease release Tenant from any liability under this Lease, whether past, present or future, or to release Tenant from any liability under this Lease because of Landlord's failure to give notice of default under or in respect of any of the terms, covenants, conditions, provisions or agreements of this Lease, unless Landlord grants such release expressly in a writing.

Section 8.03. **Excess Rent**. In the event Landlord consents to an assignment or sublease, fifty percent (50%) of any rent or other consideration payable in connection therewith which is in excess of the Rent payable hereunder shall be paid to Landlord when payable to Tenant as additional rent hereunder; provided, however, that the cash equivalent of any non-cash consideration shall be paid to Landlord by Tenant at the time Landlord gives its consent and Tenant shall be entitled to deduct its reasonable costs of reletting the Premises from the consideration payable to Landlord.

Section 8.04. **Security Interest**. Tenant immediately and irrevocably assigns to Landlord, as security for Tenant's obligations under this Lease, all rent from any subletting of all or a part of the Premises

as permitted by this Lease, and Landlord, as assignee and as attorney-in-fact for Tenant, or a receiver for Tenant appointed on Landlord's application, may collect such rent and apply it toward Tenant's obligations under this Lease; except that, until the occurrence of an act of default by Tenant, Tenant shall have the right to collect such rent.

Section 8.05. **Landlord's Costs**. Upon any request for consent to an assignment or sublease by Tenant, Tenant shall pay to Landlord Landlord's then standard processing fee (not to exceed the amount of $1,000), any taxes or other charges imposed upon Landlord as a result of such assignment or sublease, and shall reimburse Landlord for all costs, including the reasonable fees of attorneys, architects or other consultants incurred by Landlord in connection with such assignment or sublease, whether or not such proposed assignment or sublease is consented to by Landlord. Landlord shall grant or deny consent to an assignment or sublease within thirty (30) days of submission of a completed application therefor. If consent is declined Landlord shall state the reasons therefor.

ARTICLE 9
ALTERATIONS

Section 9.01. **Alterations**. During the Term of this Lease, Tenant may make alterations, additions or improvements (collectively, "**Alterations**") to the Tenant Improvements at its sole cost and expense, subject to the following requirements:

A. **Plans**. Prior to the commencement of any work, Tenant shall submit plans and specifications prepared by an architect or structural engineer licensed by the State of California (if required in order to obtain a building permit for such work) for Landlord's approval, which approval shall not be unreasonably withheld. Except as provided in **Section 9.03**, any alterations made shall remain on and be surrendered with Premises or expiration or termination of the Term, except that Landlord in Landlord's discretion, may give written notice (at the time that Landlord approves the alteration or within ten (10) days after Tenant's request therefor if Landlord is not obligated to approve such alteration) to Tenant that such Alterations shall be removed by Tenant at Lease expiration or termination; provided however that if Landlord requires Tenant to remove such alteration at the end of the term, Landlord shall, in its sole discretion, have the right to change its mind and require Tenant to surrender possession of the Premises at the expiration or termination of this Lease with such alteration remaining at the Premises.

B. **Permits**. Tenant shall obtain any necessary governmental permits and deliver a copy thereof to Landlord.

C. **Contractor**. The Alterations shall be made by a contractor designated by Landlord or by a contractor chosen by Tenant and approved by Landlord, which approval shall be requested in writing by Tenant and not be unreasonably withheld by Landlord.

D. **Insurance**. Tenant shall provide satisfactory evidence of contractor's comprehensive general liability insurance covering Landlord, builder's risk insurance, and workers' compensation insurance, all in form and substance satisfactory to Landlord- as depicted on **Exhibit E**.

E. **Bond**. If Landlord so requests in writing, Tenant shall provide a performance and payment bond satisfactory in form and substance to Landlord and such other security as Landlord may reasonably require to ensure payment for the completion of all work free and clear of liens; provided however that no such bond or security shall be required unless the cost of such work exceeds $500,000.

F. **Notice**. Tenant shall give Landlord at least ten (10) Business Days' notice before commencing any work so that Landlord can post and record a notice of non-responsibility.

G. **Compliance with Laws**. All Alterations shall be made in compliance with all applicable laws and regulations and any requirements or regulations of the Insurance Services Office.

H. **Reimbursements**. Tenant shall reimburse Landlord for any and all third-party out-of-pocket costs or expenses reasonably incurred by Landlord in connection with the Alterations, including without limitation architects' or engineers' fees or attorneys' fees.

I. **Costs**. The Alterations shall not in any way or manner impair: (I) the structural integrity or exterior facade of the Building; (ii) the heating, ventilating or air conditioning systems of the Building; (iii) any common areas of the Building or Parcel, or (iv) any other space in the Building.

J. **Other Conditions**. Such other reasonable conditions as Landlord may require.

Section 9.02. **Mechanics' Liens**. Any mechanics' liens filed against the Premises for work done by or materials furnished to Tenant or its agents shall be discharged by Tenant at its expense within thirty (30) days thereafter by the filing of the bond required by law, by payment, by satisfaction or otherwise. Failure to so discharge any such lien shall constitute a default hereunder.

Section 9.03. **Alterations as Landlord's Property**. All Alterations shall immediately become a part of the realty and shall be and remain Landlord's property, except Tenant's furniture, furnishings and trade fixtures, and shall not be removed without the written consent of Landlord. All goods, effects, personal property, business and trade fixtures, machinery and equipment owned by Tenant or installed at Tenant's expense in the Premises shall remain the personal property of Tenant and may be removed by Tenant at any time, and from time to time, during the Term of this Lease; provided that Tenant shall, in removing any such property, repair all damage to the Premises caused by such removal and restore the Premises to their original condition.

Section 9.04. **Indemnification**. Tenant shall defend, indemnify and hold harmless Landlord, Master Developer, any mortgagee, ground lessor, including CSU and the Site Authority, or beneficiary of a deed of trust related to the Premises from and against any and all suits, claims, actions, losses, costs or expenses (including claims for workers' compensation) of any nature whatsoever, together with reasonable attorneys' fees for counsel of Landlord's choice, arising out of or in connection with the making of any Alterations (including but not limited to claims for breach of warranty, personal injury or property damage), except for any such suits, claims, actions, losses, costs or expenses which result from negligence or willful misconduct by Landlord, its agents or employees or contractors. Landlord shall have the right, in Landlord's reasonable discretion, to settle, compromise or otherwise dispose of any and all suits, claims and actions related to the Alterations.

ARTICLE 10
REPAIRS

Section 10.01. **Landlord's Obligations and Rights**. Subject to **Article 18** and **Article 19**, Landlord shall repair and maintain in good order and in a condition similar to other similar office buildings in the vicinity of the Building of similar size, age, and construction as the Building (reasonable wear and tear excepted) the interior and exterior of the Building, and all building systems, equipment, fixtures and appurtenances, the landscaping and parking areas on the Site, and all other common areas on the Site, but excluding the personal property of Tenant. Landlord shall repair and maintain all systems (including, without limitation, the HVAC, electrical and plumbing systems) serving the Building and shall make structural repairs in and about the Building. Such structural repairs include, without limitation, the foundations, bearing and exterior walls, sub-flooring and roof. The cost of any structural repairs shall be

capitalized as Building Operating Costs as provided in **Section 5.03.A.3(h)** of this Lease. The cost of other repairs and maintenance which is not capitalized, including repairs and maintenance to the HVAC system, shall be charged to Tenant as a current Building Operating Cost pursuant to **Article 5** herein. Repairs shall be made promptly when appropriate to keep the Building and landscaped and parking areas in the condition described in this Section. Landlord shall not be in default of its repair and maintenance obligations under this Section if Landlord performs the repairs and maintenance within thirty (30) days after written notice by Tenant to Landlord of the need for such repairs and maintenance. If, due to the nature of the particular repair or maintenance obligation, more than thirty (30) days are reasonably required to complete such repair or maintenance, Landlord shall not be in default under this Section if Landlord begins work within the thirty (30) day period beginning after written notice delivered to Landlord by Tenant and diligently prosecutes such work to completion. Landlord's repair and maintenance obligations hereunder shall not unreasonably interfere with Tenant's use of the Premises. If Landlord refuses or fails to repair, replace and maintain the Premises as required by this Lease after written notice and within the cure period provided above, or at any time in the event of an emergency, Tenant may make such repairs or perform such maintenance or replacement. All third-party sums reasonably disbursed, deposited or incurred by Tenant in connection with such repairs or maintenance or replacement shall be acknowledged and accounted for as a credit to Tenant in Tenant's share of Building Operating Costs by Landlord to Tenant within thirty (30) days of written demand. If Landlord timely objects to Tenant's original repair notice, or if Landlord timely objects to the invoice presented by Tenant, the matter shall be submitted to arbitration pursuant to the then applicable rules and procedures of the American Arbitration Association, utilizing any then available "fast-track" options and limiting the arbitrators assigned to the matter to those who are experts in commercial lease transactions.

Section 10.02. **No Liability of Landlord**. Except as provided in this Lease, no abatement of rent and no liability of Landlord shall result for any injury to or interference with Tenant's business arising from the making of or failure to make any repairs, replacements, alterations, or improvements in or to any portion of the Premises, Building, Site, fixtures, appurtenances, or equipment. In no event shall Landlord or Tenant be responsible for any consequential damages arising or alleged to have arisen from any of the foregoing matters.

ARTICLE 11
SUBORDINATION/PROTECTION OF LENDERS

Section 11.01. **Subordination**. This Lease is and shall be prior to any encumbrance now of record and any encumbrance recorded after the date of this Lease affecting the Premises, or the Building, or the Site. If, however, a lender requires that this Lease be subordinate to any such encumbrance, this Lease shall be subordinate to that encumbrance, if Landlord first obtains from the lender a written agreement that provides substantially the following:

> "As long as tenant performs its obligations under this Lease, no foreclosure of, deed given in lieu of foreclosure of, or sale under the encumbrance, and no steps or procedures taken under the encumbrance, shall affect Tenant's rights under this Lease."

Section 11.02. **Attornment**. Tenant shall attorn to any purchaser at any foreclosure sale, or to any grantee or transferee designated in any deed given in lieu of foreclosure. Tenant shall execute the written agreement and any other documents required by the lender to accomplish the purposes of this paragraph.

Section 11.03. **Notice of Default; Lender's Right to Cure**. Tenant agrees to give written notice of any default by Landlord to the holder of any mortgage or deed of trust encumbering the Building. If Landlord is in default, Tenant will accept cure of any default by the holder of any mortgage or deed of trust

encumbering the Building or any ground lessor of the Site, including CSU, the Master Developer, and the Site Authority, ("**Holder**") whose name and address shall have been furnished to Tenant in writing. A default which cannot be reasonably cured within said thirty (30) day period shall be deemed cured within said period if work necessary to cure the default is commenced within such time and the Holder proceeds diligently thereafter with such work until the default is cured.

Section 11.04. **Lease Modifications**. If any prospective lender or ground lessor, including CSU and the Site Authority, should require, as a condition of any ground or underlying lease, mortgage, or deed of trust, a modification of any provisions of this Lease, Tenant shall approve and execute any such modifications promptly after request, provided no such modification materially alters the monetary rights or obligations of Landlord or Tenant hereunder.

Section 11.05. **Lender's Requirements**. Tenant acknowledges that Landlord may from time to time seek other financing related to the Building or Site from one or more lenders (each referred to in this Section as "Lender"). Notwithstanding the provisions of **Section 12.01** of this Lease, Tenant hereby agrees as follows: (i) This Lease shall be absolutely subordinate to the lien of the deed of trust in favor of Lender ("Deed of Trust"); (ii) In the event of the exercise of the private power of sale or a judicial foreclosure under such Deed of Trust, or a deed in lieu of foreclosure, this Lease shall not be terminated and Tenant shall attorn to such purchaser, and if requested to do so, shall enter into a new space sublease for the balance of the term then remaining of this Lease upon the same terms and conditions of this Lease; (iii) Lender, as beneficiary under such Deed of Trust, has the right to receive an assignment of Landlord's rights under this Lease, and Tenant shall acknowledge and record any such assignment; and (iv) Tenant shall execute and deliver to Lender immediately upon request a subordination, non-disturbance and attornment agreement**.**

ARTICLE 12
LIABILITY/INDEMNIFICATION

Section 12.01. **Liability; Indemnification**.

A. **Liability**. Landlord, Master Developer, Site Authority, or CSU shall not be liable to Tenant and Tenant waives all claims against Landlord, Master Developer, Site Authority, and CSU for any injury to or death of any person or for loss of use of or damage to or destruction of property in or about:

1. The Premises by or from any cause whatsoever, including, without limitation, earthquake or earth movement, gas, fire, oil, electricity, or leakage from the roof, walls, basement, or other portion of the Premises, unless caused by the gross negligence or willful misconduct of Landlord, its agents, contractors or employees or by the failure of Landlord to perform its obligations hereunder within a reasonable period after written demand from Tenant that it perform the same; or

2. The Common Area caused wholly or in part by any act or omission of Tenant, its officers, agents, contractors, or employees; provided, however, in no event shall Landlord, Master Developer, Site Authority, or CSU be liable for consequential damages, including, without limitation, loss of profits or damages from business interruptions.

B. **Tenant's Indemnification**. Tenant shall indemnify and hold Landlord, Master Developer, Site Authority, and CSU (its agents, employees and any lessor under any ground or underlying lease) harmless against all claims, liability, damage or loss and against all costs and expenses, including reasonable attorneys' fees in connection therewith for counsel of Landlord's choice, arising out of any injury to or death of any person or for loss of use of or damage to or destruction of property caused by Tenant:

1. Occurring in or on the Premises and Outside Play Area, from any cause whatsoever unless caused by the gross negligence or willful misconduct of Landlord, its agents, contractors or employees or by the failure of Landlord to perform its obligations hereunder within a reasonable period after written demand from Tenant that it do so; or

2. Occurring on or about the Common Area caused wholly or in part by any act or omission of Tenant, its officers, agents, contractors, or employees.

C. **Landlord's Indemnification**. Landlord shall indemnify, protect and hold harmless Tenant and any successors, assignee or subtenant to all or any portion of Tenant's interest in the Premises and their directors, officers, partners, employees, authorized agents, representatives, affiliates, from and against all claims, liability, damage or loss and against all costs and expenses, including reasonable attorneys' fees in connection therewith for counsel of Tenant's choice to the extent arising out of or related to the gross negligent or willful acts or omissions of Landlord or its employees, representatives, agents, or contractors, in connection with the activities of Landlord or its employees, representatives, agents, or contractors in, on, or about the Building or the Site, except to the extent any such damage, loss, claim, liability or expense is attributable to the negligence or willful misconduct of Tenant or its employees, representatives, agents, contractors or invitees.

D. Each party to this Lease shall promptly notify the other of any claim asserted against such party with respect to which such party is indemnified against loss by the other party hereunder, and the party giving such notice shall promptly deliver to the other party the original or a true copy of any summons or other process, pleading, or notice issued or served in any suit or other proceeding to assert or enforce any such claim. The defense and indemnification obligations set forth in this Article 12 survive expiration or earlier termination of this Lease.

ARTICLE 13
DAMAGE/DESTRUCTION

Section 13.01. **Repair of Damage by Landlord**. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises or common areas located on the Site resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature (**"Casualty"**). If the Premises are damaged by a Casualty and if neither Landlord nor Tenant has elected to terminate this Lease under **Section 13.03** or **Section 13.04**, Landlord shall promptly and diligently restore the Premises and common areas located on the Site, excluding Tenant's personal property and fixtures, to substantially the same condition as existed before the Casualty, except for modifications required by building codes and other laws. In making these modifications, Landlord shall not materially impair Tenant's access to the Premises. Landlord's obligation to restore is subject to reasonable delays for insurance adjustment and other matters beyond Landlord's reasonable control and subject to the other clauses of this **Article 13**. If Tenant requests that Landlord modify the Premises in connection with the rebuilding, Landlord may condition its consent to those modifications on:

(i) Tenant's payment to Landlord before construction is begun of any sums in excess of the amount of insurance proceeds received by Landlord that are needed to complete the restoration, but only to the extent that such modifications increased the cost of restoration; and

(ii) Confirmation by Landlord's architect or contractor that the modifications will not materially increase the scope of work or the time necessary to complete the restoration.

Section 13.02. **Repair Period Notice**. Landlord shall, within the later of: (I) sixty (60) days after the date of the Casualty; or (ii) thirty (30) days after Landlord has determined the extent of the insurance

proceeds available to effectuate repairs (but in no event longer than ninety (90) days after the date of the Casualty), provide written notice to Tenant indicating the anticipated period for repairing the Casualty (**"Repair Period Notice"**). The Repair Period Notice shall also state, if applicable, Landlord's election either to repair or to terminate this Lease under **Section 13.03**.

Section 13.03. **Landlord's Option to Terminate or Repair**. Landlord may elect either to terminate this Lease or to effectuate repairs if:

(i) The Repair Period Notice estimates that the period for repairing the Casualty exceeds two hundred seventy (270) days from the date of the commencement of the repair;

(ii) The estimated restoration cost exceeds the insurance proceeds, if any, available for such restoration (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such restoration;

(iii) The estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or

(iv) The Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Landlord's election shall be stated in the Repair Period Notice.

Section 13.04. **Tenant's Option to Terminate**. If the Repair Period Notice provided by Landlord indicates that the anticipated period for repairing the Casualty exceeds sixty (60) days Tenant may elect to terminate this Lease by providing written notice (**"Tenant's Termination Notice"**) to Landlord within ten (10) days after receiving the Repair Period Notice. If Tenant does not elect to terminate within this ten-day period, Tenant shall be considered to have waived the option to terminate. Notwithstanding any contrary provision contained in this Article 13, Rent shall be abated to the extent that the Premises are not usable by Tenant.

Section 13.05. **Casualty Near End of Term**. Despite any other provision of this **Article 13**, if the Premises or the Building is destroyed or damaged by a Casualty during the last eighteen (18) months of the Term (provided however that Tenant shall, at such time, have the right to exercise any Renewal Option it may have herein in order to extend the Term for purposes of the determination of the Term under this section), either party shall have the option to terminate this Lease by giving written notice to Tenant of the exercise of such option within thirty (30) days after such damage or destruction.

Section 13.06. **Waiver of Statutory Remedies**. The provisions of this Lease, including this **Article 13**, constitute an express agreement between Landlord and Tenant with respect to any and all damage to, or destruction of, all or any part of the Premises, and any law of the State of California or other governmental authority, including, without limitation, Section 1932(2) and 1933(4) of the *California Civil Code*, with respect to any rights or obligations concerning damage or destruction, and any similar law now or hereafter in effect, shall have no application to this Lease or to any damage or destruction of all or any part of the Premises.

ARTICLE 14
EMINENT DOMAIN

Section 14.01. **Partial or Total Taking**. If the Premises or any portion thereof are taken under the power of eminent domain, or sold under the threat of the exercise of said power (all of which are herein

called "**Condemnation**"), this Lease shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever first occurs, but shall remain in full force and effect as to the balance of the Premises, except as hereinafter provided. If more than twenty-five percent (25%) of: (i) the Rentable Area of the Premises; or (ii) the Site (if such taking materially impairs parking required by this Lease or access to the Premises and such parking or access is not replaced) is taken by Condemnation, Tenant may, at Tenant's option, to be exercised in writing within ten (10) days after Landlord shall have given Tenant written notice of such taking (or in the absence of such notice, within ten (10) days after the condemning authority shall have taken possession) terminate this Lease as of the date the condemning authority takes such possession. If Tenant does not terminate this Lease in accordance with the foregoing, this Lease shall remain in full force and effect as to the portion of the Premises remaining, except that the Rent shall be reduced based on that proportion that the Rentable Area of the remaining Premises bears to the original Rentable Area of the Premises. Any award for the taking of all or any part of the Premises under the power of eminent domain, or any payment made under threat of the exercise of such power, shall be the sole and exclusive property of Landlord whether such award shall be made as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance damages, or for the bonus value or market value of this Lease, or for the value of any option to extend the term of this Lease or to purchase the Premises; provided, however, that Tenant shall be entitled to any award attributable to: (i) loss of or damage to Tenant's trade fixtures and removable personal property, (ii) loss of or damage to Tenant due to interruption of Tenant's business caused by the taking, (iii) costs of relocation of Tenant's business, as long as such items (i), (ii) and (iii) are separately awarded by the condemning authority and are not in reduction of any award made to Landlord as herein provided. In the event that Landlord participates in settlement of any condemnation proceeding, Tenant shall be entitled to participate in said settlement only to the extent necessary to establish the values of the foregoing items (i), (ii) and (iii). In the event that this Lease is not terminated by reason of such condemnation, Landlord shall to the extent of severance damages received by Landlord in connection with such condemnation, repair any damage to the Premises caused by such condemnation except to the extent that Tenant has been reimbursed therefor by the condemning authority. Tenant shall pay any amount in excess of such severance damages required to complete such repair. Each Party waives the provisions of *Code of Civil Procedure*, Section 1265.130 allowing either Party to petition the Superior Court to terminate this Lease in the event of a partial taking of the Premises.

Section 14.02. **Temporary Taking**. If all or any portion of the Premises is condemned or otherwise taken for public or quasi-public use for a limited period of time, this Lease shall remain in full force and effect and Tenant shall continue to perform all terms, conditions and covenants of this Lease; however, Base Rent shall be abated during such time and to the extent that the Premises, access thereto or parking therefor are not usable by Tenant. Landlord shall be entitled to receive the entire award made in connection with any such temporary condemnation or other taking for the period during the Term hereof.

ARTICLE 15
LANDLORD'S RIGHT OF ENTRY

Section 15.01. **Right of Entry**. Landlord and Landlord's agents shall have the right to enter the Premises at reasonable times on reasonable notice of no less than eight hours in advance, to examine, repair, or perform maintenance provided for under this Lease after complying with all applicable provisions of this Lease. With prior notice to Tenant, Landlord and Landlord's agents are expressly granted permission to: (I) show the Premises during the last three (3) months of the Term to prospective tenants and, at any reasonable time, to mortgagees, purchasers, and other persons with a business interest therein; or (ii) enter to perform maintenance or repairs as provided for by this Lease. If Tenant shall not be personally present to open and permit an entry into the Premises, Landlord or Landlord's agents may enter the same by a master key or, during an emergency, may forcibly enter the same, without rendering Landlord or such agents liable therefor (if during such entry Landlord or Landlord's agents shall accord reasonable care to Tenant's property), and without, in any manner, affecting the obligations, terms, covenants, conditions, provisions

or agreements of this Lease. Nothing herein contained, however, shall be deemed or construed to impose upon Landlord any obligations, responsibility or liability whatsoever, for the care, supervision or repair of the Premises or any part thereof, except as otherwise provided in this Lease. Notwithstanding the above, Landlord must give reasonable prior notice before entering the Premises other than for regularly scheduled routine maintenance and janitorial service, except in the event of an emergency, and Landlord's rights of entry under this section shall not unreasonably interfere with the operation of Tenant's business at the Premises, except in the event of an emergency.

ARTICLE 16
INSURANCE

Section 16.01. **Types of Insurance**. Tenant shall, at Tenant's sole cost and expense, obtain and keep in force during the Term of this Lease and any other period of occupancy hereof the following insurance:

A. **General Liability**. Combined Single Limit, Bodily Injury and broad form Property Damage insurance, including completed operations, insuring Landlord, Master Developer, CSU, Site Authority, and Tenant against any liability arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be in an amount not less than Three Million Dollars ($3,000,000.00) combined single limit for injury to or death of one or more persons in an occurrence, and for damage to tangible property (including loss of use) in an occurrence, said limit to be adjusted for inflation every two (2) years. The policy shall insure the hazards of premises and operations, independent contractors, contractual liability (written and oral) (covering the indemnity provisions contained herein), products and complete operations, hired and non-owned automobile liability, liquor and host liquor liability, garage keep liability (if any), incidental malpractice, and shall: (I) name Landlord and its managing agent as additional insureds, (ii) contain a cross-liability provision, and (iii) contain an endorsement that "the insurance provided Landlord hereunder shall be primary and non-contributing with any other insurance available to Landlord." The limits of said insurance shall not, however, limit the liability of Tenant hereunder.

B. **Auto Liability**. Insurance Services Office Form Number CA 0001, or the equivalent then in use and, covering Automobile Liability, Code 1 (any auto). (If Tenant owns no motor vehicles, then “non-owned and hired” automobile coverage shall be sufficient with respect to this item.) Minimum Limits of Insurance shall be $2,000,000 per accident for bodily injury and property damage.

C. **Employer’s Liability**. $1,000,000 per accident for bodily injury or disease.

D. **Property**. Property Damage insurance insuring the contents of the Premises, equipment, Tenant Improvements and Alterations at full replacement value.

E. **Business Interruption**. Business interruption insurance of such type and coverage sufficient to pay all rent and other sums due hereunder for a period of not less than twelve (12) months in the event of any cessation or reduction of Tenant's business for any reason including, without limitation, damage or destruction described in **Article 13**.

F. **Workers’ Compensation**. Workers’ Compensation and Employer’s Liability insurance in amounts required by law.

G. **Other Reasonable Coverage**. Any other form or forms of insurance as Tenant or Landlord or any mortgagees of Landlord may reasonably require from time to time in form, in amounts and for insurance risks against which a prudent Tenant would protect itself.

Section 16.02. **General Requirements**.

A. **Additional Insurance**. All such insurance shall name Master Developer, Landlord, any beneficiary under a deed of trust, mortgagee and/or ground or underlying lessor, including CSU and the Site Authority, as additional insureds and shall provide that Landlord and any additional insureds shall receive thirty (30) days' written notice from the insurer prior to any cancellation or change of coverage, and shall contain a cross liability or severability clause.

B. **Primary Insurance**. All insurance required to be carried by Tenant hereunder shall be written only as primary insurance and non-contributing and shall be effected with only such companies as Landlord shall approve, but in any event not with any company of less repute than those having a general policy rating of A and a financial rating of XV as rated in the most current available "Best's Insurance Reports." In the event "Best's Insurance Reports" is not currently published, such minimum standard shall be that published by any other nationally recognized publisher of such information. Landlord's approval shall be deemed to have been given unless Landlord in writing disapproves such company: (i) not later than one (1) month after submission of a policy or certificate to Landlord, or (ii) at any time due to claims experience. Any insurance carried by Landlord shall not be contributory.

C. **Certificate of Insurance**. Tenant shall deliver certificates of insurance required hereunder to Landlord on or before the Commencement Date, and thereafter at least thirty (30) days before the expiration dates of expiring policies.

D. **Right to Cure**. In the event Tenant shall fail to procure such insurance, or to deliver such certificates, Landlord may, after notice to Tenant and failure by Tenant to cure, at its option, procure same for the account of Tenant, and the cost thereof shall be paid to Landlord within ten (10) days after delivery to Tenant of bills therefor. Nothing contained in this **Article 16** shall be construed as a limitation of Tenant's liability hereunder.

Section 16.03. **Increase in Premiums**. Tenant will not do, or suffer to be done, or keep, or suffer to be kept, anything in, upon, or about the Premises which will violate any policies of insurance procured by Landlord or which will prevent Landlord from procuring such policies with companies acceptable to Landlord. If anything, done, omitted to be done or suffered by Tenant to be kept in, upon, or about the Premises shall cause the rate of fire or other insurance on the Premises or other property of Landlord or others within University Park to be increased by other than the minimum rate from time to time applicable to the Premises or to any such property for the use or uses made hereof, Tenant will pay as additional Rent, the amount of any such increase upon Landlord's demand.

Section 16.04. **Waiver of Subrogation**. Landlord and Tenant each hereby release and relieve the other, and waive their entire right of recovery against the other for loss or damage arising out of or incident to the perils to be insured against under this **Article 16**, which perils occur in, on or about the Premises, whether due to the negligence of Landlord or Tenant or their agents, employees, contractors and/or invitees, and agree that any policies of insurance obtained hereunder shall contain waivers of subrogation releasing the other Party to this Lease from any claims for damage to any persons or property in or about the Premises or any other insured risk. Landlord and Tenant agree to have the policies of insurance referred to by this Section endorsed to provide for a waiver of subrogation to the extent endorsements are necessary to create such a waiver.

Section 16.05. **Landlord's Property Insurance**. Landlord shall procure and maintain during the Term property insurance against "direct physical damage" of loss on insurable Improvements. Such coverages shall be in such amounts, from such companies, and on such other terms and conditions as

Landlord may from time to time reasonably determine At Landlord's option, such insurance coverage may include the risks of earthquakes, flood damage, or other perils; rental loss and extra expense coverage; and loss payee endorsements in favor of the holders of any mortgages or deeds of trust encumbering the interest of Landlord in the Building or the ground or underlying lessors, including CSU and the Site Authority, of all or part of the Building. Despite the provisions of this **Section 16.05**, the coverage and amounts of insurance carried by Landlord in connection with the Building shall at a minimum be comparable to the coverage and amounts of insurance that are carried by reasonably prudent landlords of comparable buildings and workers' compensation coverage as required by applicable law. On inquiry by Tenant from time to time, Landlord shall inform Tenant of all such insurance carried by Landlord.

ARTICLE 17
INSOLVENCY OR BANKRUPTCY

Section 17.01. **Insolvency or Bankruptcy**.

A. **Defaults**. In addition to the occurrences set forth in **Section 18.01** hereafter, any of the following events shall constitute a default under this Lease:

1. Tenant admits in writing its inability to pay its debts as they mature;

2. Tenant makes an assignment for the benefit of creditors or takes any other similar action for the protection or benefit of creditors;

3. Tenant gives notice to any governmental body of insolvency or pending insolvency, or suspension or pending suspension of operations;

4. Tenant files a voluntary petition in bankruptcy or has an involuntary petition filed against him, her or it (unless, in the case of a petition filed against Tenant or its Guarantor the same is dismissed within sixty (60) days after filing);

5. Tenant files any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or other similar relief under any present or future bankruptcy statute, regulation or law;

6. A court of competent jurisdiction enters an order, judgment or decree approving a petition filed against Tenant seeking any relief described in the preceding **Subsection 5**, and such order, judgment or decree shall remain unvacated and unstayed for an aggregate of thirty (30) days from the date of entry thereof;

7. A trustee, receiver, conservator or liquidator of Tenant (hereinafter "Receivership") or of all or any substantial part of its property or its interest in the Premises is employed or appointed and such Receivership remains undissolved for thirty (30) days; or

8. This Lease or any estate of Tenant hereunder is levied upon under any writ of attachment or execution, and such writ shall remain unvacated and unstayed for sixty (60) days and Tenant shall not have bonded over said levy.

B. **Covenants to Perform**. Upon the filing of a petition by or against Tenant under the United States Bankruptcy Code, Tenant, as debtor in possession, and any trustee who may be appointed agree to:

1. Perform each and every obligation of Tenant under this Lease until such time as this Lease is either rejected or assumed by order of the United State Bankruptcy Court;

2. Pay Rent in the manner and at the time provided hereunder as reasonable compensation for use and occupancy of the Premises;

3. Give Landlord at least forty-five (45) days' prior written notice of any abandonment of the Premises; any such abandonment to be deemed a rejection of this Lease; and

4. Do all other things of benefit to Landlord otherwise required under the Bankruptcy Code.

C. **Failure to Comply.** Tenant, as debtor in possession, and any such trustee shall be deemed to have rejected this Lease in the event of the failure to comply with any of the above requirements and to have consented to the entry of an order by an appropriate bankruptcy court providing all of the above, waiving all rights to notice of the entry of such order.

Section 17.02. **Measure of Damages**. In the event of the termination of this Lease on account of any of the events specified in **Section 17.01**, Landlord shall be entitled to the same rights and remedies as those set forth in **Article 19** and in **Article 21** of this Lease, to the extent permitted by Laws.

Section 17.03. **Provision of Services and Assumption of Lease**. In the event of the occurrence of any of those events specified in **Section 17.01**, if Landlord shall not choose to exercise, or by law shall not be able to exercise, its rights hereunder to terminate this Lease upon the occurrence of such events, then, in addition to any other rights of Landlord hereunder or by law, neither Tenant, as debtor-in-possession, nor any trustee or other person (hereinafter collectively called the "Assuming Tenant") shall be entitled to assume this Lease unless, on or before the date of such assumption, the Assuming Tenant: (I) cures, or provides adequate assurance that the latter will promptly cure, any existing default under this Lease, (ii) compensates, or provides adequate assurance that the Assuming Tenant will promptly compensate, Landlord for any pecuniary loss (including, without limitation, attorneys' fees and disbursements) resulting from such default, and (iii) provides adequate assurance of future performance under this Lease, it being covenanted and agreed by the Parties that, for such purposes, any cure or compensation shall be effected by the immediate payment of any monetary default or any required compensation, or the immediate correction or bonding of any nonmonetary default; and "adequate assurance" of such cure or compensation shall be effected by the establishment of an escrow fund for the amount at issue or by bonding and "adequate assurance" of future performance shall be effected by the establishment of an escrow fund for the amount at issue or by bonding, it being covenanted and agreed by Landlord and Tenant that the foregoing provision is a material part of the consideration for this Lease, but is expressly subject to application of existing Law.

ARTICLE 18
DEFAULT

Section 18.01. **Tenant's Default**. At Landlord's option, it shall be deemed a default of this Lease if:

A. **Failure to Pay**. Tenant fails to make any payment of Rent or of other money due pursuant to this Lease for more than five (5) Business Days after the date due; or

B. **Vacate**. Tenant shall vacate or abandon the Premises.

C. **Breach**. Tenant shall default in the performance of any obligation required to be performed by Tenant under this Lease (other than abandonment or the payment of money) and shall fail, for a period of thirty (30) days after written notice from Landlord specifying such default, to cure said

default (which cure shall include compensation for any damages suffered and costs incurred, including attorneys' fees, by Landlord due to such default and prior to such cure), unless such default cannot be cured within said thirty (30) days, in which case Tenant shall commence to cure said default within said thirty (30) days and shall cure the same with all reasonable dispatch.

D. **Other Defaults**. The occurrence of any other event described in this Lease as constituting a default after expiration of any applicable grace or cure period.

Section 18.02. **Other Remedies**. In the event of a default or a threatened breach by Tenant of any of the terms, covenants, conditions, provisions, or agreements of this Lease, and Landlord can prove that damages at law would be inadequate, Landlord shall additionally have the right of injunction and Tenant agrees to pay the premium for any bond required in connection with such injunction, but only if Landlord ultimately prevails in such lawsuit. Provision in this Lease of any particular remedy shall not preclude Landlord form any other remedy, at law or in equity.

Section 18.03. **Intentionally Omitted**.

Section 18.04. **Landlord's Default; Liability**.

A. **Notice; Right to Cure**. Landlord shall not be deemed to be in default in the performance of any obligation required to be performed by it hereunder unless and until it has failed to perform such obligation after thirty (30) days written notice by Tenant to Landlord specifying the nature of Landlord's failure to perform such obligation; provided, however, that if the nature of Landlord's obligation is such that more than thirty (30) days are required for its performance, then landlord shall not be deemed to be in default if it shall commence such performance within such thirty (30) day period and thereafter shall diligently prosecute the same to completion. All rights to cure provided to Landlord under this **Section 18.04** shall also be accorded to any mortgagee, ground lessor, including CSU and the Site Authority, or beneficiary under a deed of trust encumbering the Premises.

Landlord agrees to use its best efforts to perform its obligations within thirty (30) days, so Tenant's business and funding is not impacted. If Tenant's funding is impacted as a result of Landlord not completing its work within thirty (30) days, subject to extension as contained herein, Landlord agrees to proportionately abate Tenant's rent for the space it is unable to occupy until the work has been completed.

B. **Force Majeure**. Except as expressly provided to the contrary herein, the time within which either Party hereto shall be required to perform any act under this Lease (except for the payment of Rent and other monetary obligations of the Parties hereunder, or the delivery of estoppel certificates) shall be extended by a period of time equal to the number of days during which performance of such act is delayed unavoidably by strikes, lockouts, acts of God, inclement weather, epidemic, pandemic, governmental restrictions, failure or inability to secure necessary governmental permits, consents and approvals, failure or inability to secure materials or labor by reason of priority or similar regulations or order of any governmental or regulatory body, enemy action, civil disturbance, fire, unavoidable casualties, or any other cause beyond the reasonable control of either Party hereto. In the event that a force majeure event continues for more than sixty (60) days, either party shall have the right to terminate this Lease on ten (10) days' written notice to the other party.

C. **Limitation of Landlord's Liability**. If Landlord is in default of this Lease, and as a consequence, Tenant recovers a money judgment against Landlord, the judgment shall be satisfied only out of the net proceeds of sale received on execution of the judgment and levy against the right, title, and interest of Landlord in the Premises and no other property or assets of Landlord or any partner, joint venturer, officer, director, shareholder, agent, or employee of Landlord, disclosed or undisclosed, shall be subject to

levy, execution or other enforcement procedure for the satisfaction of Tenant's claims under or with respect to this Lease, and no partner, officer, director, agent or employee of Landlord shall be personally liable in any manner or to any extent under or in connection with this Lease. If at any time the holder of Landlord's interests hereunder is a partnership or joint venture, a deficit in the capital account of any partner or joint venturer shall not be considered an asset of such partnership or joint venture.

D. **Sale by Landlord**. In the event of a sale or conveyance of Landlord's interest in the Premises, Landlord shall thereafter be released from any further liability arising after such sale for any of the terms, covenants or conditions (express or implied) herein contained in favor of Tenant; and Tenant agrees thereafter to look solely to the successor-in-interest of Landlord for the performance of any of Landlord's obligations hereunder, except for rent paid in excess of what is owed and the security deposit if any. This Lease and Tenant's rights hereunder shall not be affected by any such sale or conveyance, and Tenant agrees to attorn to the successor-in-interest of such transferor.

ARTICLE 19
REMEDIES

Section 19.01. **Cumulative Nature of Remedies**. Landlord shall have the following remedies if Tenant commits a default beyond any applicable notice and cure period. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by law.

Section 19.02. **Tenant's Right to Possession Not Terminated**. Landlord can continue this lease in full force and effect, and the lease will continue in effect as long as Landlord does not terminate Tenant's right to possession, and Landlord shall have the right to collect Rent when due. During the period Tenant is in default beyond any applicable notice and cure period, Landlord can enter the premises and relet them, or any part of them, to third parties for Tenant's account. Tenant shall be liable immediately to Landlord for all costs Landlord incurs in reletting the Premises, including, without limitation, brokers' commissions, expenses of remodeling the Premises required by the reletting, and like costs. Reletting can be for a period shorter or longer than the remaining term of this lease. Tenant shall pay to Landlord the Rent due under this Lease on the dates the Rent is due, less the Rent Landlord receives from any reletting. No act by Landlord allowed by this Section shall terminate this lease. After Tenant's default beyond any applicable notice and cure period and for as long as Landlord does not terminate Tenant's right to possession of the Premises, if Tenant obtains Landlord's consent Tenant shall have the right to assign or sublet its interest in this Lease, but Tenant shall not be released from liability. Landlord's consent to a proposed assignment or subletting shall not be unreasonably withheld. If Landlord elects to relet the Premises as provided in this Section, Rent that Landlord receives from reletting shall be applied to the payment of:

1. First, any indebtedness from Tenant to Landlord other than Rent due from Tenant;

2. Second, all costs, including for maintenance, incurred by Landlord in re-letting;

3. Third, Rent due and unpaid under this lease. After deducting the payments referred to in this Section, any sum remaining from the Rent Landlord receives from reletting shall be held by Landlord and applied in payment of future Rent as Rent becomes due under this Lease. In no event shall Tenant be entitled to any excess Rent received by Landlord. If, on the date Rent is due under this Lease, the Rent received from the reletting is less than the Rent due on that date, Tenant shall pay to Landlord, in addition to the remaining Rent due, all costs, including for maintenance, Landlord incurred in reletting that remain after applying the Rent received from the reletting as provided in this Section.

Section 19.03. **Termination of Tenant's Right to Possession**. Landlord can terminate Tenant's right to possession of the Premises at any time but only in compliance with Laws. No act by Landlord other

than giving notice to Tenant and obtaining a judgment of possession and warrant of eviction shall terminate this Lease. Acts of maintenance, efforts to relet the Premises, or the appointment of a receiver on Landlord's initiative to protect Landlord's interest under this lease shall not constitute a termination of Tenant's right to possession. On termination, Landlord has the right to recover from Tenant:

1. The worth, at the time of the award, of the unpaid Rent that had been earned at the time of termination of this lease;

2. The worth, at the time of the award, of the amount by which the unpaid Rent that would have been earned after the date of termination of this lease until the time of award exceeds the amount of the loss of Rent that Tenant proves could have been reasonably avoided;

3. The worth, at the time of the award, of the amount by which the unpaid Rent for the balance of the term after the time of award exceeds the amount of the loss of Rent that Tenant proves could have been reasonably avoided; and

4. Any other amount, and court costs, necessary to compensate Landlord for all detriment proximately caused by Tenant's default.

"The worth, at the time of the award," as used in **Subsections 1 and 2** of this Section, is to be computed by allowing interest at the maximum rate an individual is permitted by law to charge. "The worth, at the time of the award," as referred to in **Subsection 3** of this Section, is to be computed by discounting the amount at the discount rate of the Federal Reserve Bank of San Francisco at the time of the award, plus 1%.

Section 19.04. **Appointment of Receiver**. If Tenant is in default of this Lease, Landlord shall have the right to have a receiver appointed to collect Rent and conduct Tenant's business. Neither the filing of a petition for the appointment of a receiver nor the appointment itself shall constitute an election by Landlord to terminate this Lease.

Section 19.05. **Landlord's Right to Cure Tenant's Default.** Landlord, at any time after Tenant commits a default beyond any applicable notice and cure period, can cure the default at Tenant's cost. If Landlord at any time, by reason of Tenant's default, pays any sum or does any act that requires the payment of any sum, the sum paid by Landlord shall be due immediately from Tenant to Landlord at the time the sum is paid, and if paid at a later date shall bear interest at the Interest Rate from the date the sum is paid by Landlord until Landlord is reimbursed by Tenant. The sum, together with interest on it, shall be additional Rent.

ARTICLE 20
ARBITRATION

Section 20.01. **Arbitration Matters; Decision to Use Arbitration Procedures**. Any controversy arising out of or relating to this Lease or the alleged breach of this Lease (other than a claim by Landlord for unlawful detainer) shall be resolved by binding arbitration in accordance with the terms of this **Article 20**. A "controversy" shall mean any action, dispute, claim or controversy of any kind, whether in contract or tort, statutory or common law, legal or equitable, now existing or hereafter arising on connection with, or in any way pertaining to, this Lease, the Building or the Site, or any past, present or future transactions or obligations of any kind related directly or indirectly to the Lease, the Building or the Site. Any Party who fails or refuses to submit to arbitration following a lawful demand by any other Party shall bear all cost and expenses incurred by such other Party in compelling arbitration of any controversy.

Section 20.02. **Appointment of Arbitrator(s).** Arbitration proceedings shall be administered by the American Arbitration Association ("AAA") in accordance with the AAA Commercial Arbitration Rules, or such other recognized arbitration or private judge service as the Parties shall mutually agree upon. A single arbitrator will be appointed promptly but in no event later than sixty (60) days from the administrator's receipt of a written request for arbitration. In selecting the arbitrator, the provisions of Section 1297.121 of the *Code of Civil Procedure* shall apply, and an arbitrator may be challenged by any Party for any of the grounds listed in that Section. In the event any Party fails to participate in any phase of the appointment process as set forth in this **Article 20**, the arbitrator originally selected by the other Party shall preside over the arbitration proceedings and shall decide the controversy, notwithstanding the non-participation of such Party.

Section 20.03. **Arbitrator(s) Qualifications and Powers**. The arbitrator must be active members of the California State Bar or retired judges of the state or federal judiciary of California, with expertise in substantive law applicable to the subject of the controversy. The arbitrator is empowered to resolve controversies by summary rulings in response to motions filed prior to the final arbitration hearing. The arbitrator (i) shall resolve all controversies in accordance with the substantive law of the State of California, and to the extent applicable, the federal law of the United States, (ii) may grant any remedy or relief that a court of the State of California could order or grant within the scope hereof and such ancillary relief as is necessary to make effective any award, and (iii) shall have the power to award recovery of all costs and fees, to impose sanctions and to take such other actions as they deem necessary to the same extent a judge could pursuant to the Federal Rules of Civil Procedure, the California Rules of Civil Procedure, and other applicable law.

Section 20.04. **Place of Arbitration**. Arbitration shall take place in San Joaquin County or such other location the Parties shall mutually agree upon. The hearing before the arbitrator shall be at the time and place selected in accordance with the rules governing the arbitration, if the rules do not specify a date by which the arbitration is to commence, then at a time agreed to by the Parties, and if the Parties cannot agree, at a date selected by the arbitrator. The arbitrator shall select such time and place promptly after being appointed and shall give notice of such hearing to each Party at least thirty (30) days prior to the date so fixed.

Section 20.05. **Governing Rules**.

A. **Governing Rules**. All controversies submitted to arbitration shall be resolved in accordance with the Federal Arbitration Act (Title 9 of the United States Code). All statutes of limitation and statutes of response applicable to any controversy shall apply to any arbitration proceeding. The arbitrator shall hear and determine the matter and shall execute and acknowledge their judgment or award in writing and cause a copy of the judgment to be delivered to each of the Parties.

B. **Rules of Evidence**. All discovery activities shall be expressly limited to matters directly relevant to the controversy being arbitrated. At the hearing, any relevant evidence may be presented by any Party, and the formal rules of evidence applicable to judicial proceedings shall not govern. Evidence may be admitted or excluded in the reasonable discretion of the arbitrator.

Section 20.06. **Decision**. The decision of that arbitrator shall be binding and conclusive on the Parties. No arbitrator shall sit twice on the same controversy. The submission of controversy to arbitration and decisions shall be a condition precedent to any right of legal action regarding the controversy, except for the prejudgment actions specifically authorized in **Section 20.01** herein. Judgment upon any award rendered in arbitration may be entered in any court having jurisdiction.

Section 20.07. **Findings and Conclusions of Law**. In any arbitration in which the amount in controversy exceeds Two Hundred Thousand Dollars ($200,000.00), the arbitrator(s) shall be required to make specific, written findings of fact and conclusions of law. In such arbitration: (i) the arbitrator shall not have the power to make any award which is not supported by substantial evidence, or which is based on legal error, and (ii) an award shall not be binding upon the Parties unless the findings of fact are supported by substantial evidence and the conclusions of law are not erroneous under the substantive law of the State of California. Judgment confirming an award in such a proceeding may be entered only if a court determines the award is supported by substantial evidence and not based on legal error under the substantive law of the State of California.

Section 20.08. **Limitations of Liability**. The arbitration award pursuant to this **Article 20** may contain an award for compensatory damages, appropriate preliminary or permanent injunctive relief, appropriate specific performance, declaratory relief, attorneys' fees and costs, but no decision shall contain any award for punitive or exemplary damages.

Section 20.09. **Miscellaneous**. To the maximum extent practicable, the AAA or other arbitration service, the arbitrator and the Parties shall take all action required to conclude any arbitration proceedings within one hundred eighty (180) days of the filing of the controversy with the AAA. No arbitrator or other Party to an arbitration proceeding may disclose the existence, content or results of the arbitration, except for disclosures of information by a Party required in the ordinary course of its business, by applicable law or regulation, or to the extent necessary to exercise any judicial review rights set forth herein.

Section 20.10. **Costs of Arbitration**. Any fee to initiate arbitration shall be paid by the Party initiating the arbitration, but the cost of arbitration shall ultimately be borne as determined by the arbitrator. The ongoing costs and fees shall be paid as agreed by the Parties and if they cannot agree, as determined by the arbitrator.

Section 20.11. **Severability**. In the event that the right to Judicial Review contained in **Section 20.07** shall be held to be unenforceable, all other provisions under this **Article 20** shall be given effect separately and shall remain in full force and effect.

ARTICLE 21
LANDLORD'S RIGHT TO PERFORM

Section 21.01. **Right to Perform**. If Tenant shall breach the performance of any obligation on Tenant's part to be performed under this Lease, Landlord may perform the same for the account of Tenant. If Landlord at any time is compelled to pay or elects to pay any sum of money or do any act which will require the payment of any sum of money (including but not limited to employment of attorneys or incurring of costs) by reason of the failure of Tenant to comply with any term, covenant, condition, provision or agreement hereof, the sum or sums so paid or incurred by Landlord with interest at the Interest Rate shall be due from Tenant to Landlord within thirty (30) days after receipt of written demand by Landlord, as additional Rent.

ARTICLE 22
LANDLORD'S RIGHTS TO CHANGE TENANT'S LOCATION AND PLOT

Section 22.01. **Intentionally Omitted**.

Section 22.02. **Relocation of Tenant After Completion**. At any time, Landlord shall have the right, upon providing Tenant ninety (90) days' notice in writing, to provide and furnish Tenant with space elsewhere in University Park of approximately the same size as the Premises, and to move and place Tenant

in such new space at Landlord's expense, which includes the cost to move Tenant, its furniture, equipment, phones and computers. In the event Landlord moves Tenant to such new space, then this Lease and each and all of the terms and covenants and conditions hereof shall thereupon remain in full force and effect and be deemed applicable to such new space, and the Lease shall be amended to include and state all correct data as to the new space. Should Tenant refuse to permit Landlord to move Tenant to such new space at the end of said ninety (90) day period, Landlord shall have the right to terminate this Lease by notice to such effect to Tenant in writing within ten (10) days following the end of said ninety (90) day period, which termination shall be effective ninety (90) days after the date of original notice of relocation by Landlord.

Notwithstanding anything to the contrary in this **Article 22**, Landlord's rights hereunder to relocate the Premises shall be for substitute premises within University Park which have reasonably comparable improvements, parking, similar access, configuration, and quality of construction, and in no event shall the Rent payable for the substitute premises exceed the Rent payable for the Premises, unless agreed to by both parties. In addition, Tenant shall be entitled to rent abatement during the time, not to exceed a total of five (5) days, that it is packing up, moving and unpacking.

ARTICLE 23
END OF TERM

Section 23.01. **Condition of Premises**. Upon the expiration or other termination of the Term, Tenant shall quit and surrender the Premises to Landlord, broom clean, in as good order, condition and repair as it now is or may hereafter be placed, ordinary wear and tear excepted. Tenant shall remove all property of Tenant, as directed by Landlord, except fixtures approved by Landlord during the term. All such work done by Tenant shall be subject to the provisions of **Section 9.01** hereof. If Tenant shall remove any property or improvements permitted or required to be removed from the Premises, Tenant shall repair or, at Landlord's option, shall pay to Landlord the cost of repairing, any damage arising from such removal. Any property left on the Premises at the expiration or other termination of this Lease, or after the happening of any of the events of default set forth in **Article 18**, may, at the option of Landlord, either be deemed abandoned or be placed in storage at a public warehouse in the name of and for the account of and at expense and risk of Tenant or otherwise disposed of by Landlord in the manner provided by law. Tenant expressly releases Landlord of and from any and all claims and liability for damage to or destruction or loss of property left by Tenant upon the Premises at the expiration or other termination of the Lease and Tenant hereby indemnifies Landlord against any and all claims and liability with respect thereto.

Section 23.02. **Holding Over**. If Tenant holds over after the expiration of the Term, or any extension thereto, with the express written consent of Landlord, such tenancy shall be from month to month only and shall not be a renewal hereof, and Tenant shall pay as Monthly Installments an amount agreed to by the Parties or if the Parties do not so agree Tenant shall pay as Monthly Installments one and one-half (1.5) times the Monthly Installment of the last month of the Term, or extension thereof, as the case may be. If, without the express written consent of Landlord, Tenant shall fail to vacate the Premises after the expiration of the Term or sooner termination of this Lease for any cause or after Tenant's right to occupy the Premises ceases, thereafter, and notwithstanding anything to the contrary contained elsewhere in this Lease, Tenant shall be liable to Landlord for the use and occupancy of the Premises in an amount agreed to be two (2) times the Monthly Installment of the last month of the Term, or extension thereof, for each month Tenant holds over. If the Premises are not surrendered at the end of the Term, extension, or of a hold over period consented to in writing by Landlord, Tenant shall be additionally responsible to Landlord for all damage (including but not limited to the loss of Rent) which Landlord shall suffer by reason thereof, and Tenant hereby indemnifies Landlord against all claims made by any succeeding tenant against Landlord, resulting from delay by Landlord in delivering possession of the Premises to such succeeding tenant. Tenant's obligation to observe or perform all of the terms, covenants, conditions, provisions and agreements of this Article shall survive termination of this Lease. Except as provided in this Section, all provisions of

the Lease, except those pertaining to term or any option to extend or acquire the Premises shall apply to the month-to-month tenancy of any holdover, whether or not Landlord has consented thereto.

Section 23.03. **No Consent or Waiver Implied.** Nothing in this **Article 23** shall be construed as implied consent by Landlord to any holding over by Tenant. Landlord expressly reserves the right to require Tenant to surrender possession of the Premises to Landlord as provided in this Lease on expiration or other termination of this Lease. The provisions of this **Article 23** shall not be considered to limit or constitute a waiver of any other rights or remedies of Landlord provided in this Lease or at law, including the right to commence and maintain an action in unlawful detainer.

ARTICLE 24
QUIET POSSESSION

Section 24.01. **Quiet Possession**. Landlord covenants and agrees with Tenant that upon Tenant's paying Base Monthly Rent and all other charges and observing and performing all the terms, covenants, conditions, provisions and agreements of this Lease on Tenant's part to be observed or performed, Tenant shall have quiet possession of the Premises for the Term.

ARTICLE 25
COVENANTS, CONDITIONS, AND RESTRICTIONS

Section 25.01. **Covenants, Conditions, and Restrictions**. Tenant shall observe faithfully and comply strictly with the Permitted Uses during the Term. Landlord shall not be liable to Tenant or any other party for violation of any said restrictions or the restrictions set forth in Section 6 of the Master Lease or in the Master Development Plan by any entity subject thereto.

ARTICLE 26
NOTICES

Section 26.01. **Notices**. Except expressly provided to the contrary herein, every notice, request, consent, approval or other communication (hereafter in this subsection collectively referred to as "notices" and singly referred to as a "notice") which Landlord or Tenant is required or permitted to give to the other pursuant to this Lease shall be in writing and shall be delivered personally or by overnight courier service or shall be sent by certified or registered mail, return receipt requested, first-class postage prepaid, if to Landlord, at Landlord's address for notices as set forth in the Summary for Basic Sublease Information, or if to Tenant, at Tenant's address for notices as set forth in the Summary for Basic Sublease Information, or at any other address designated by either party by notice to the other party pursuant to this subsection. Any notice delivered to a party's designated address by (a) personal delivery, (b) recognized overnight national courier service, or (c) registered or certified mail, return receipt requested, shall be deemed to have been received by such party at the time the notice is delivered to such party's designated address. Confirmation by the courier delivering any notice given pursuant to this subsection shall be conclusive evidence of receipt of such notice. Landlord and Tenant each agrees that it will not refuse or reject delivery of any notice given hereunder, that it will acknowledge, in writing, receipt of the same upon request by the other party and that any notice rejected or refused by it shall be deemed for all purposes of this Lease to have been received by the rejecting party on the date so refused or rejected, as conclusively established by the records of the U.S. Postal Service or the courier service. Any notice required to be given within a stated period of time which is sent by certified or registered mail shall be considered timely if postmarked before midnight of the last day of such period. Until a new address is designated by a party in accordance with this paragraph, notices addressed to the last designated address shall be deemed to have been received by such party on the date of the attempted delivery as shown on the records of the U.S. Postal Service or the courier service.

ARTICLE 27
BROKERAGE

Section 27.01. **Brokerage**. Tenant represents and warrants to Landlord that no real estate broker, agent or finder negotiated or was instrumental in negotiating or representing Tenant in the negotiation of this Lease or the consummation hereof, except for Cushman and Wakefield. Landlord shall pay Broker commissions pursuant to a separate written agreement and shall indemnify Tenant against the claims of any other brokers. Tenant shall pay the commission or fee of any other brokers, agent or finder acting for Tenant or claiming any commissions or fee on the basis of contracts or dealings with Tenant and not disclosed herein by Tenant, and Tenant hereby indemnifies and agrees to protect, defend and hold Landlord harmless from and against any claims made by any such broker, agent or finder of Tenant and any and all costs and damages suffered by Landlord as a consequence thereof, including without limitation, attorneys' fees.

ARTICLE 28
MISCELLANEOUS

Section 28.01. **Captions and Construction**. The headings are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope or intent of this Lease nor do they in any way affect this Lease. The language in all parts of this Lease shall be construed according to its normal and usual meaning and not strictly for or against either Landlord or Tenant. All of the terms, conditions, provisions and agreements of the lease shall be deemed to be covenants as well as conditions. The words "re-enter" and "re-entry" as used in this Lease are not restricted to their technical legal meaning.

Section 28.02. **Successors and Assigns**. The covenants contained in this Lease shall bind and inure to the benefit of Landlord and Tenant and their respective legal representatives and successors and, except as otherwise provided in this Lease, their assigns.

Section 28.03. **Landlord’s Approval**. The review, approval, inspection or examination by Landlord of any item to be reviewed, approved, inspected or examined by Landlord under the terms of this Lease or the Exhibits attached hereto shall not constitute the assumption of any responsibility by Landlord for either the accuracy or sufficiency of any such item or the quality or suitability of such items for its intended use. Any such review, approval, inspection or examination by Landlord is for the sole purpose of protecting Landlord's interests under this Lease, and no third parties, including, without limitation, Tenant or any other person or entity claiming through or under Tenant, or the contractors, agents, employees, visitors or licensees of Tenant or any such person or entity, shall have any rights hereunder.

Section 28.04. **Joint and Several Liability**. If a partnership or more than one legal person at any time constitutes Tenants, then (i) each partner and each legal person shall be jointly and severally liable for the keeping, observing and performing of all of the terms, covenants, conditions, provisions and agreements of this Lease to be kept, observed or performed by Tenant, and (ii) the term "Tenant" as used in this Lease shall mean and include each such partner or legal person jointly and severally and the act of or notice from or notice or refund to, or the signature of, any one or more of them, with respect to this Lease, including but not limited to any renewal, extension, expiration, termination or modification of this Lease, shall be binding upon each and all of the persons executing this Lease as tenant with the same force and effect as if each and all of them had so acted or so given or received such notice or refund or so signed.

Section 28.05. **Governing Law**. This Lease shall be governed by and construed in accordance with California law.

Section 28.06. **Severability**. In the event any term, covenant, condition, provision or agreement herein contained is held to be invalid or void by any court of competent jurisdiction, the invalidity of any

such term, covenant, condition, provision or agreement shall in no way affect any other term, covenant, condition, provision or agreement herein contained.

Section 28.07. **Security Systems**. Except as may be included as a Common Area Expense, Landlord shall not be obligated to provide or maintain any security patrol or security system. Landlord shall not be responsible for the quality of any such patrol or system, which may be provided within University Park.

Section 28.08. **Time of the Essence**. Time is of the essence with respect to the performance of each and every provision of this Lease to be performed by Tenant and Landlord.

Section 28.09. **Change of Name**. If the name of Tenant or any successor or assign shall be changed during the Term of this Lease, such Party shall promptly notify Landlord thereof, which notice shall be accompanied by a certified copy of the document effecting such change of name.

Section 28.10. **Estoppel Certificate**. Tenant shall at any time and from time to time upon not less than twenty (20) days' prior notice from Landlord, execute, acknowledge and deliver to Landlord a statement in writing certifying to those facts (but Tenant shall not be required to make any agreements which unreasonably interfere with Tenant's rights hereunder) for which such estoppel certificate has been requested by Landlord or any current or prospective purchaser, mortgagee (or beneficiary under a deed of trust), ground lessor or underlying lessor, Master Developer, CSU or the Site Authority, including without limitation: (i) that this Lease is unmodified and in full force and effect (or, if modified, adequately identifying such modification and certifying that this Lease, as so modified, is in full force and effect), (ii) the dates to which the Base Monthly Rent, additional payments and other charges are paid, (iii) whether or not there is any default by Landlord or Tenant in the performance of any term, covenant, condition, provision or agreement contained in this Lease, and (iv) whether or not there are any set-offs, defenses or counterclaims against enforcement of the obligations to be performed under this Lease and, if there are, specifying each such default, set-off, defense or counterclaim. Any such statement may be conclusively relied upon by any prospective purchaser or lessee, encumbrancer or ground lessor of the Premises, the Building, or the Site. Tenant's failure to deliver such statement within such time shall be deemed a statement that this Lease is in full force and effect, without modification as may be represented by Landlord, that there are no uncured defaults in Landlord's performance, nor any set-offs, defenses or counterclaims, and that no more than one (1) month's Base Monthly Rent has been paid in advance.

Section 28.11. **Authority**. If Tenant signs as a corporation or partnership, each of the persons executing this Lease on behalf of Tenant does hereby covenant and warrant that Tenant is a duly organized and existing entity, that Tenant has and is qualified to do business in California, that Tenant has full right and authority to enter into this Lease, and that each and every person signing on behalf of Tenant is authorized to do so. Upon Landlord's request, Tenant shall provide Landlord with evidence satisfactory to Landlord confirming the foregoing covenants and warranties.

Section 28.12. **Attorneys' Fees**. In the event that either Landlord or Tenant fails to perform any of its obligations under this Lease or in the event a dispute arises concerning the meaning or interpretation of any provision of this Lease, the basis of the dispute shall be settled by judicial proceedings (unless this Lease otherwise specifically allows for or requires arbitration) and the Party not prevailing in such dispute, as the case may be, shall pay all costs and expenses incurred by the other Party in enforcing or establishing its rights hereunder, including without limitation, court costs and reasonable attorneys' fees, and the fees and costs of any expert witnesses.

Section 28.13. **Waiver of Trial by Jury**. The respective Parties hereto hereby waive trial by jury in any action, proceeding or counterclaim brought by either of the Parties hereto against the other on any

matter whatsoever arising out of or in any way connected with this Lease, the relationship of Landlord and Tenant, Tenant's use or occupancy of the Premises, or any claim of injury or damage, or the enforcement of any remedy under any statute, emergency or otherwise.

Section 28.14. **No Waiver**. The failure of either party to seek remedies for violation of, or to insist upon the strict performance of any term, covenant, condition, provision or agreement of this Lease shall not prevent a subsequent act, which would have originally constituted a violation, from having all the force and effect of any original violation. No provision of this Lease shall be deemed to have been waived by landlord or tenant, unless such waiver is in writing and signed by the party giving the waiver. The acceptance by either party with knowledge of the breach of any term, covenant, condition, provision or agreement of this Lease shall not be deemed a waiver of such breach.

Section 28.15. **Modification in Writing**. Any agreement hereafter made shall be ineffective to change, modify, waive or discharge any provision of this Lease in whole or in part unless such agreement is in writing and signed by the Party against whom enforcement of the change, modification, waiver or discharge is sought.

Section 28.16. **Complete Agreement**. There are no oral agreements between Landlord and Tenant affecting this Lease, and this Lease supersedes and cancels any and all prior negotiations, arrangements, correspondence, communications, brochures, agreements and understandings, if any, whether oral or written, between Landlord and Tenant or displayed by Landlord to Tenant with respect to the subject matter of the Lease. There are no representations between Landlord and Tenant other than those contained in this Lease and all reliance with respect to any representations is based solely upon the terms of this Lease.

Section 28.17. **Survival**. The indemnity obligations of Tenant, including without limitation those set forth in **Section 9.04** and **Articles 12 and 23**, shall survive the termination of this Lease.

Section 28.18. **Exhibits and Riders**. This Lease consists of pages 1 through 42, inclusive, together with **Exhibits A, B, C, and D**, and the **Lease Summary**, all of which are made a part hereof as though fully set forth herein.

Section 28.19. **No State Liability**. No provision of this Lease shall be deemed binding upon the state of California or any of its agencies, departments or officials.

Section 28.20. **Consents**. Whenever, in this Lease, a party is, or may be, called upon to give its consent or approval to any action, said consent or approval shall not be unreasonably withheld, conditioned or delayed.

Section 28.21. **Payments**. Notwithstanding anything to the contrary in this Lease, Tenant shall have fifteen (15) days after its receipt of a written invoice from Landlord to make monetary payments on any unscheduled amounts owed to Landlord (i.e., amounts owed other than normal and scheduled payments of Base Monthly Rent and Additional Rent.

Section 28.22. **Landlord's Representations**.

A. **Ground Lease**. Landlord hereby represents and warrants that the terms and provisions of the Ground Lease do not materially or adversely enlarge Tenant's obligations under this Lease or materially or adversely affect Tenant's rights or remedies under this Lease or Tenant's use of the Premises. Landlord will refrain from any act or omission that would result in the failure or breach of any of the covenants, provisions, or conditions of the Ground Lease on the part of Master Developer as a subtenant

under the Ground Lease in a manner which materially or adversely enlarges Tenant's obligations under this Lease or materially or adversely affects Tenant's rights or remedies under this Lease or Tenant's use of the Premises.

B. **Master Lease**. Landlord hereby represents and warrants that the terms and provisions of the Master Lease do not materially or adversely enlarge Tenant's obligations under this Lease or materially or adversely affect Tenant's rights or remedies under this Lease or Tenant's use of the Premises. Landlord agrees not to terminate the Master Lease voluntarily or modify the Master Lease in a manner that adversely affects Tenant's rights or obligations under this Lease or its use or quiet enjoyment of the Premises. Landlord will refrain from any act or omission that would result in the failure or breach of any of the covenants, provisions, or conditions of the Master Lease on the part of Landlord as tenant under the Master Lease in a manner which materially or adversely enlarges Tenant's obligations under this Lease or materially or adversely affects Tenant's rights or remedies under this Lease or Tenant's use of the Premises.

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

LANDLORD

STOCKTON UNIVERSITY PARK INVESTORS 10, LLC a California limited liability company

By: Grupe Huber Company
a California Corporation

Its: Managing Member

By: _____
Kevin Huber

Its: President

TENANT

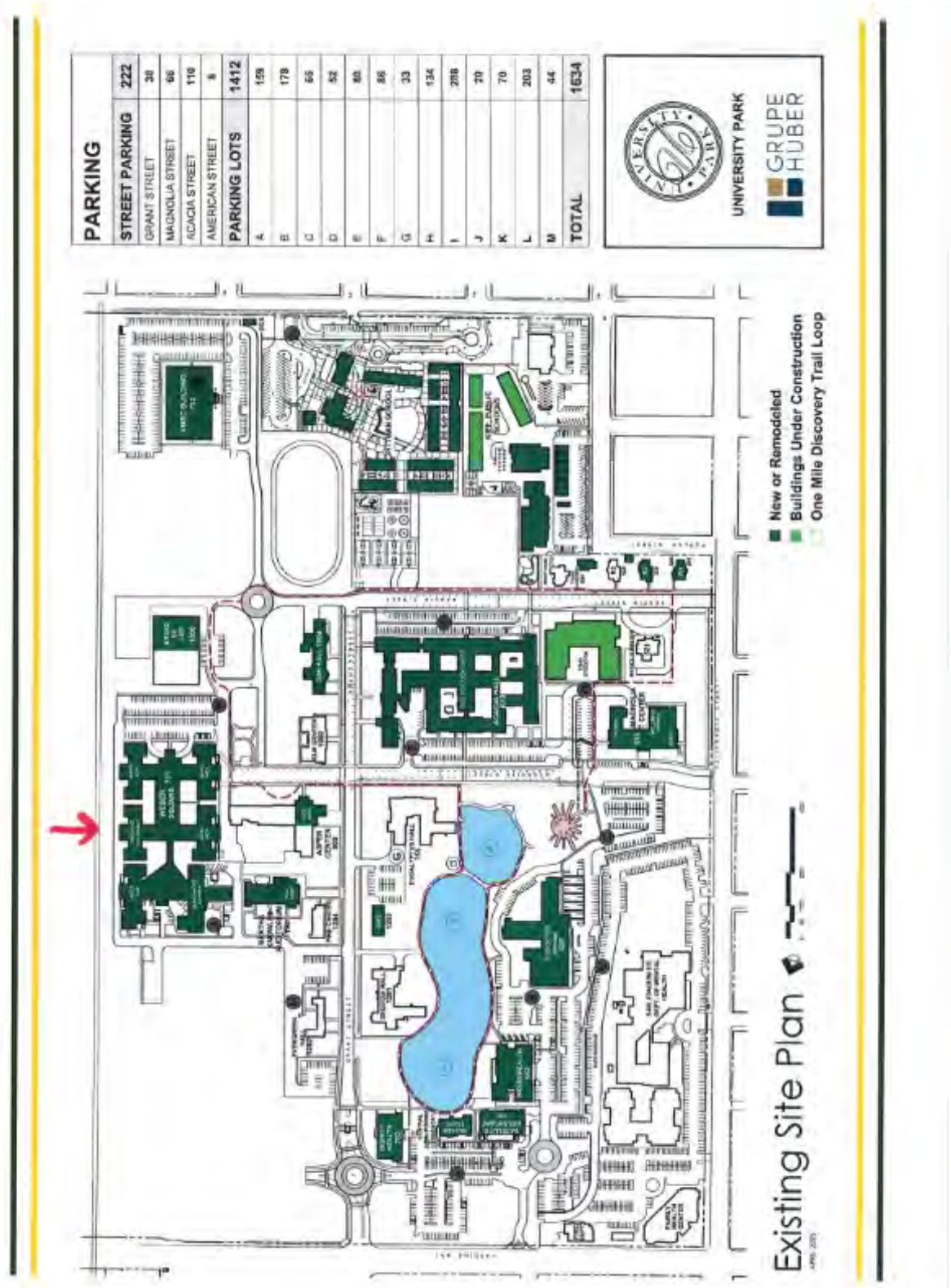
COMMUNITY ACTION PARTNERSHIP Of KERN

By:_____

Its: _____

EXHIBIT A

SITE DESCRIPTION



A-1

EXHIBIT B

BUILDING DESCRIPTION – PLAN OF PREMISES

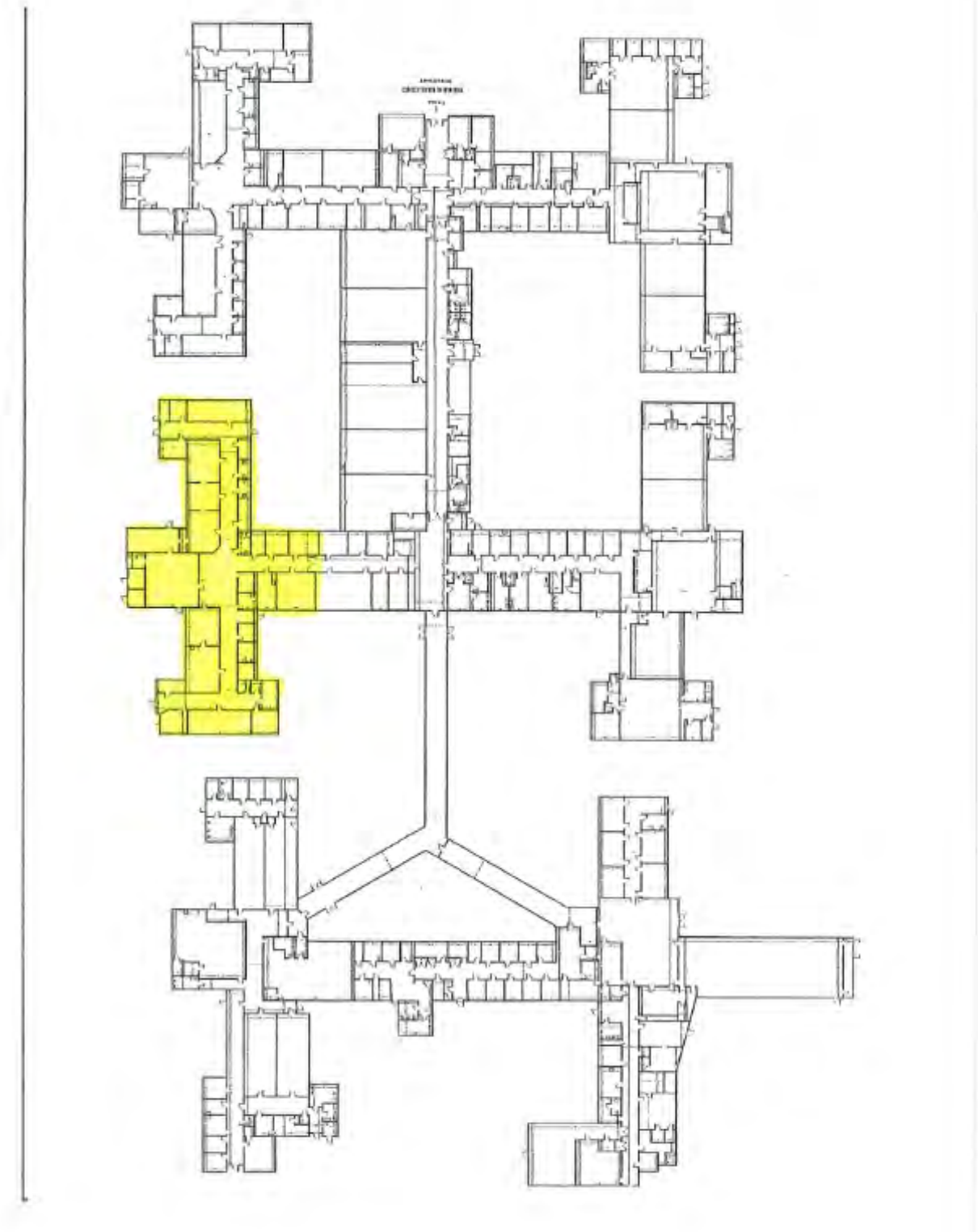


EXHIBIT C

IMPROVEMENT AGREEMENT

Tenant accepts the Premises in its “as is” condition. Landlord will have the flooring professionally cleaned and paint the interior of the Premises at its own expense, (“Landlord Work”).

EXHIBIT D

UNIVERSITY PARK

RULES AND REGULATIONS

1. Use of Common Areas. Sidewalks, halls, passages, exits, entrances, elevators, escalators and stairways shall not be obstructed by Tenants or used by them for any purpose other than for ingress to and egress from their respective Premises. The halls, passages, exits, entrances, elevators and stairway are not for the use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building and its Tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any Tenant normally deals in the ordinary course of such Tenant's business unless such persons are engaged in illegal activities. Landlord and Master Developer shall have the right to remove or exclude from or to restrain (or take legal action to do so) any unauthorized person from, or from coming upon, University Park, and to prohibit and/or abate any unauthorized act occurring on or about University Park, whether or not such act is in express violation of the prohibitions listed above. Master Developer reserves the right to alter or change the layout and configuration of the parking areas, thoroughfares and Common Areas within and throughout University Park.

2. Exterior Appearance. The exterior areas immediately adjoining the Building shall be kept clean and free from dirt and rubbish by Tenant to the satisfaction of Landlord and Master Developer. No outside storage shall be permitted except at Landlord's approval. Tenant is only allowed to use the existing storage bins located in the exterior yard areas on the east side of the Building.

3. No Access to Roof. Subject to the provisions of the Lease, Tenant shall have no right of access to the roof of the Building and shall not install, repair or replace any antenna, aerial, aerial wires, fan, air-conditioner or other device on the roof of the Building, without the prior written consent of Landlord. Any such device installed without such written consent is subject to removal at Tenant's expense without notice at any time. In any event Tenant will be liable for any damages or repairs incurred or required as a result of its installation, use, repair, maintenance or removal of such devices on the roof and agrees to indemnity and hold harmless Landlord from any liability, loss, damage, cost or expense, including reasonable attorneys' fees, arising from any activities of Tenant or of Tenant's Representatives on the roof of the Building.

4. Signage. Subject to the provisions of the Lease, no sign, placard, picture, name, advertisement or notice, visible from the exterior of the leased Premises, shall be inscribed, painted, affixed, installed or otherwise displayed by any Tenant either on its Premises or any part of the Building without the prior written consent of Landlord, and Landlord shall have the right to remove any such sign, placard, picture, name, advertisement, or notice without notice to and at the expense of the Tenant. If Landlord shall have given such consent to any Tenant at any time, whether before or after the execution of its Lease, such consent shall in no way operate as a waiver or release of any of the provisions hereof or of such Lease, and shall be deemed to relate only to the particular sign, placard, picture, name, advertisement or notice so consented to by Landlord and shall not be construed as dispensing with the necessity of obtaining the specific written consent of Landlord with respect to any other such sign, placard, picture, name, advertisement or notice. All approved signs or lettering on doors and walls shall be printed, painted, affixed or inscribed at the expense of the Tenant by a person approved by Landlord.

5. Window Coverings. No curtains, draperies, blinds, shutters, shades, screens or other coverings, awnings, hangings or decorations shall be attached to, hung or placed in, or used in connection

with, any window or door on any premises without the prior written consent of Landlord. In any event with the prior written consent of Landlord, all such items shall be installed inboard of Landlord's standard window covering and shall in no way be visible from the exterior of the Building. No articles shall be placed or kept on the windowsills so as to be visible from the exterior of the Building. No articles shall be placed against glass partitions or doors which might appear unsightly from outside Tenant's Premises. Landlord shall have the right to control all lighting within the Premises that may be visible from the exterior of the Building.

6. Access to Building. Subject to the provisions of the Lease, Landlord reserves the right to exclude from the Building between the hours of 6:00 P.M. and 8:00 A.M. and at all hours on Saturdays, Sundays and holidays all persons who are not Tenants or their accompanied guests in the Building. Each Tenant shall be responsible for all persons for whom it allows to enter the building and shall be liable to Landlord for all acts of such persons. Landlord shall in no case be liable for damages for error with regard to the admission to or exclusion from the Building of any person. During the continuance of any invasion, mob, riot, public excitement or other circumstance rendering such action advisable in Landlord's opinion, Landlord reserves the right to prevent access to the Building by closing the doors, or otherwise, for the safety of Tenants and protection of the Building and property in the Building.

7. Janitorial Services. No Tenant shall employ any person or persons other than the janitor of Landlord for the purpose of cleaning the Premises unless otherwise agreed to by Landlord in writing. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. No Tenant shall cause any unnecessary labor by reason of such Tenant's carelessness or indifference in the preservation of good order and cleanliness of the Premises. Landlord shall in no way be responsible to any Tenant for any loss of property on the Premises, however occurring, or for any damage done to the effects of any Tenant by the janitor or any other employee or any other person. Janitorial service will not be furnished to areas in the Premises on nights when such areas are occupied after 9:30 P.M., unless such service is extended by written agreement to a later hour in specifically designated areas of the Premises.

8. Office Closing Procedures. Each Tenant shall see that all doors of its Premises are closed and securely locked and must observe strict care and caution that all water faucets or water apparatus are entirely shut off before the Tenant or its employees leave such Premises, and that all utilities shall likewise be carefully shut off, so as to prevent waste or damage, and for any default or carelessness the Tenant shall make good all injuries sustained by other Tenants or occupants of the Building or Landlord. On multiple-tenancy floors, all Tenants shall keep the door or doors to the Building corridors closed at all times except for ingress or egress.

9. Utilities. Tenant shall not waste electricity, gas, water or air-conditioning and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air-conditioning and shall refrain from attempting to adjust any controls other than room thermostats installed for Tenant's use. No Tenant shall use any method of heating or air-conditioning other than that supplied by Landlord.

10. Keys & Locks. No Tenant shall alter any lock or access device or install a new additional lock or access device or any bolt on any door of its Premises without the prior written consent of Landlord. If Landlord shall give its consent, the Tenant shall in each case furnish Landlord with a key for any such lock. No Tenant shall make or have made additional copies of any keys or access devices provided by Landlord. Each Tenant, upon the termination of the Tenancy, shall deliver to Landlord all the keys or access devices for the Building, offices, rooms and toilet rooms which shall have been furnished the Tenant or which the Tenant shall have had made. In the event of the loss of any keys or access devices so furnished by Landlord, Tenant shall pay Landlord therefor.

11. Plumbing Facilities. The toilet rooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed, and no foreign substance of any kind whatsoever shall be thrown therein, and the expense of any breakage, stoppage or damage resulting from the violation of this rule shall be borne by the Tenant who, or whose employees or invitees, shall have caused it.

12. Nuisances and Dangerous Substances. No Tenant shall use or keep in its Premises or the Building any kerosene, gasoline or inflammable or combustible fluid or material other than limited quantities necessary for the operation or maintenance of office or office equipment. No Tenant shall use, keep or permit to be used or kept in its Premises any foul or noxious gas or substance or permit or suffer such Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants, visitors or tenants of the Building by reason of noise, odors and/or vibrations or interfere in any way with other Tenants or those having business therein, nor shall any animals or birds be brought or kept in or about any Premises of the Building. Tenant will not install or operate any phonograph, radio receiver, musical instrument, or television or other similar device in any part of the Common Areas and shall not operate any such device in such manner as to disturb or annoy other tenants, visitors or occupants of University Park.

13. Prohibited Uses. The Premises will not be used for manufacturing, for the storage of merchandise held for sale to the general public, for lodging or for the sale of goods to the general public. No cooking shall be done or permitted by any Tenant on its Premises, except that Tenant may use Underwriters' Laboratory approved equipment including a microwave oven for the preparation of coffee, tea, hot chocolate and similar beverages and for normal heating of lunch food items for Tenants and their employees, provided that such equipment and use is in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations. Cooking is allowed within the Premises subject to Tenant's equipment and appliances being ULI approved and in accordance with applicable federal, state, city laws, codes, ordinances, rules and regulations.

14. Freight. Upon not less than twenty-four hours prior notice to Landlord, which notice may be verbal, an elevator will be made available for Tenant's use for transportation of freight, subject to such scheduling as Landlord in its discretion deems appropriate. Tenant shall not transport freight in loads exceeding the weight limitations of such elevator. Landlord reserves the right to prescribe the weight, size and position of all equipment, materials, furniture or other property brought into the Building, and no property will be received in the Building or carried up or down the freight elevator or stairs except during such hours and along such routes and by such persons as may be designated by Landlord. Landlord reserves the right to require that heavy objects will stand on wood strips of such length and thickness as is necessary to properly distribute the weight. Landlord will not be responsible for loss of or damage to any such property from any cause and Tenant will be liable for all damage or injuries caused by moving or maintaining such property. Landlord and Master Developer reserve the right to prescribe the date, time, method and conditions that any personal property, equipment, trade fixtures, merchandise and other similar items shall be delivered to or removed from University Park. No iron safe or other heavy or bulky object shall be delivered to or removed from University Park except by experienced safe men, movers or riggers approved in writing by Landlord and Master Developer.

15. Floor Coverings. Tenant will not lay or otherwise affix linoleum, tile, carpet or any other floor covering to the floor of the Premises in any manner except as approved in writing by Landlord. Tenant will be liable for the cost of repair of any damage resulting from the violation of this rule or the removal of any floor covering by Tenant or its contractors, employees or invitees.

16. Electrical Installations. Landlord will direct Tenant's electricians as to where and how telephone, telegraph and electrical wires are to be installed. No boring or cutting for wires will be allowed

without the prior written consent of Landlord. The location of burglar alarms, smoke detectors, telephones, call boxes and other office equipment affixed to the Premises shall be subject to the prior written approval of Landlord.

17. Use of Hand Trucks. Tenant will not use or permit to be used in the Premises or in the Common Areas any hand trucks, carts or dollies except those equipped with rubber tires and side guards or such other equipment as Landlord may approve.

18. Refuse. Tenant will store all its trash and garbage within the Premises. No material will be placed in the trash boxes or receptacles if such material may not be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city in which the Building is located without being in violation of law or ordinance governing such disposal. All trash and garbage removal will be only through such Common Areas provided for such purposes and at such times as Landlord and Master Developer may designate.

19. Unauthorized Activities. No person, without the written consent of Landlord and Master Developer, shall in or on any part of the Common Area:

a. Vend, peddle, or solicit orders for sale or distribution of any merchandise, device, service, periodical, book, pamphlet or other matter.

b. Exhibit any sign, placard, banner, notice or other written materials.

c. Distribute any circular, booklet, handbill, placard or other material.

d. Solicit membership in any organization, group or association or contribution for any purpose.

e. Parade, rally, patrol, picket, demonstrate or engage in any conduct that might tend to interfere with or impede the use of any of the Common Area by any University Park occupant, create a disturbance, attract attention or harass, annoy, disparage or be detrimental to the interest of any of the business within University Park.

f. Use any Common Area for any purpose when none of the businesses within University Park is open for business or employment.

g. Throw, discard or deposit paper, glass or extraneous matter except in designated receptacles, or create letter hazards.

h.. Use any sound-making device of any kind or create or produce in any manner noise or sound that is annoying, unpleasant, or distasteful to occupants or permittees.

i. Deface, damage, or demolish any sign, light standard or fixture, landscaping material, or other improvement within University Park or the property of customers, business invitees, or employees situated within University Park.

The listing of specific items as being prohibited is not intended to be exclusive, but to indicate in general the manner in which the right to use University Park solely as a means of access and convenience for the businesses in University Park is limited and controlled by Master Developer, its successors or assigns, of University Park.

20. Parking. Tenant will use, and will cause its agents, employees, contractors and invitees to use, the parking spaces to which it is entitled under the Lease in a manner consistent with Landlord's directional signs and markings in the parking areas. Specifically, but without limitation, Tenant will not park, or permit its agents, employees, contractors or invitees to park, in a manner that impedes access to and from the Building or the parking areas or that violates space reservations for handicapped drivers registered as such with the California Department of Motor Vehicles. Landlord may use such reasonable means as may be necessary to enforce the directional signs and markings in the parking areas, including but not limited to towing services, and Landlord will not be liable for any damage to vehicles towed as a result of non-compliance with such parking regulations.

21. Defects and Accidents. Tenant shall give Landlord prompt notice of all accidents to or defects in air conditioning equipment, plumbing, electrical facilities or any part of similar appurtenances of the Premises.

22. Fire, Security and Safety Regulations. Tenant will comply with all safety, security, fire protection and evacuation measures and. procedures established by Landlord or any governmental agency.

23. No Smoking Building. Smoking of cigarettes, cigars, pipes or any other related items shall not be allowed anywhere within the Building or Buildings which are within University Park and shall be permissible within University Park generally only in specifically designated smoking areas and in no other location.

24. Responsibility for Theft. Tenant assumes any and all responsibility for protecting the Premises from theft, robbery and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.

25. Sales and Auctions. Tenant will not display or sell merchandise outside the exterior walls and doorways of the Premises nor use such areas for storage. Tenant will not install any exterior lighting, amplifiers or similar devices or use in or about the Premises any advertising medium which may be heard or seen outside the Premises, including flashing lights, searchlights, loudspeakers, phonographs or radio broadcasts. Tenant will not conduct or permit to be conducted any sale by auction in, upon or from the Premises or elsewhere in the Project, whether said auction be voluntary, involuntary, pursuant to any assignment for the payment of creditors or pursuant to any bankruptcy or other insolvency proceeding .

26. Thoroughfares: No person will use any roadways or walkways except as a means of egress from or ingress to Buildings and parking areas within University Park or adjacent public streets. Such use will be in an orderly manner in accordance with the directional or other signs and guides. Roadways will not be used at a speed in excess of fifteen (15) miles per hour and will not be used for parking or stopping, except for the immediate loading or unloading of passengers. No walkways will be used for other than pedestrian travel.

27. A. Service Areas: No person will use any utility area, truck court, or other service area reserved for use in connection with the conduct of business except for the specific purpose for which permission to use such area is given.

B. Non-Interference by Services: All Tenants will use their best efforts to cause all trucks servicing their establishments to load and unload prior to the hours of opening for business to the general public.

28. Employee Parking: No employee of any business in University Park will use any area for motor vehicle parking except the area or areas specifically designated for employee parking for the particular period of time such use is to be made. No employer will designate any area for employee parking

except such area or areas as are designated in writing by Landlord and Master Developer, its successors and assigns.

29. Safe Premises: All areas, including vestibules, entrances, and returns, doors fixtures, windows, and plate glass will be maintained in a safe, neat, and clean condition.

30. Removal of Litter: All trash, refuse, and waste materials will be regularly removed from the Premises of each occupant of University Park, and until removal will be stored (a) in adequate containers, which such containers will be located so as not to be visible to the general public visiting University Park; and (b) so as not to constitute any health or fire hazard or nuisance to any occupant. No burning of trash, refuse, or waste materials will occur.

31. Close-Out Promotions: No auction, fire, bankruptcy, or going-out-of-business sale will be conducted in, at, on or about University Park or any portion or portions of such, without receiving Landlord's prior written approval.

32. Boundaries for Doing Business: Under no circumstances, without the express consent of Landlord, its successors or assigns, will there be any sale of merchandise or display of merchandise outside the defined exterior walls or roof of any building within University Park.

33. Generally Non-Permitted Uses: No use will be made of University Park or any portion or portions which would (a) violate any law, ordinance, or regulation; (b) constitute a nuisance; (c) constitute an extra hazardous use; or (d) violate, suspend, or void any policy or policies of insurance on any businesses.

34. Enforcement. Landlord may waive any one or more of these Rules for the benefit of any particular Tenant or Tenant, but no such waiver by Landlord will be construed as a waiver of such Rules in favor of any other Tenant or Tenants nor prevent Landlord from thereafter enforcing these Rules against any or all of the Tenants of the Building.

35. Effect on Lease. These Rules are in addition to and shall not be construed to in any way modify or amend, in whole or in part, the terms, covenants, agreements and conditions of the Lease. Violation of these Rules constitutes a failure to fully perform the provisions of the Lease, as referred to in **Section 18.01** - "Tenant's Default".

36. Additional and Amended Rules. Landlord reserves the right to rescind or amend these Rules and/or adopt any other and reasonable rules and regulations as in its judgment may from time to time be needed for the safety, care and cleanliness of the Building and Site and for the preservation of good order therein. Master Developer reserves the right to record at a later date covenants, conditions and restrictions that in its judgment may from time to time be needed for the safety, care, cleanliness of University Park and for the preservation of good order therein.

MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Assistant Director ~ Program

Date: June 18, 2025

Subject: *Agenda Item 4g*: 2025-26 County of Kern Home Visiting Program Agreement Retroactive Approval – **Action Item**

Kern County Department of Human Services (DHS) received funding from California Department of Social Services to continue supporting the Home Visiting Program (HVP) in Kern County for the 2025-2026 funding period. CAPK received the new Agreement on June 6, 2025, and DHS requested the contract be signed and returned no later than June 10, 2025. Within the attached Agreement you will find funding of $4,943,041 for the HVP Agreement beginning July 1, 2025, through June 30, 2026. This is the same funding received for the current budget period ending June 30, 2025.

Funding through this agreement will support serving up to 350 clients serving the East, West and Northern parts of Kern County. CAPK staffing will remain the same with 41 HVP employees. The target population served are CALWorks participants that are pregnant with their first child, or first-time parents with children under 24 months. Additionally, services are offered to an expanded population of CALWorks parents with children under the age of 24 months.

The Agreement was not received from DHS in time for board approval prior to the return date, and to avoid a lapse in the contract, the Board Chair authorized the Chief Executive Officer (CEO) to sign the agreement on June 10, 2025 and recommend the board approve retroactively. The agreement mirrors the previous year's funding terms and program delivery expectations, and the execution of this Agreement is routine in nature.

As part of the CAPK 2021-2025 Strategic Plan, the HVO program supports CAPK mission and vision of supporting Kern County residents to reach self-sufficiency. Specifically: Goal 2.1.1 Identifying and leveraging finding opportunities to expand services for both early childcare and youth services and 2.1.1b Increase capacity to provide slots by taking advantage of emerging funding opportunities at the County, Regional, State and Federal levels.

Recommendation: Staff recommends the Committee retroactively approve the 2025-26 DHS Home Visiting Program Agreement and authorize the CEO's execution of the Agreement on behalf of CAPK and any amendments throughout the duration of the agreement term, and also recommend approval by the Board of Directors.

Attachment:
2025-26 DHS ~ HVP Agreement

AGREEMENT
FOR
CalWORKs HOME VISITING PROGRAM SERVICES
Independent Contractor
(COUNTY – COMMUNITY ACTION PARTNERSHIP OF KERN)

THIS AGREEMENT ("**Agreement**") is made and entered into on _____("**Execution Date**"), by and between the COUNTY OF KERN, a political subdivision of the State of California ("**County**"), as represented by the Department of Human Services ("**Department**"), and Community Action Partnership of Kern ("**Contractor**"), whose principal place of business is at 1300 18th Street, Suite 200, Bakersfield, CA 93301. County/Department and Contractor are referred to individually as a "**Party**" and collectively as the "**Parties**". CONTRACTOR'S UNIQUE ENTITY IDENTIFIER NUMBER: MH2JA4FK2WK1

WHEREAS:

a. Government Code Sections 31000 and 53060 permit the County Board of Supervisors to contract for the furnishing of special services with individuals specially trained, experienced, and competent to perform those services; and

b. Senate Bill 840 (Chapter 29, Statutes of 2018), Assembly Bill 1811 (Chapter 35, Statutes of 2018), and Welfare and Institutions Code (W&IC) Article 3.4 sections 11330.6-11330.9 codified the requirements for the Home Visiting Program; and

c. The CalWORKs Home Visiting Program is an evidence-based, voluntary service delivery model that pairs new parents with a nurse, or other trained professional to make regular visits in the participant's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services; and

d. County desires to engage Contractor to provide said services, and Contractor, by reason of Contractor's qualifications and experience, has offered to provide the required services on the terms set forth in this Agreement.

NOW, THEREFORE, IT IS AGREED between the Parties as follows:

1. TERM

This Agreement shall commence on July 1, 2025 and shall remain in effect until June 30, 2026, unless sooner terminated as provided for in this Agreement.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor shall assume responsibility for providing the following services:

A. Outreach

1) Contractor's employees shall distribute Home Visiting Program ("HVP") information to available venues, such as stores, libraries, laundromats, doctor and dental offices, and medical clinics and shall host recruiting events in service areas.

2) Contractor shall station a minimum of two Community Action Partnership of Kern ("CAPK") HVP liaisons at the offices of the Kern County Department of Human Services ("KCDHS") to promote, enroll, and field questions for the HVP program.

3) Contractor shall provide CAPK-HVP posters for KCDHS lobbies; flyers for KCDHS interview rooms; and brochures for display in KCDHS public areas, inclusion in CalWORKs application packets, and distribution to KCDHS partner agencies within CAPK's service areas.

4) Contractor shall promote the HVP through its social media platforms.

B. Home Visiting

1) Contractor shall provide the following staff to provide HVP services:

A. One Program Manager to provide oversight for the HVP.

B. 30 qualified Home Visitors to provide direct services to participants.

C. Four Program Supervisors to provide oversight to the support staff.

D. Four liaisons to recruit, provide outreach, and enroll participants in the HVP.

E. One Data Analyst to support reporting and data collection.

F. Administrative Assistant to support program needs.

2) Contractor shall concurrently serve up to 300 CalWORKs voluntary participants through the CAPK-HVP as set forth in **Exhibit "A"**.

3) Contractor shall cumulatively serve up to 350 families during the term of the Agreement as set forth in **Exhibit "A"**.

4) Contractor shall provide HVP services in the district areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

5) Contractor may conduct Telehealth visits using an agreed upon virtual platform if the following requirements are met:

A. Telehealth home visits are implemented with fidelity to the evidence based home visiting model.

B. Alternate locations are agreed upon by Contractor and HVP participants.

C. Telehealth home visits shall be used as supplemental visits. The initial home visit shall be conducted in person.

D. Telehealth visits are required to be conducted on a HIPAA-compliant video platform.

E. Home visitors who plan to conduct Telehealth home visits shall be trained in using the technology prior to conducting the virtual visit.

6) Contractor shall annually conduct up to 40 home visits per home for a maximum of 90 minutes in duration on a weekly basis and facilitate up to 22 socialization activities for each family participating in the CAPK-HVP. Home visits shall be supplemented by regular phone contact and shall be planned collaboratively with the parents (or the child's legal guardian).

7) Contractor shall use the Early Head Start Home Visiting Program-Home Bases Option (EIS-HBO) as the home visiting model. Contractor shall provide and use the "Parents as Teachers" curriculum. Contractor may use other approved Home Visiting Evidence of Effectiveness (HomeVee) curricula upon obtaining authorization from the Department.

8) Contractor shall provide a ratio of one CAPK-HVP home visitor for 8-10 families. This ratio is the same for the outlying areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

9) Contractor shall provide services to the HVP families for 24 months from the time of enrollment, or until the child turns two years of age, whichever is later.

C. Connection Resources

1) Contractor shall utilize internal resources when possible to meet participants' needs.

2) Contractor shall refer participants to partner agencies (including KCDHS for job readiness; mental health and substance abuse services; and assistance for victims of domestic violence and sexual assault) when unable to internally meet the needs of the participants.

3) Contractor shall refer participants to Information and Referral Specialists through 211 Kern County when resources are not readily available.

D. Data Collection

1) Contractor shall collect the information necessary for the completion of the HVP Monthly Status Report (HVP19). Contractor shall provide a State

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Monthly (SMR) by the 10th calendar of the month with data to be submitted on the HVP 19 to the California Department of Social Services (CDSS).

2) Contractor shall collect, maintain, and electronically input into the ChildPlus® database.

3) Contractor hall generate and submit a report in a format agreed upon by the Department to track individual referrals, program enrollment and exit, CalWORKs aid codes, home visitor assignments, and services provided. Contractor shall update the report on a real-time basis and provide the report by the 10th calendar day of the month to the Department.

E. Material Goods

Material goods funding related to the health and safety of the child and family is available and shall not to exceed the life time limit of up to $1,000 per family. The contractor and Department collaborated in the development of a list of items for material goods purchase as set forth in **Exhibit "B"**. The CAPK home visitor shall do the following:

1) Verify need by completing initial assessment.

2) Purchase the items.

3) Deliver or arrange for delivery of items.

4) Request Department approval via Material goods Approval Request **as set for the in Exhibit "C"** for purchase of material goods not listed in **Exhibit "B"**.

5) Monitor cases to ensure $1,000 life time limit per family is not exceeded.

F. Training

1) Contractor shall provide a general training on the CAPK-HVP for Department's HVP case managers, supervisors, and liaison.

2) Contractor shall mandate all home visitors to complete Cultural/Linguistic and Anti-Bias training. Contractor shall provide to Department verification of completion of Cultural/Linguistic and Anti-Bias training that meets CDSS minimum training standards for all CAPK Home Visiting Program staff.

3) As the administrator of the local Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program, Contractor shall provide to Department verification of WIC program training for all CAPK Home Visiting Program staff.

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4) Contractor shall mandate that all CAPK home visiting staff who provide direct participant services, as per the terms of this agreement, shall complete Civil Rights Training.

G. Contractor and Department shall collaborate and participate in the Head Start Policy Council Committee. Attendees include the following: Kern County Department of Public Health, Bakersfield Legal Assistance, and Community Connection for Childcare, CAPK home visitors, KCDHS staff, and CAPK-HVP participants. The committee shall meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and track remedies and outcomes.

H. Reporting Responsibilities

The Contractor shall track and report all program outcomes for the parents and children served in the HVP and measures specific to CalWORKs objectives that include:

1) Demographic Information

a) Race, ethnicity, national origin primary and secondary language, and county.

2) CAPK/Home Visitor Performance

a) Number of home visits completed, including data on duration of families' enrollment in home visiting services.

b) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition including employer and certification status, and future training needs of the home visiting workforce.

3) Child and Family Indicators and Outcomes

a) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.

b) Number of children receiving developmental screening and referrals for further assessment.

c) Number of children participating in early learning programs.

d) Service referrals by type.

e) Services accessed by type.

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f) Parental satisfaction with their gains in parenting skills and knowledge.

g) Food and housing stability.

h) Workforce training, employment, and financial stability.

i) Child Protective Services referrals and outcomes.

j) Participation in educational programs or English as a Second Language programs, or both, as applicable.

k) Access to immigration services and remedies as applicable.

l) Rate of previously homeless families who return to homelessness.

4) Additional descriptive and outcome indicators, as appropriate and required by the California Department of Social Services (CDSS).

5) Contractor shall be responsible for collecting and analyzing data; recording outcomes of the participants and children; and compiling the data into appropriate reports related to the HVP as required by CDSS.

6) Contractor shall share HVP reports with Department each month using a secure file transfer protocol.

7) Contractor shall provide a monthly participation report to Department in an agreed upon format by the 10th of every month for each Welfare to Work participant who is participating in the HVP.

8) Contractor shall provide a report tracking the material goods funding that has been issued to each HVP family upon Department's request.

G. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

A. Case Management/Coordination of Participants

1) Department shall provide Contractor with limited use of space, when available, for CAPK liaisons within KCDHS offices throughout Kern County. The specific dates, times, rooms, or areas within the offices to be used shall be determined solely by Department in consultation with Contractor. Contractor must obtain prior approval from Department for any changes in staff or requests to alter facility space.

2) Department shall assign designated Eligibility staff to assist CalWORKs participants who are participating in the HVP. For CalWORKs Welfare-to-Work (**WTW**") active participants or volunteers who are participating in HVP,

Department shall assign designated WTW Social Service Workers (SSW) to provide case management.

3) Department shall assist the CAPK home visitors by helping HVP families navigate eligibility for public assistance programs, facilitating referrals for barrier removal, and connecting the family with resources to promote self-sufficiency. Department staff shall do the following:

   a) Answer questions regarding assistance programs and provide assistance as required by regulation to obtain verification for eligibility requirements.

   b) Provide referrals for mental health and substance abuse services through Kern Behavioral and Recovery Services or its designated representatives.

   c) Provide referrals for victims of domestic violence and sexual assault to KCDHS Domestic Violence Social Workers or other approved agencies.

   d) Provide contact information for job readiness services through America's Job Center, Employers' Training Resource, KCDHS Job's First Room at the main office in Bakersfield, and Resource Rooms located in KCDHS District offices.

   e) Provide information on Job Fest job fairs via flyers and through the KCDHS Job Fest Facebook page.

   f) Provide a full range of WTW activity options, as appropriate based upon assessment, for HVP participants who are enrolled in the WTW program as active participants or volunteers.

   g) Report Issuance of services or referrals to the CAPK home visitor to avoid duplication of services.

4) Department shall provide a liaison to serve as primary point of contact for Contractor to provide HVP services to CalWORKs participants. The liaison shall provide the following:

   a) Assist Contractor with securing read-only access to the Department's case management system (CalSAWS) for CAPK liaisons.

   b) Communicate via e-mail with the KCDHS Eligibility and WTW workers (if applicable) to ensure participant is assigned to the appropriate CalSAWS caseload once HVP participation is confirmed or ended.

   c) Receive monthly data reports from Contractor, review for completion, and transmit to CDSS.

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d) Review and approve or deny Material Goods Approval Requests (**Exhibit "C"**) when participant material goods needs are beyond the scope of categorical descriptions or items listed in **Exhibit "B"**.

B. Outreach

1) Department shall conduct outreach by mailing HVP informing notices and outreach flyers to households in the target and expanded populations as needed by Contractor.

2) Department Eligibility staff and WTW SSWs shall screen CalWORKs participants for potential HVP eligibility.

3) Department shall refer potential HVP volunteer participants to the CAPK liaisons for enrollment.

4) Department shall promote the HVP through its social media platforms.

5) Department shall display CAPK-HVP posters, flyers, and brochures in its offices throughout Kern County.

6) Department shall encourage partner agencies to display CAPK-HVP posters, flyers, and brochures.

C. Training

1) Department shall provide pre-service training on the CalWORKs, CalFresh, and Medi-Cal programs to CAPK Home Visiting staff.

2) Department shall provide additional training to CAPK Home Visiting staff on the WTW program to include (strengths-based) motivational interviewing and the referral processes for behavioral health, substance abuse, and assistance for victims of domestic violence and sexual assault.

D. Data

1) Department shall receive and review monthly reports from Contractor and submit the reports to CDSS using a secure file transfer process.

2) department shall work with Contractor to generate, update, and submit a report in an agreed upon format to track individual referrals, program enrollment and exit, CalWORKs aid codes, home visitor assignments, and services provided. Department shall review the report and rake appropriate action.

E. Contractor and Department shall collaborate and participate in the Head Start Policy Council Committee. Attendees include the following: Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, KCDHS staff, and CAPK-HVP parent participants. The committee shall meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and track remedies and outcomes.

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H. COMPENSATION

County shall compensate Contractor in an amount not to exceed $4,943,041 for fiscal year 2025-26. The total amount of compensation over the term of this agreement is not to exceed $4,943,041 County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County as set forth in **Exhibit "D"**.

During Fiscal Year 2025-26 Contractor shall implement a Retention Incentive Plan for its employees and shall include the costs as a separate line item in **Exhibit "D"**.

A. Staff Retention Incentive Plan

Contractor shall implement a Recruitment/Retention Incentive Plan for its employees to reduce the rate of attrition and increase the rate of attrition and increase the rate of retention and length of service of home visiting staff. Contractor's employees shall be eligible to earn retention incentives, based on program and agency funding, if they meet the following criteria:

Fiscal Year 2025-26	
Criteria	**Amount of Payment**
New employees hired and on active status after July 1, 2025 and employment retained through June 30, 2026. Six months from start date (50%) June 13, 2025 (50%)	$3,000
Employees on active status as of July 1, 2025 and retained employment through June 30, 2026. March 7, 2026 (50%) and June 13, 2026 (50%)	$5,000

The amount paid to Contractor by County shall not exceed the total amount of Home Visiting Program funding made available by the State to the County for the period of July 1, 2025 through June 30, 2026. No additional compensation will be paid. No funds paid to Contractor through this Agreement shall be utilized to compensate employees of Contractor for overtime or compensatory time off, except to the extent that Contractor is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USC Section 201 et seq., or applicable State law.

I. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

Contractor shall submit monthly to Department an invoice for reimbursement of allowable expenditures for the previous month. Costs claimed under this Agreement are subject to the following federal publications:

- Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements

A. All invoices shall be submitted in a form approved by Department and shall include:

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1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget. Supporting documentation, including payroll reports, must be provided for each item for which reimbursement is requested.

2) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed County's rates which are in effect at the time the expense(s) is/are incurred.

3) Copies of invoices submitted to Contractor from subcontractors.

4) Invoices shall be sent to the following attention:

Fiscal Support Supervisor
Accounts Payable Unit
Kern County Department of Human Services
PO Box 511
Bakersfield, CA 93302

Contractor shall adjust from its billings to Department all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. Contractor accepts fiscal responsibility for any future audit findings resulting from Contractor's billings under this Agreement. Contractor shall refund County for all costs related to this Agreement which are disallowed by the California Department of Social Services ("**CDSS**") as a result of audit findings or insufficient funds available from the State.

Contractor shall comply with all audit exceptions by appropriate federal, State and County audit agencies as prescribed by the auditing agency, and provide all required audit documentation to Department pertaining to the services required by this Agreement.

Invoices shall be sent to Department's Accounts Payable Unit for processing by the 25th calendar day of the month following the month in which services were rendered. Payment will be made to Contractor within 30 days of receipt and approval of each complete invoice by Department.

B. Department reserves the right to withhold payment if Contractor falls behind schedule or submits substandard work.

C. Final invoices must be received by Department no later than 45 days following termination of this Agreement.

D. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget categories or the addition of a budget category cannot be approved without prior submission of a revised budget by Contractor and prior written approval by Department.

E. Upon receipt of billing from the contractor, the Department shall pay an advance each month equal to the Contractor's estimated expenses for the following month; advances for any month will not exceed 1/12 of the total approved budget for that year. Each month the Department will reconcile actual invoices to advances paid,

and any difference shall be adjusted to the current month's advance request as an increase or decrease to that advance.

All advances in excess of actual invoices over there term of agreement will be reimbursed to the Department by Contractor or deducted by the Department from the Contractor's final payment, at the discretion of the Department.

6. AWARD INFORMATION DISCLOSURE

Pursuant to 2CFR 200.332, all recipients and subrecipients of federal funds must be provided additional information, including the Assistance Listing (AL) Number associated with each award and/or subaward. The AL Number(s) below is/are associated with this Agreement:

Assistance Listing Number	Program Title
93.558	Temporary Assistance for Needy Families (TANF)

Additional award information can be found at: www.cdss.ca.gov/inforesources/letters-and-notices.

Amount of Federal Funding: $5,006,411

7. REPRESENTATIONS

Contractor makes the following representations which are agreed to be material to and form a part of the inducement for this Agreement:

i. Contractor has the expertise, support staff, and facilities necessary to provide the services described in this Agreement; and

ii. Contractor does not have any actual or potential interests adverse to County, nor does Contractor represent a person or firm with an interest adverse to County with reference to the subject of this Agreement; and

iii. Contractor shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

8. ASSIGNMENT

Contractor may only assign its rights or delegate or otherwise transfer its obligations hereunder only with County consent given or withheld in County's sole discretion. Any such assignment without County consent shall be void. County shall not be obligated to consider any proposed assignment if Contractor is in breach of this Agreement at any time during the period of such consideration. Contractor shall make any request for consent to assign in the form and manner prescribed by County. For purposes of this Section, the term **"assign"** includes, but is not limited to, the following:

A. Selling, exchanging or otherwise transferring to a third party effective control of Contractor management (through sale, exchange or other transfer or outstanding common stock of Contractor or otherwise) or any of Contractor's assets dedicated to the performance of services hereunder, unless such assets are promptly replaced with assets of greater or equal value and equivalent function;

B. Issuing new stock or selling, exchanging or otherwise transferring 10% or more of the then outstanding common stock of Contractor to a party other than the shareholders owning said stock as of the date hereof;

C. Any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction which results in a change of ownership or control of Contractor;

D. Any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment of an execution, being levied against this Agreement, appointment of a receiver taking possession of any of Contractor's property or transfer occurring in the event of a probate proceeding; and

E. Any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership or control of Contractor.

9. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, Contractor shall be, and acknowledges that Contractor is in fact and law, an independent contractor and not an agent or employee of County. Contractor has and retains the right to exercise full supervision and control over the manner and methods of providing services to County under this Agreement. Contractor retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting Contractor in the provision of services under this Agreement. With respect to Contractor's employees, if any, Contractor shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

10. IMMIGRATION REFORM AND CONTROL ACT

Contractor acknowledges that Contractor, and all subcontractors hired by Contractor to perform services under this Agreement, are aware of and understand the Immigration Reform and Control Act ("**IRCA**"). Contractor is and shall remain in compliance with IRCA and shall ensure that any subcontractors hired by Contractor to perform services under this Agreement are in compliance with IRCA. In addition, Contractor agrees to indemnify, defend and hold harmless the County, its agents, officers and employees, from any liability, damages or causes of action arising out of or relating to any claims that Contractor's employees, or the employees of any subcontractor hired by Contractor, are not authorized to work in the United States for Contractor or its subcontractor and/or any other claims based upon alleged IRCA violations committed by Contractor or Contractor's subcontractors.

11. INDEMNIFICATION

Contractor agrees to indemnify, defend and hold harmless County and County's agents, Board members, elected and appointed officials and officers, employees, volunteers, and

authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by County, expert fees, costs of staff time and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any act or omission of Contractor or Contractor's officers, agents, employees, independent contractors, subcontractors of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of County; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of Contractor by any person or entity.

12. INSURANCE

Contractor, in order to protect County and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss, and damage as a result of Contractor's actions in connection with the performance of Contractor's obligations, as required in this Agreement, shall secure and maintain insurance as described below. Contractor shall not perform any work under this Agreement until Contractor has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the County's authorized insurance representative. Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, Contractor shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon. The Contractor shall promptly deliver the County's authorized insurance representative a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to the County's authorized representative prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. Contractor shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by Contractor or County as an additional insured.

A. Workers' Compensation and Employers Liability Insurance Requirement. In the event Contractor has employees who may perform any services pursuant to this Agreement, Contractor shall submit written proof that Contractor is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the California Labor Code.

Contractor shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by Contractor. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, Contractor shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered.

Contractor shall also maintain employer's liability insurance with limits of one million dollars ($1,000,000) for bodily injury or disease.

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B. Liability Insurance Requirements:

1) Contractor shall maintain in full force and effect, at all times during the term of this Agreement, the following insurance:

a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the County), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of Contractor's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. Contractor shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars ($1,000,000) each occurrence and two million dollars ($2,000,000) aggregate.

If the Commercial General Liability policy is not endorsed to include affirmative coverage for sexual abuse or molestation, Consultant shall obtain and maintain a policy covering sexual abuse or molestation. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars ($1,000,000) per occurrence or claim and two million dollars ($2,000,000) aggregate.

b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least one million ($1,000,000) each occurrence.

c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than one million ($1,000,000) per occurrence and three million ($3,000,000) aggregate.

d) Cyber Liability Insurance/Technology Professional Liability Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, involving access to personal and or confidential information, software or technology services where a data breach or exposure to personal and or confidential information could impact the County, coverage

shall be equal to the policy limits, which shall not be less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate. Coverage shall respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines and penalties as well as credit monitoring expenses.

2) The Commercial General Liability and Automobile liability Insurance required in this sub-paragraph B. shall include an endorsement naming the County and County's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.

3) The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. This form of insurance will be acceptable provided that all of the Primary and Umbrella or Excess Policies shall provide all of the insurance coverages herein required, including, but not limited to, primary and non-contributory, additional insured, Self-Insured Retentions (SIRs), indemnity, and defense requirements. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance. No insurance or self-insurance maintained by the County, whether primary or excess, and which also apply to a loss covered hereunder, shall be called upon to contribute to a loss.

4) Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that the County is an additional insured on insurance required from subcontractors.

5) Any self-insured retentions in excess of $100,000 must be declared on the Certificate of Insurance or other documentation provided to County and must be approved by the County Risk Manager.

6) If any of the insurance coverages required under this Agreement is written on a claims-made basis, Contractor, at Contractor's option, shall either (i) maintain said coverage for at least three years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three

years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.

b. All insurance afforded by Contractor pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the County. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the County.

c. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the County Risk Manager.

d. If Contractor is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, Contractor shall provide coverage equivalent to the insurance coverages and endorsements required above. The County will not accept such coverage unless the County determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by Contractor is equivalent to the above-required coverages.

e. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve Contractor for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the County from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.

f. Failure by Contractor to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by Contractor. County, at its sole option, may terminate this Agreement and obtain damages from Contractor resulting from said breach. Alternatively, County may purchase such required insurance coverage, and without further notice to Contractor, County shall deduct from sums due to Contractor any premiums and associated costs advanced or paid by County for such insurance. If the balance of monies obligated to Contractor pursuant to this Agreement are insufficient to reimburse County for the premiums and any associated costs, Contractor agrees to reimburse County for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by County to take this alternative action shall not relieve Contractor of its obligation to obtain and maintain the insurance coverages required by this Agreement.

g. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by Contractor shall be maintained until the completion of all of Contractor's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the Contractor shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by

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Contractor in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. Contractor shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

13. EVALUATION

Services to be provided by Contractor shall be evaluated by Department on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during an evaluation shall be stated and placed in detailed written form, with a copy submitted to Contractor. Contractor shall respond in writing to the deficiencies statement within 20 days from the date of receipt. A plan to remedy these deficiencies, where applicable, shall be implemented within 60 days from the date of the deficiencies statement. Failure to remedy the stated deficiencies may result in termination of the Agreement by County.

Deficiencies that may be subject to non-payment of future invoices by County shall include:

A. Failure to notify Department and receive prior written approval for any changes to Program delivery within 15 days of change for:

1) Change in assigned program staff.

2) Change in program or service hours and days.

3) Change in program or service locations and access for participants.

B. Failure to notify Department for written approval prior to any changes to delivery of program services. As designated in the contract.

C. Failure to request, in writing, and receive written pre-approval from County for changes to, or the addition of line items in, the approved budget.

D. Failure to provide written assurance of required civil rights training as detailed in **Section 33**, below.

E. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

14. CONTRACT DISPUTE

Should a dispute arise between Contractor and County relating to performance under this Agreement, Contractor will, prior to exercising any other remedy which may be available, provide County with written notice of the particulars of the dispute within 30 calendar days of the dispute. County will meet with Contractor, review the factors in the dispute, and recommend a means of resolving the dispute before a written response is given to Contractor. County will provide a written response to Contractor within 30 days of receipt of Contractor's written notice.

15. TERMINATION

County may at its election, at any time and without cause, terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective 10 calendar days after personal delivery, or 15 calendar days after mailing by regular U.S. mail, postage prepaid. In addition, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. In the event this Agreement is terminated by either Contractor or County, and if so requested by County, Contractor shall submit to County all files, memoranda, documents, correspondence and other items generated in the course of performing this Agreement, within 30 calendar days after the effective date of termination. Should either Party terminate this Agreement as provided herein, County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein.

16. NON-APPROPRIATION

County reserves the right to terminate this Agreement in the event insufficient funds are appropriated or budgeted for this Agreement in any fiscal year. Upon such termination, County will be released from any further financial obligation to Contractor, except for services performed prior to the date of termination or any liability due to any default existing at the time this clause is exercised. Contractor will be given 30 days written notice in the event that such an action is required by County.

17. NOTICES

Notices to be given by one Party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received four days after deposit. A Party may change the address to which notice is to be given by giving notice as provided above.

Notice to County shall be addressed as follows:

Director
Kern County Department of Human Services
P.O. Box 511
Bakersfield, CA 93302

Notice to Contractor shall be addressed as follows:

Yolanda Gonzales, Director
Community Action Partnership of Kern
Head Start/State Child Development
1300 18th Street, Suite 93301

Nothing in this Agreement shall be construed to prevent or render ineffective delivery of notices required or permitted under this Agreement by personal service.

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18. OWNERSHIP OF DOCUMENTS

All reports, documents, and other items generated or gathered in the course of providing services to County under this Agreement are and shall remain the property of County, and if so requested by County, shall be returned to County upon full completion of all services by Contractor or termination of this Agreement, whichever first occurs.

19. CONFLICT OF INTEREST

The Parties to this Agreement have read and are aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the Government Code relating to conflict of interest of public officers and employees. Contractor agrees that they are unaware of any financial or economic interest of any public officer or employee of County relating to this Agreement. It is further understood and agreed that if such a financial interest does exist at the inception of this Agreement, County may immediately terminate this Agreement by giving written notice thereof. Contractor shall comply with the requirements of Government Code Section 87100 et seq. during the term of this Agreement.

20. SOLE AGREEMENT

This document, including all attachments hereto, contains the entire agreement between the Parties relating to the services, rights, obligations, and covenants contained herein and assumed by the Parties respectively. No inducements, representations, or promises have been made, other than those recited in this Agreement. No oral promise, modification, change, or inducement shall be effective or given any force or effect.

21. AUTHORITY TO BIND COUNTY

It is understood that Contractor, in Contractor's performance of any and all duties under this Agreement, has no authority to bind County to any agreements or undertakings.

22. MODIFICATION OF AGREEMENT

This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification.

23. NON-WAIVER

No covenant or condition of this Agreement can be waived except by the written consent of County. Forbearance or indulgence by County in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by Contractor. County shall be entitled to invoke any remedy available to County under this Agreement or by law or in equity despite said forbearance or indulgence.

24. CHOICE OF LAW/VENUE

The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

25. CONFIDENTIALITY

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No Party to this Agreement shall, without the written consent of the other Party, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.

D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon twenty (20) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.

E. During the term of this Agreement, the contractor agrees to abide by the Information Exchange Agreement between the Social Security Administration ("**SSA**") and the California Department of Health Care Services "**DHCS**"), the Computer Matching and Privacy Protection Act Agreement between the Social Security Administration and the Health and Human Services Agency of California, the Electronic Information Exchange Security Requirement and Procedures for State and Local Agencies

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Exchanging Electronic Information with the Social Security Administration-Technical Systems Security Requirements ("**TSSR**"), and the Computer Matching Agreement between the Department of Homeland Security United States Citizenship and Immigration Services and the California Department of Health Care Services. **These documents contain sensitive material and the Contractor agrees not to post these documents in a public viewing area including any public Internet site.** Contractor agrees to abide by all relevant requirements in the National Institute of Standards and Technology ("**NIST**") Special Publications ("**SP**") 800-122 and 800-53 (https://www.nist.gov/), and the Memorandums of Understanding that the County has with DHCS and CDSS regarding all Personally Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

1) Contractor will provide a list of all employees who will have access to SSA data to the County prior to County giving Contractor access to such data. See **Exhibit "E"**.

2) Contractor and their staff will be required to complete an initial and annual confidentiality training. Each staff member, who handles SSA information, will sign a non-disclosure agreement stating they are aware of the requirements to maintain the confidentiality and non-disclosure of any SSA related information that is used by them to complete their daily duties and any sanctions and penalties that can follow any wrongful disclosure of PII/PHI information will be the responsibility of the Contractor. Contractor will maintain the non-disclosure statements for their employees for the required five years as stated in the TSSR and NIST guidelines. Additionally, if requested, Contractor will provide proof of such training to the Department as required by the MOUs.

3) Contractor agrees to allow the County to complete periodic onsite reviews of their facility to ensure that the following steps meet SSA's requirements:

   a) Safeguards for sensitive information;

   b) Technological safeguards on computer(s) that have access to SSA-provided information;

   c) Security controls and measures to prevent, detect, and resolve unauthorized access to, use of, and re-disclosure of SSA-provided information, and;

   d) Continuous monitoring of the Contractor's or agent's network and infrastructure and assets.

   e) Compliance with all applicable TSSR and NIST guidelines.

4) Contractor will maintain records of all PII and PHI exchanges under this contract for a period of five years and will provide such records upon request to the County for evidentiary purposes.

5) Contractor agrees no PII or PHI record will be stored outside the Contractor's information system without approval by County. Contractor will physically control and securely store information system media, both paper and digital,

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based on the highest Federal Information Processing Standard ("**FIPS**") 199 security category of the information recorded on the media. Contractor will restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.

6) Contractor is required to encrypt any PHI/PII information prior to transmission to the County as outlined in the TSSR and NIST guidelines. If encryption is not available, Contractor will work with County on alternate methods to receive any PII/PHI documents.

7) Contractor is required to report any breach or loss of PII/PHI within 24 hours to the appropriate County Security Officers. See **Exhibit "E"**.

8) Contractor will institute a destruction policy for the handling of all PII/PHI information including shredding, burning, and pulverizing of records to avoid any accidental disclosure of such information along with purging and sanitizing digital media using approved equipment, techniques, and procedures. Contractor will track, document, and verify media sanitization actions.

9) Contractor and their employees who wrongfully disclose PII/PHI information are subject to criminal and civil sanctions including but not limited to suspension of all access to PII information provided by the County, jail time, and court actions by the person(s) whose information was disclosed.

COUNTY RESPONSIBLTIES

1) County will provide Contractor with training materials which the Contractor will use to assist in completing their initial and annual training. See **Exhibit "E"** for access instructions.

2) County will provide Contractor access to the TSSR guidelines and the Memorandums of Understanding with DHCS and CDSS to assist them in meeting the requirements for maintaining confidentiality of all PII/PHI records. See **Exhibit "E"** for access instructions.

3) County will maintain records of all Contractor's employees who handle PII/PHI as part of their daily duties and will only give access to SSA provided information as outlined in this Agreement.

4) If necessary, County will request records for evidentiary purposes when needed from the Contractor.

5) County agrees to provide a copy of their Breach Reporting Incident Policy to the Contractor along with contact names and telephone numbers for all County Privacy Officers.

26. BUSINESS ASSOCIATE ADDENDUM *If applicable (Outside Agency)*

Each Party agrees to execute the Business Associate Addendum attached hereto as **Exhibit "F"**, which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

27. ENFORCEMENT OF REMEDIES

No right or remedy herein conferred on or reserved to County is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.

28. SEVERABILITY

Should any part, term, portion, or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, such portions, or provisions shall be deemed severable and shall not be affected thereby, provided remaining portions or provisions can be construed in substance to constitute the agreement which the Parties intended to enter into in the first instance.

29. COMPLIANCE WITH LAW

Contractor shall observe and comply with all applicable County, State and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

30. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a Party because that Party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

31. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

32. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

33. NONDISCRIMINATION

Neither Contractor, nor any officer, agent, employee, servant or subcontractor of Contractor, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. Contractor will further adhere to all

mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21, including but not limited to, Section 21-117 Staff Development and Training. A copy of CDSS Manual of Policies and Procedures, Chapter 21 can be found at: www.cdss.ca.gov/inforesources/civil-rights.

Contractor understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event County is subject to any fiscal sanction or other legal remedies as a result of Contractor's failure to comply with the requirements of this section, Contractor shall indemnify and hold harmless County from any such fiscal sanction or other legal remedy imposed against County as provided in the indemnification provisions of this Agreement. Contractor shall participate in and pay County's costs incurred in County's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred.

Contractor acknowledges that the County, as a recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-50, Assurance of Compliance, (**Exhibit "G**"). By signing this Agreement, Contractor, as a recipient of such funding through the County, shall be equally bound to comply with each and every requirement set forth therein.

34. AUDIT, INSPECTION, AND RETENTION OF RECORDS

Contractor agrees to maintain and make available to County accurate books and records relative to all its activities under this Agreement. Contractor shall submit Reporting Package of a single audit performed by an Independent Certified Public Accountant (CPA) as required by law and permitted by 2 CFR 200 Subpart F when aggregate federal funding is $1,000,000 or more in a fiscal year to the Federal Audit Clearinghouse. Additionally, Contractor shall provide copy of single audit to the County at:

internalaudit@kerndhs.com

If aggregate federal funding is less than $1,000,000 in a fiscal year, Contractor must provide County with a letter stating the amount of aggregate federal funding received. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, records or personnel or other data related to all other matters covered by this Agreement. Contractor shall maintain such data and records in an accessible location and condition for a period of not less than five years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County herein.

35. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Contractor certifies to the best of its knowledge and belief, that it and its subcontractors [45 CFR 92.35]:

1. Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; and
2. Have not within a three (3) year period preceding this Agreement been

convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, State, or local) terminated for cause or default.
5. Contractor shall report immediately to the County in writing any incidents of alleged fraud and/or abuse by either Contractor or Contractor's subcontractor. Contractor shall maintain any records, documents, or other evidence of fraud and abuse until otherwise notified by County.

B. The Contractor agrees to timely execute any and all amendments to this Agreement or other required documentation relating to their subcontractor's debarment/suspension status.

36. CAPITAL ASSET EQUIPMENT

A. At termination or completion of this Agreement, Contractor shall dispose of all "non-expendable equipment" which was purchased wholly or in part with federal or state funds, in accordance with federal, State and County procedures. If said equipment is to continue to be used by Contractor, said equipment, shall remain with and continue to be used by Contractor subject to DHS's written consent.

B. Unless otherwise provided for in this Section, property refers to all assets used in operation of this Agreement. Property includes land, buildings, improvements, machinery, vehicles, furniture, tools, intangibles, etc. Property does not include consumable office supplies such as paper, pencils, toner, file folders, etc.

C. Property acquired under this agreement, which meets any of the following criteria is subject to the reporting requirements:

1. Has a normal useful life of at least one (1) year and has a unit acquisition cost of at least $5,000 (a desktop or laptop setup, is considered a unit, if purchased as a unit).

2. All computing devices, regardless of cost (including but not limited to, workstations, servers, laptops, personal digital assistants, notebook computers, tablets, smartphones and cellphones).

3. All portable electronic storage media, regardless of cost (including but not limited to, thumb/flash drives and portable hard drives).

D. Contractor shall maintain an inventory list of equipment valued at $1,000 or more, including computer software, purchased with funds awarded under the terms of this Agreement or any predecessor Agreement for the same purpose. For the purposes

of this section equipment is defined as moveable personal property with a useful life of one year or longer and has a value in excess of $1,000. The list will be transmitted in an excel document. The transmittal shall occur at fiscal year-end within 25 days and at the permanent closeout of the Agreement to:

DHSContracts@kerndhs.com

Contractor shall record the following information when property is acquired:

1. Date acquired on site.
2. Item description (include model number).
3. Tag number or other tag identifier.
4. Serial number (if applicable).
5. Purchase cost or other basis of valuation.
6. Location
7. Condition

37. LOBBYING CERTIFICATION

Contractor, by signing this Agreement, hereby certifies to the best of his or her knowledge and belief, that:

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

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

38. POLITICAL OR RELIGIOUS ACTIVITY

No person performing any service or providing any goods designated under this Agreement shall participate in any political or religious activity on County time or in any manner involving

the use of county property or expenditure of public funds nor conveying the implication of County endorsement or support for a candidate for local, state, or federal office.

Notwithstanding the foregoing, nothing in this Agreement shall be construed to unlawfully limit an individual's Constitutional rights. Accordingly, the limitations contained in this section are for the sole purpose of preventing proselytizing and politicking while engaged in the performance of services under this Agreement.

39. NON-COLLUSION COVENANT

Contractor represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with County. Contractor has received from County no incentive or special payments or considerations related to the provision of services under this Agreement.

40. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to County and Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of County and Contractor that any such person or entity, other than County or Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

41. SIGNATURE AUTHORITY

Each Party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

42. EXHIBITS

Each Exhibit attached to this Agreement is incorporated into this Agreement by reference.

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The Parties have executed this Agreement on the Execution Date.

COUNTY OF KERN

Dated: _____ By _____
Chairman, Board of Supervisors
"County"

COMMUNITY ACTION PARTNERSHIP OF KERN

Dated: _____ By _____
Jeremy T. Tobias, Chief Executive Officer
"Contractor"

APPROVED AS TO CONTENT:
Kern County Department of Human Services

Dated: _____ By _____
Lito Morillo, Director

APPROVED AS TO FORM:
Office of the County Counsel

Dated: _____ By _____
Jennifer Feige, Deputy County Counsel

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Exhibit “A”

CAPK Home Visiting Program

Head Start and State Child Development Division

1 Year Plan Home Visitor	Estimated Case Load	Year 1 July 1, 2025 through June 30, 2026	Year 1 July 1, 2025 through July 30, 2026
HV 1	8 - 10	10	1 Program Manager, 4 Supervisors, 4 Liaisons, and 30 Home Visitors serving up to 300 clients. Collaboration with KCDHS to conduct outreach to parents throughout Kern County. Services areas include Bakersfield, Taft, Shafter, Delano, Ridgecrest, and Eastern Kern.
HV 2	8 - 10	10	
HV 3	8 - 10	10	
HV 4	8 - 10	10	
HV 5	8 - 10	10	
HV 6	8 - 10	10	
HV 7	8 - 10	10	
HV 8	8 - 10	10	
HV 9	8 - 10	10	
HV 10	8 - 10	10	
HV 11	8 - 10	10	
HV 12	8 - 10	10	
HV 13	8 - 10	10	
HV 14	8 - 10	10	
HV 15	8 - 10	10	
HV 16	8 - 10	10	
HV 17	8 - 10	10	Program is a full capacity concurrently serving 300 clients. The goal is to reach a cap of cumulatively serving up to 350 families by 6/30/2026.
HV 18	8 - 10	10	
HV 19	8 - 10	10	
HV 20	8 - 10	10	
HV 21	8 - 10	10	
HV 22	8 - 10	10	
HV 23	8 - 10	10	
HV 24	8 - 10	10	
HV 25	8 - 10	10	
HV 26	8 - 10	10	
HV 27	8 - 10	10	
HV 28	8 - 10	10	
HV 29	8 - 10	10	
HV 30	8 - 10	10	
Total	**240 - 300**	**300**	

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Exhibit "B"

CAPK/KCDHS Home Visiting Program
Material Goods Items for Health and Safety

List of potential material goods items for Health and Safety:

Safe sleep items ~ Items for the purpose of promoting a safe sleeping environment for infants and toddlers. Items may include:

- Co-Sleeper
- Pack & Play
- Crib with Mattress
- Crib Mattress & fitted sheets
- Blankets Sleepers
- Baby Monitors
- Humidifiers
- Vaporizers

Transportation Safety ~ Items for the purpose of promoting a safe transportation for infants and toddlers. Items may include:

- Door & Window Locks or devices to deter child access (knob covers, chains, latches, etc.)
- Cabinet Locks
- Baby Gates
- Carbon Monoxide Detectors
- Smoke Detectors
- Batteries
- Plug Covers
- Fans/Heaters
- Child safety kits
- Furniture anchors
- Sharp edge protectors
- Appliance Locks / stove knob covers
- Toilet locks
- Fire Extinguisher
- Cord clips
- Window guards
- Locking cabinets
- Anti-slip devices
- Firearm safety devices
- Power strips
- Lead and mold detection kits
- First Aid Kits

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Band-Aids
Ice packs
Thermo Blankets
Flashlights w/batteries
Gauze
Ointments

Nutrition Safety ~ Items for the purpose of promoting a healthy eating habits for infants and toddlers. Items may include:

Baby bottle warmers
Baby bottle sterilizers
Baby bottle drainers
Breast pump
Infant Booster/Feeding chair
Water filtration devices
High chair
Choking Tubes

Personal Hygiene Protection ~ Items for the purpose of promoting a personal hygiene and safe practices while performing hygienic practices for infants and toddlers. Items may include:

Baby bath tubs
Bath water safety thermometer
Guard rails or protective screens
Personal hygiene products

Cleaning Supplies and Equipment ~ Items for the purpose of promoting a clean and safe environment for infants and toddlers. Items may include:

Vacuum
Cleaners
Mops, brooms, brushes, buckets
Trash receptacles

Pest Control Products and Services ~ Items for the purpose of promoting a pest free environment for infants and toddlers. Items may include:

Rodent traps
Insecticides
Lice Treatments
Bed bug treatments
Flea and tick protective equipment

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Docusign Envelope ID: B5C5D1A6-B27A-4B80-8F9A-0EB522516A7E

Exhibit "C"
HVI Exceptional Material Goods Approval Request

Date:

Participant Name: _____ **Case #** _____
Last, First, MI

Items Requested: _____

_____

Justification: _____

_____

$1000 Material Goods Balance **$0**
Cost of purchase _____
Balance Remaining _____

CAPK Home Visitor (print) _____

_____ _____
Signature **Date**

_____
CAPK Supervisor (print)

_____ _____
Signature **Date**

Approved ☐

Denied ☐

Reason: _____

_____
KCDHS Representative (print)

_____ _____
Signature **Date**

Exhibit D
Budget Summary will be entered here

Exhibit D
Budget Details will be entered here

Exhibit E

The Department of Human Services (DHS) entered into a Memorandum of Understanding with the California Department of Healthcare Services (DHCS), effective September 1, 2024, and with the California Department of Social Services (CDSS), effective May 18, 2017, regarding the protection of Personally Identifiable Information (PII) that we share with our Contractors. The definition of PII covered by these MOUs refers to "specific information about an individual used to trace that individual's identity. Information such as his/her name, Social Security number (SSN), date and place of birth, mother's maiden name or biometric records, alone, or when combined with other personal of identifying information is linkable or linked to a specific individual's medical, educational, financial, and employment information."

DHS' agreements with these entities require DHS to provide a copy or access to both MOUs as well as the Technical System Security Requirements (TSSRs) and the National Institute of Standards and Technology (NIST) to each Contractor. DHS is required to inform Contractors of the specific information that applies to those who receive and send PII information and will provide training materials to assist the Contractors in initial and annual training requirements. Information to obtain copies of the confidential MOUs and security documents, as well as training materials, via secure file transfer, will be provided upon request by contacting **BAAContracts@kerndhs.com.** **You may not post any of the MOUs or the TSSR/NIST documents in a public place as specified by the Social Security Administration.**

Below are highlights of requirements outlined in the Agreement. This is not a comprehensive list, so please ensure you are familiar with responsibilities outlined in the Agreement relating to PII.

- All Contractors must provide the Department of Human Services with a list of their employees who will have access to PII information exchanged under its Agreement. Please send listing to **BAAContracts@kerndhs.com**.

- If there is a data breach of your technical system or any loss of PII information by you or your staff, this must be immediately reported to the Department of Human Services Security Officers. You must work with the Department's Security Officers to determine if the breach is reportable to the State and provide evidence and a report of how the loss occurred, if requested.

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- It is important to note that any PII violation carries civil and criminal sanctions for Contractors as well as employees if the SSA information is used in a manner or purpose not authorized under your Agreement with the County. Additionally, violations may result in a suspension of all SSA related documents being provided to the Contractor.

The Department of Human Services is committed to protecting all PII information that is shared with Contractors and trust Contractors share in this commitment.

Department of Human Services Security Officers:

- Technology Services Manager (661-334-3432) BAAContracts@kerndhs.com
- Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

Exhibit F

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between County of Kern, by and through the Department of Human Services ("CE") and Contractor's Name ("BA").

RECITALS

A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.

B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. **Definitions**

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

(a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the name of the Business Associate listed above.

(b) Covered Entity. "Covered Entity" or "CE" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Kern County Department of Human Services.

(c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

(d) **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

(e) **Privacy Rule** shall I mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of

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unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Make available protected health information in a designated record set to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.524;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.528;

(h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement

(b) Business associate may use or disclose protected health information as required by law.

(c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

(d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the

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specific uses and disclosures set forth below.

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.

(d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

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(e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

(f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors. BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

(g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE s responsibility to prepare and deliver any such accounting requested BA

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shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.

(h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

(i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

(j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

(k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

(l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the

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purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements. policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. **Termination**

(a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].

(b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;

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2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. I**ndemnification**

BA agrees to indemnify, defend and hold harmless CE and CE's agents, board members, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs, and expenses (including, but not limited to, reasonable attorneys' fees of County Counsel and counsel retained by CE, expert fees, costs of staff time, and investigation costs) of whatever kind or nature, which arise out of or are in any way connected with any negligent act or omission of BA or BA's officers, agents, employees, independent BAs, sub-contractor of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of CE; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of BA by any person or entity.

5. **Disclaimer**

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

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To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE. at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

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Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. **Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

Exhibit G

VENDOR ASSURANCE OF COMPLIANCE WITH THE KERN COUNTY DEPARTMENT OF HUMAN SERVICES NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS

NAME OF VENDOR/RECIPIENT: Community Action Partnership of Kern (CAPK)

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity

receiving federal or state financial assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE VENDOR/RECIPIENT HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the vendor/recipient agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the vendor/recipient directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

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MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: June 18, 2025

Subject: *Agenda Item 4h*: U.S. Department of Housing and Urban Development CA1799L9D042406 and Coordinated Entry System Renewal Contract - **Action Item**

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

The annual budget of $251,909.00 has been designed to fund one .05 FTE CES Program Manager, 1.0 FTE CES Supervisor and 1.0 FTE Housing Navigator. The Housing Navigator conduct intakes, referrals, assessments, and determines eligibility in accordance with HUD and local CoC policies. The CES Supervisor provides oversight and guidance to the Homeless Navigators as well as conducts training, data management, and reporting to the CoC.

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

RECOMMENDATION

Staff recommend that the Budget and Finance Committee approve the Renewal Contract with US Department of Housing and Urban Development & Coordinated Entry System and further recommend approval by the full Board and authorize the Chief Executive Officer to execute the contract for services with the U. S. Department of Housing and Urban Development for Coordinated Entry System and any amendments throughout the term of the contract.

Attachment:
Grant Agreement: Grant Number CA1799L9D042406

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

Grant Number: CA1799L9D042406
Recipient's Name: Community Action Partnership of Kern
Tax ID Number: 95-2402760
Unique Entity Identifier [SAM]: MH2JA4FK2WK1
Federal Award Date: 6/3/2025

CONTINUUM OF CARE PROGRAM (Assistance Listing# 14.267)
GRANT AGREEMENT

This Grant Agreement ("this Agreement") is made by and between the United States Department of Housing and Urban Development ("HUD") and Community Action Partnership of Kern (the "Recipient").

This Agreement, the Recipient's use of funds provided under this Agreement (the "Grant" or "Grant Funds"), and the Recipient's operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2024 (Public Law 118-42, approved March 9, 2024);

2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the "Act");

3. the Continuum of Care Program rule at 24 CFR part 578 (the "Rule"), as amended from time to time;

4. the Notice of Funding Opportunity for FY 2024 and FY 2025 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program (NOFO) except for references in the NOFO to Executive Orders that have since been repealed;

5. all current Executive Orders; and

6. the Recipient's application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the "Application").

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

HUD's total funding obligation authorized by this grant agreement is $251,909, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

Grant No. (FAIN)	Grant Term	Performance Period	Budget Period	Total Amount
CA1799L9D042406	12 months	08-01-2025 - 07-31-2026	08-01-2025 - 07-31-2026	$251,909

allocated between budget line items as follows:

a. Continuum of Care Planning Activities	$0
b. Acquisition	$0
c. Rehabilitation	$0
d. New construction	$0
e. Leasing	$0
f. Rental assistance	$0
g. Supportive services	$230,378
h. Operating costs	$0
i. Homeless Management Information System	$0
j. Administrative costs	$21,531
k. Relocation costs	$0
l. VAWA Costs	$0
m. Rural Costs	$0
n. HPC homelessness prevention activities:	
Housing relocation and stabilization services	$0
Short-term and medium-term rental assistance	$0

Pre-award Costs for Continuum of Care Planning

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

These provisions apply to all Recipients:

The Recipient:

(1) shall not use grant funds to promote "gender ideology," as defined in E.O. 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;

(2) agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;

(3) certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;

(4) shall not use any Grant Funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and

(5) Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.

The recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S.C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Center for Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218, or other Executive Orders or immigration laws.

No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation.

Subject to the exceptions provided by PRWORA, the recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

HUD will not enforce provisions of the Grant Agreement to the extent that they require the project to use a housing first program model.

As stated in Section III.A.2 of the NOFO, Faith-based organizations may be recipients or subrecipients for funds under this agreement on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization's religious character, affiliation, or exercise.

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

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

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

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

The Recipient must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices), as may be amended from time to time. The Recipient's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Recipient must immediately notify HUD upon any change in the Recipient's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.

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

The Recipient must comply with the applicable requirements in 2 CFR part 200, as may be amended from time to time.

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

Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:

1. Gross mismanagement of a Federal contract or grant;
2. Waste of Federal funds;
3. Abuse of authority relating to a Federal contract or grant;
4. Substantial and specific danger to public health and safety; or
5. Violations of law, rule, or regulation related to a Federal contract or grant.

HUD may terminate all or a portion of the Grant in accordance with the Act, the Rule and 2 CFR 200.340. The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

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

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

UNITED STATES OF AMERICA,
Secretary of Housing and Urban Development

By:

(Signature)

Ester Dela, Acting Director
(Typed Name and Title)

June 3, 2025
(Date)

RECIPIENT

Community Action Partnership of Kern
(Name of Organization)

By:

(Signature of Authorized Official)

(Typed Name and Title of Authorized Official)

(Date)

OMB Number. 2501-0044
Expiration Date: 2/28/2027

Indirect Cost Information for Award Applicant/Recipient

1. Federal Program/Assistance Listing Program Title:
CONTINUUM OF CARE PROGRAM/Assistance Listing# 14.267

2. Legal Name of Applicant/Recipient: Community Action Partnership of Kern

3. Indirect Cost Rate Information for the Applicant/Recipient:
Please check the box that applies to the Applicant/Recipient and complete the table only as provided by the instructions accompanying this form.

☐ The Applicant/Recipient will not charge indirect costs using an indirect cost rate.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award by applying a de minimis rate as provided by 2 CFR 200.414(f), as may be amended from time to time.

☐ The Applicant/Recipient will calculate and charge indirect costs under the award using the indirect cost rate(s) in the table below, and each rate in this table is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, if required, has been approved by the cognizant agency for indirect costs.

Agency/department/ major function	Indirect cost rate	Type of Direct Cost Base	Type of Rate

4. Submission Type (check only one):
☒ Initial submission ☐ Update

5. Effective date(s):

6. Certification of Authorized Representative for the Applicant/Recipient:
**Under penalty of perjury, I certify on behalf of the Applicant/Recipient that
(1) all information provided on this form is true, complete, and accurate, and
(2) the Applicant/Recipient will provide HUD with an update to this form immediately upon learning of any change in the information provided on this form, and
(3) I am authorized to speak for the Applicant/Recipient regarding all information provided on this form.

Signature: _____

Date: _____

Name:

Title:

**Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties (18 U.S.C §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802; 24 CFR § 28.10(b)(iii)).

Public Reporting Burden Statement: This collection of information is estimated to average 0.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Instructions for Completing the Indirect Cost Information for the Award Applicant/Recipient

Number	Item	Instructions
1	Federal Program/ Assistance Listing Program Title	Enter the title of the program as listed in the applicable funding announcement or notice of funding availability.
2	Legal Name of Applicant/ Recipient	Enter the legal name of the entity that will serve as the recipient of the award from HUD.
3	Indirect Cost Rate Information for the Applicant/ Recipient	Mark the one (and only one) checkbox that best reflects how the indirect costs of the Applicant/Recipient will be calculated and charged under the award. Do not include indirect cost rate information for subrecipients. The table following the third checkbox must be completed only if that checkbox is checked. When listing a rate in the table, enter the percentage amount (for example, “15%”), the type of direct cost base to be used (for example, “MTDC”), and the type of rate (“predetermined,” “final,” “fixed,” or “provisional”). If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table. If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the award, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied. If the Applicant/Recipient is a government and more than one agency or department will carry out activities under the award, enter each agency or department that will carry out activities under the award, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.
4	Submission Type	Check the appropriate box to identify whether this is the first submission of this form for the award or an update to a previous submission of this form for the award.
5	Effective date(s)	Enter the date(s) for which the information on this form applies.
6	Certification of Authorized Representative for the Applicant/ Recipient	An employee or officer of the Applicant/Recipient with the capacity and authority to make this certification for the Applicant/Recipient must make the certification by signing as provided. They must also provide the date of their signature, full name, and position title.

MEMORANDUM

To: Budget and Finance Committee

From: Carol Hendricks, Enrollment and Attendance Manager

Date: June 18, 2025

Subject: *Agenda Item 4i*: Status of California State Migrant Contract - **Info Item**

The Migrant Child Care and Development Program (CMIG) is one of three contracts administered under the Community Action Partnership of Kern's (CAPK) Head Start program. In recent years, the agency has not met the requirements to earn this specific contract. Following a detailed review, contributing factors were identified.

Eligibility

To qualify for the CMIG contract, at least 50% of the applicant's income must be derived from employment in the agricultural industry. Applicants are also required to provide 12 months of financial documentation to verify this income threshold. During the enrollment process, if an applicant provides income documentation indicating employment in agriculture, the appropriate documentation is then requested to determine eligibility under the CMIG contract. Should the applicant be unable to provide the required verification, enrollment continues under an alternative contract.

Monitoring

We are currently enhancing our outreach and recruitment efforts to identify and engage families who may qualify for CMIG. It is our goal that these ongoing initiatives will improve enrollment under the CMIG contract and ensure that eligible families receive appropriate services. As part of routine internal audits, if an applicant is identified as potentially eligible for CMIG, staff from the Enrollment and Attendance Department reach out to request the necessary documentation. If the applicant successfully submits the required information and meets the eligibility criteria, a Notice of Action is issued, and their file is transferred to the CMIG contract.

Program Risks

On July 1, 2025, the California Department of Social Services will end legal protections for under-earning State contracts. This "hold-harmless" process was introduced as a COVID initiative. Within the next program year, if the program continues to under-earn this contract, the state will request to reallocate funding to another contractor. Program leadership has reviewed strategies to initiate CMIG funding being modified or eliminated. As options are developed, program staff will request approval from the Board as appropriate.

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Office

Date: June 18, 2025

Subject: *Agenda item 4j:* Goal Group 6 Status Update - **Info Item**

Strategic Plan Goal 6 states, “Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff. Significant progress has been made across multiple strategic priorities, with several initiatives now fully implemented and marked at 90% completion.

Key accomplishments for Goal 6:

Goal 6.1 - Adequate Staffing: 100% COMPLETE
- Enhanced workforce capacity for program implementation and fiscal decision-making
- Implemented human capital management platform for data-driven HR operations

Goal 6.2 - Unrestricted Funding Growth: 100% COMPLETE
- Established baseline targets for indirect funding from existing programs
- Diversified funding streams through CAPK Foundation partnerships
- Developed comprehensive fundraising and donor relationship plans

Goal 6.3 - Administrative Infrastructure: IN PROGRESS
- **Subgoal 6.3.1** (Deferred Maintenance): 50% complete
  - HVAC preventative maintenance schedules established
  - Vendor contracts secured and facility assessments completed
  - *Pending: Budget integration for FY 2026-27*
- **Subgoal 6.3.2** (IT Expansion): Complete - department expanded to meet operational demands

These milestones establish a strong foundation for continued organizational growth and sustainability, significantly advancing the agency's strategic roadmap.

Attachments:
Goal 6 Progress Summary

Mission Statement

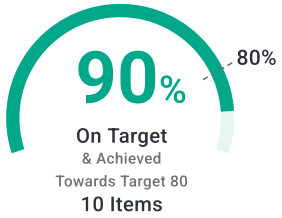
Organizational Slogan

Community Action Partnership of Kern will address underlying causes of poverty, alleviate the effects, and promote dignity and self-sufficiency in the communities we serve.

Vision Statement

We envision communities where all people have equal opportunities to achieve greater self-sufficiency and attain their version of the American Dream.

Vision Description



My Items

Item	EOY Actual
6.1: Ensure adequate staffing for successful implementation and fiscal decisionmaking.	100%
6.1.2: Enhance functionality and implementation of a human capital management platform to support workforce planning and management.	100%
6.2: Grow unrestricted funding capacity.	100%
6.2.1: Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding...	100%
6.2.2: Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	100%
6.2.2.1: Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for...	100%

Item	EOY Actual
6.2.2.2: Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	100%
6.3: Enhance agency administrative and operational infrastructure.	100%
6.3.1: Create an alignment of a deferred maintenance program among the finance and operations department.	50%
6.3.2: To support Goal 5, expand the information and technology department to support current and future needs.	100%

Objective **Ensure adequate staffing for successful implementation and fiscal decisionmaking. (6.1)** (Last updated: 06/02/25) Aligned to: #6 Fiscal Health and Stability	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 10/01/21	End Date 12/31/25	PTD Target 86.2%	PTD Status 100%
Activity **Enhance functionality and implementation of a human capital management platform to support workforce planning and management. (6.1.2)** (Last updated: 06/02/25)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 01/01/23	End Date 12/31/24	PTD Target 100%	PTD Status 100%
Objective **Grow unrestricted funding capacity. (6.2)** (Last updated: 05/22/23) Aligned to: #6 Fiscal Health and Stability	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 10/01/21	End Date 12/31/25	PTD Target 86.2%	PTD Status 100%
Activity **Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding streams and service lines based upon new and emerging needs. (6.2.1)** (Last updated: 12/06/21)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 10/01/21	End Date 12/31/22	PTD Target 20%	PTD Status 100%
Activity **Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships. (6.2.2)** (Last updated: 05/22/23)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 10/01/21	End Date 12/31/23	PTD Target 100%	PTD Status 100%
Objective **Enhance agency administrative and operational infrastructure. (6.3)** (Last updated: 06/02/25) Aligned to: #6 Fiscal Health and Stability **Last comment:** Sage Intacct is fully implemented. (06/02/25)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 10/01/21	End Date 12/31/25	PTD Target 86.2%	PTD Status 100%
Activity **Create an alignment of a deferred maintenance program among the finance and operations department. (6.3.1)** (Last updated: 06/02/25) **Last comment:** Deferred maintenance schedule identified. It is pending a formal report and integration with budgeting. (06/02/25)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 01/01/23	End Date 12/31/24	PTD Target 100%	PTD Status 50%
Activity **To support Goal 5, expand the information and technology department to support current and future needs. (6.3.2)** (Last updated: 03/12/24)	Owner Tracy Webster	Measure: *Percent Complete*	Start Date 01/01/23	End Date 12/31/24	PTD Target 100%	PTD Status 100%

Activity	Owner	Measure:	Start Date	End Date	PTD Target	PTD Status
Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. (6.1.1) (Last updated: 06/02/25)		*Percent Complete*	10/01/21	12/31/25	86.2%	80%

MEMORANDUM

To: Board of Directors

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

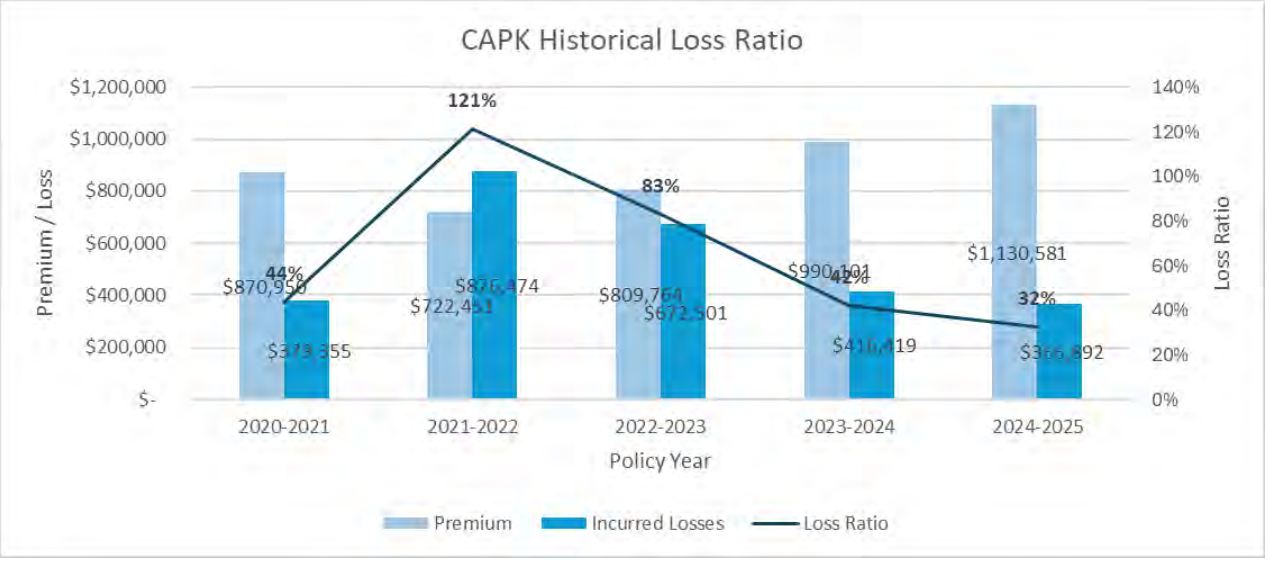
Date: June 25, 2025

Subject: *Agenda Item IV(a):* Workers Compensation Insurance Renewal – **Action Item**

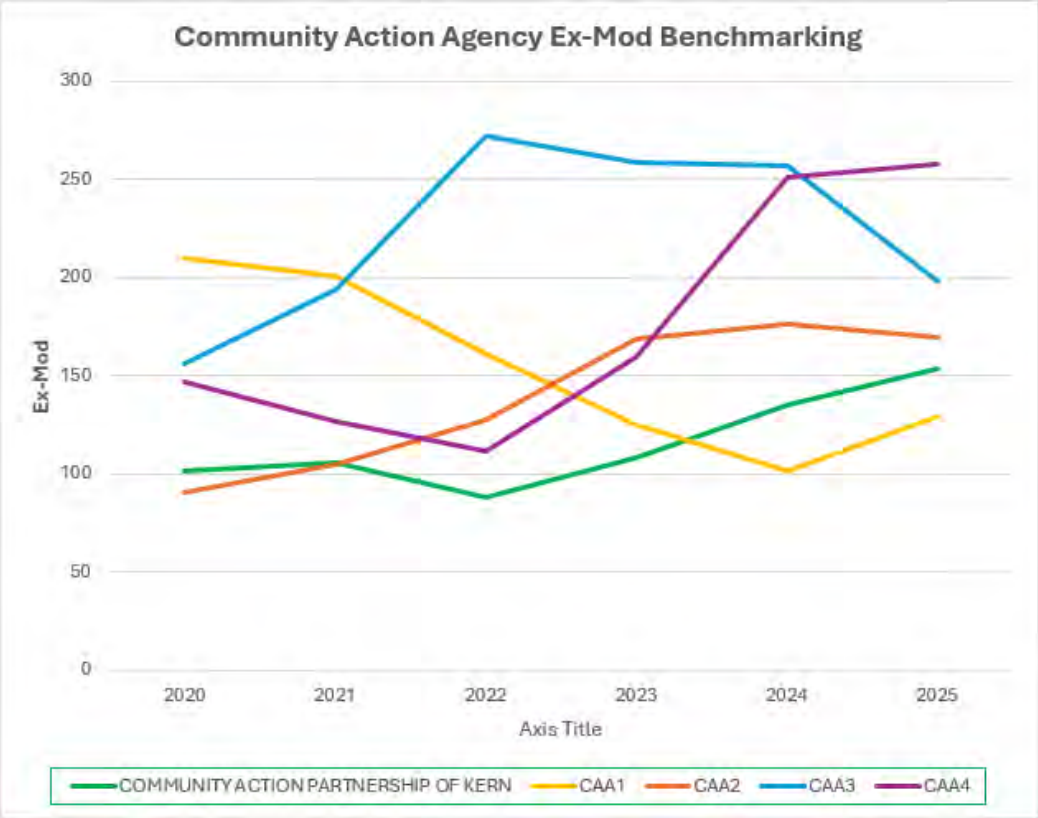
2025-2026 Renewal

As we prepared for the renewal of our Workers' Compensation policy for the upcoming 2025–2026 policy year, we anticipated another premium increase due to the 17% rise in payroll and the expected increase in the experience modification factor (ex-mod).

Last year, the policy premium increased 33% from $860,170 to $1,144,347, driven largely by a 20% rise in payroll and an elevated ex-mod, which increased from 1.08 to 1.35. This year the premium, including taxes and surcharges, has increased 27% from $1,198,978 to $1,526,181, again driven largely by a 17% increase in payroll and an elevated ex-mod, which increased from 1.35 to 1.50. Although our ex-mod has increased again in 2025, our loss trajectory peaked during the 2021 – 2022 policy year and has been on a downward trajectory, which should gradually bring our ex-mod down over the next few years.



INSURICA has provided the chart below illustrating how CAPK's ex-mod compares to its Community Action Agency peers.



Our broker, INSURICA, worked diligently to solicit proposals from other carriers in an attempt to secure the best possible renewal terms. Despite these efforts, the best available option was the renewal of our current carrier, reflecting the increased premium we are now facing. Staff have been working with INSURICA to explore other alternatives one of which are Captive Insurance programs.

Captive Insurance Feasibility Assessment

During our renewal planning, we have continued exploring alternative insurance models—specifically, joining a Group Captive Insurance program—as a long-term strategy for controlling costs and improving financial outcomes.

In collaboration with INSURICA, we met with their Captive Manager to gain an understanding of how captives work, including governance, funding structures, and member responsibilities. This has helped educate our leadership team on the potential opportunities and risks of this approach. Several key issues remain under evaluation:

Financial Risk for a Grant-Funded Organization

Participating in a captive requires upfront financial commitment, typically in the form of annual contributions to both an individual loss fund and a shared loss fund, along with administrative costs. Unlike traditional guaranteed-cost policies, this model shifts some of the underwriting risk to the participant. For a grant-funded organization like CAPK, this poses unique challenges. Grant budgets often restrict flexibility in how and when funds are used, and do not always accommodate the multi-year variability or capital retention requirements of a captive. Entering a

captive prematurely could expose the agency to budgetary shortfalls if claims exceed projected funding or if future grant allocations are reduced.

Experience Modification Factor and Risk Management

CAPK's current ex-mod remains higher than industry average, which increases our insurance premiums. Captives reward participants with strong loss control performance, and to be successful in this model, we must first demonstrate greater control over claim frequency and severity. A continued focus on risk mitigation and safety compliance will be essential before a captive becomes financially advantageous.

Handling of Dividends from a Captive

One of the potential benefits of a captive is the return of unused premium dollars through dividends, contingent on favorable claims experience. However, for organizations that rely on federal or state grant funding, it is unclear how dividends would be classified or whether their use would be restricted. We are actively researching grant regulations to determine if such returns must be refunded, applied to program expenses, or classified as program income.

Next Steps

We intend to take the following steps over the next 12 months:

- Conduct further legal and fiscal research regarding grant restrictions on captive dividends
- Monitor our loss history and focus on bringing down our ex-mod through continued safety measures
- Assess budgetary flexibility and forecast future grant funding capacity
- Maintain open dialogue with INSURICA to explore captive models that align with our risk tolerance and financial structure

We expect to revisit this topic next year with more clarity and potentially be in a better position to make a recommendation regarding joining a captive.

Recommendation

Staff recommends the Board of Directors approve the Workers Compensation Insurance renewal with Berkshire Hathaway and grant authority to the Chief Executive Officer to bind coverage for the 2025-2026 policy year.

Attachments:
2025–2026 Workers' Compensation Renewal Proposal
INSURICA Captive Presentation

INSURANCE PROPOSAL

COMMUNITY ACTION PARTNERSHIP OF KERN

7/31/2025 WORKERS COMPENSATION RENEWAL

Presented on: June 18, 2025
Presented by: **Josh Wall, CIC & Aaron Uribe, CIC**

INSURICA

This presentation is designed to provide an overview and summary of the insurance coverages prepared for your review. This proposal is meant to facilitate a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place or presented within. This proposal does not alter or amend the insurance contracts. Please refer to the actual policies for details on coverages, conditions and exclusions that will govern in the event of a loss.

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EXECUTIVE OVERVIEW

INSURICA is an independent insurance agency that specializes in core industries and business disciplines.
Our unique structure provides INSURICA customers with unparalleled access to the best coverage and risk management expertise available, all delivered through a local agent relationship.

INDUSTRY SPECIALIZATIONS

Our industry-specific knowledge and in-depth experience gives us valuable insight into the unique and often challenging needs of the following key industries:

- Agriculture
- Construction
- Education
- Energy
- Environmental
- Financial
- Healthcare
- Hospitality
- Manufacturing
- Ministries
- Not-For-Profit
- Staffing
- Technology
- Transportation

OUR APPROACH

Our approach is not about selling an individual policy, but rather understanding our clients' entire business structure and developing a comprehensive insurance management plan. With an in-depth understanding of our clients' business operations, we uncover unseen risks and opportunities that can dramatically lower exposure and costs.

OUR FUTURE

Placing over $1 billion in annual premiums, family-owned INSURICA is among the 40 largest insurance brokers in the United States. INSURICA employs over 600 colleagues in offices located throughout Oklahoma, Texas, Arkansas, Colorado, Arizona, and California. Guided by our Core Values of Integrity, Innovation, and Purpose, we are committed to expanding our services and footprint with partners who bring additional value and expertise to our clients and agency.

INSURICA SERVICE TEAM

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Tony Donez, CSM | Safety Service Specialist | Tony.Donez@INSURICA.com | (661) 316-5147

Vicky Wright | Claims Manager Property/Casualty | Vicky.Wright@INSURICA.com | (661) 316-5119

Sarah Smith | Claims Administrator | Sarah.Smith@INSURICA.com | (661) 316-5121

Christine Stahl | Surety Bond Manager | Christine.Stahl@INSURICA.com | (661) 316-5112

Celeste Henry | Notary Department | Celeste.Henry@INSURICA.com | (661) 316-5129

COMMON CONDITIONS

NAMED INSUREDS

Community Action Partnership of Kern

MAILING ADDRESS

1300 18th St. # 200
Bakersfield, CA 93301

LOCATION SCHEDULE

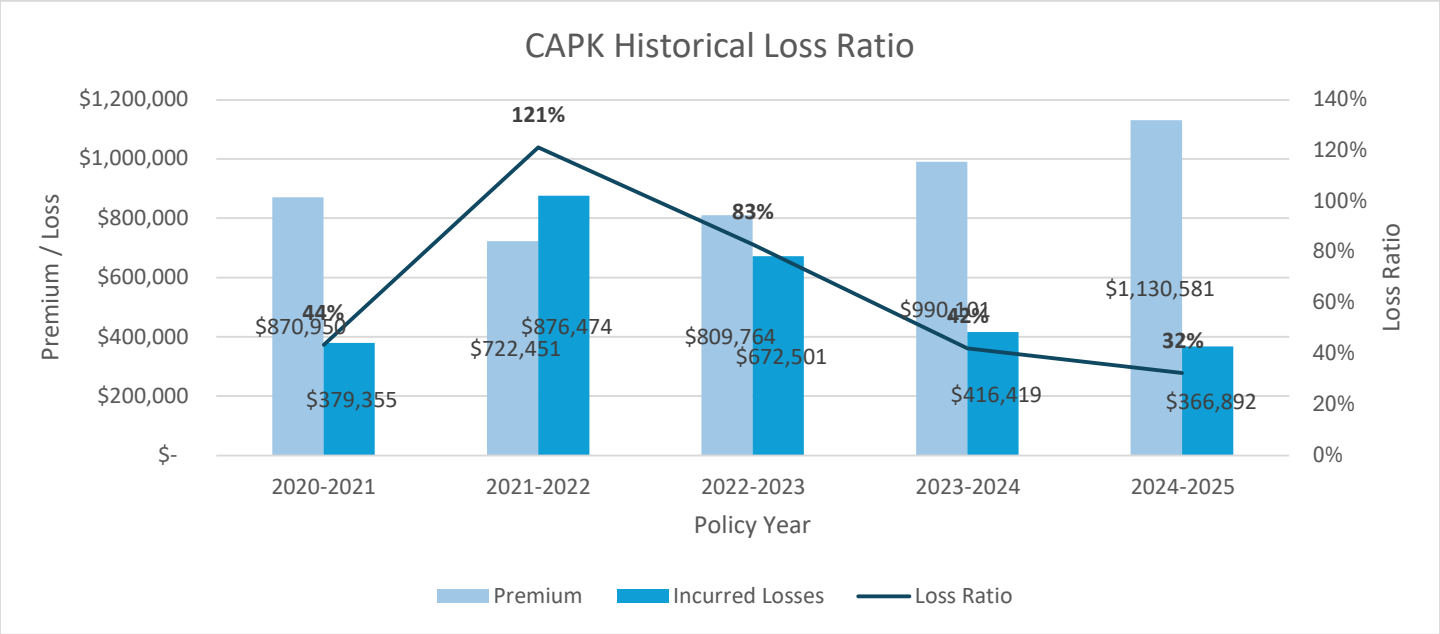
LOCATION	ADDRESS
1	300 19th St, Bakersfield, CA 93301 93301
2	500 E California Ave., Bakersfield, CA 93307 93307
3	610 Blandy Bldg, Ridgecrest, CA 93555 93555
4	410 E Perkins, Mc Farland, CA 93250 93250
5	9124 Catalpa Ave, California City, CA 93505 93505
6	452 W Los Angeles Ave, Shafter, CA 93263 93263
7	1120 S Curry, Tehachapi, CA 93561 93561
8	3301 Virginia Ave, Bakersfield, CA 93304 93304
9	301-315 Stine Road, Bakersfield, CA 93309 93309
10	14327 S Vineland Road, Bakersfield, CA 93307 93307
11	1835 Cecil Ave, Delano, CA 93215 93215
12	2320 Mt Vernon Ave, Bakersfield, CA 93306 93306
13	3000-3003 Sterling Road, Bakersfield, CA 93306 93306
14	10300 1/2 San Diego St, Lamont, CA 93241 93241
15	2424 Cottonwood Road, Bakersfield, CA 93304 93304
16	455 E. Euclid Ave, Shafter, CA 93263 93263
17	3101 Mall View Road, Bakersfield, CA 93306 93306
18	3811 River Blvd, Bakersfield, CA 93305 93305
19	7998 Alicante Ave, Lamont, CA 93241 93241
20	1600 Poplar Ave, Wasco, CA93280 93280
21	5704 Pioneer Drive, Bakersfield, CA 93306 93306
22	7000 W Doe Ave, Visalia, CA 93291 93291

23	520 S Washinton St, Bakersfield, CA 93307 93307
24	1825 Feliz Drive, Bakersfield, CA 93307 93307
25	459 E,. Euclid Avenue, Shafter, CA 93263 93263
26	814 North Norma, Ridgecrest, CA 93555 93555
27	1111 Bush St, Arvin, CA 93203 93203
28	525 East Yosemite, Madera, CA 93638 93638
29	1410 11th St., Bakersfield, CA 93302 93302
30	525 Roberts Lane Bldg b, Bakersfield, CA 93308 93308
31	6019 - 3 & 4 Niles, Bakersfield, CA 93306 93306
32	401 Willow, Bakersfield, CA 93308 93308
33	1913 Feliz Drive, Bakersfield, CA 93307 93307
34	500 South Washington, Bakersfield, CA 93307 93307
35	108 South Robinson, Tehachapi, CA93561 93561
36	11336 Bartlett Ave, Adelanto, CA 92301 92301
37	2101 7th St Bldg E, Wasco, CA 93280 93280
38	650 James St, Shafter, CA 93263 93263
39	819 Sixth Avenue, Taft, CA 93268 93268
40	4600 Panama Lane, Bakersfield, CA 93313 93313
41	90 Farrell Dr Bldg 5620, Edwards, CA 93524 93524
42	1500 So Fairfax Rd (module 1, 2 & Admin), Bakersfield, CA 93307 93307
43	220 N. 11th Ave, Hanford, CA 93230 93230
44	3500 Mojave, Mojave, CA 93501 93501
45	1600 E Truxtun Ave, Bakersfield, CA 93305 93305
46	347 E Poplar St (historical bldg), Stockton, CA 95202 95202
47	425 N California St, Stockton, CA 95202 95202
48	2584 Felsite Ave, Rosamond, CA 93560 93560
49	1145 N Hunter, Stockton, CA 95203 95203
50	2739 Diamond St # B, Rosamond, CA 93560 93560
51	701 S Hutchins St, Lodi, CA 95240 95240
52	1509 N Golden Gate, Stockton, CA 95205 95205
53	2800 S D St, Stockton, CA 95206 95206
54	236 W 4th St, Stockton, CA 95206 95206
55	8401 California City Blvd # 8, California City, CA 93505 93505

56	1001 Main St., Delano, CA 93215 93215
57	5351 Olive Drive #200, Bakersfield, CA 93308 93308
58	1840 Wardrobe Ave, Merced, CA 95341 95341
59	929 Broadway St., Wasco, CA 93280 93280
60	24028 Lake Dr, Suite A (new), Crestline, CA 92325 92325
61	244 G. St #A, Needles, CA 92363 92363
62	4032 Jewett Ave., Bakersfield, CA 93301 93301
63	2550 E. Belle Terrace #200, Bakersfield, CA 93307 93307
64	2900 M Street, Bakersfield, CA 93301 93301
65	5 Real Road, Bakersfield, CA 93309 93309
66	850 J Street, Lathrop, CA 95330 95330
67	1300 18th Street, Bakersfield, CA 93301 93301
68	15662 K St, Mojave, CA 93501 93501
69	1631 30th Street, Bakersfield, CA 93301 93301
70	317 Mt Vernon Ave, Bakersfield, CA 93307 93307
71	2215 Buena Vista Street, Bakersfield, CA 93304 93304
72	729 Decatur Street, Bakersfield, CA 93308 93308
73	731 Decatur Street, Bakersfield, CA 93308 93308
74	3609 Caldwell Drive, Bakersfield, CA 93308 93308
75	727 Decatur Street, Bakersfield, CA 93308 93308
76	1400 Easton Drive Ste. 102, Bakersfield, CA 93309 93309
77	1617 30th Street, Bakersfield, CA 93301 93301
78	604 Covey Ave, Bakersfield, CA 93308 93308

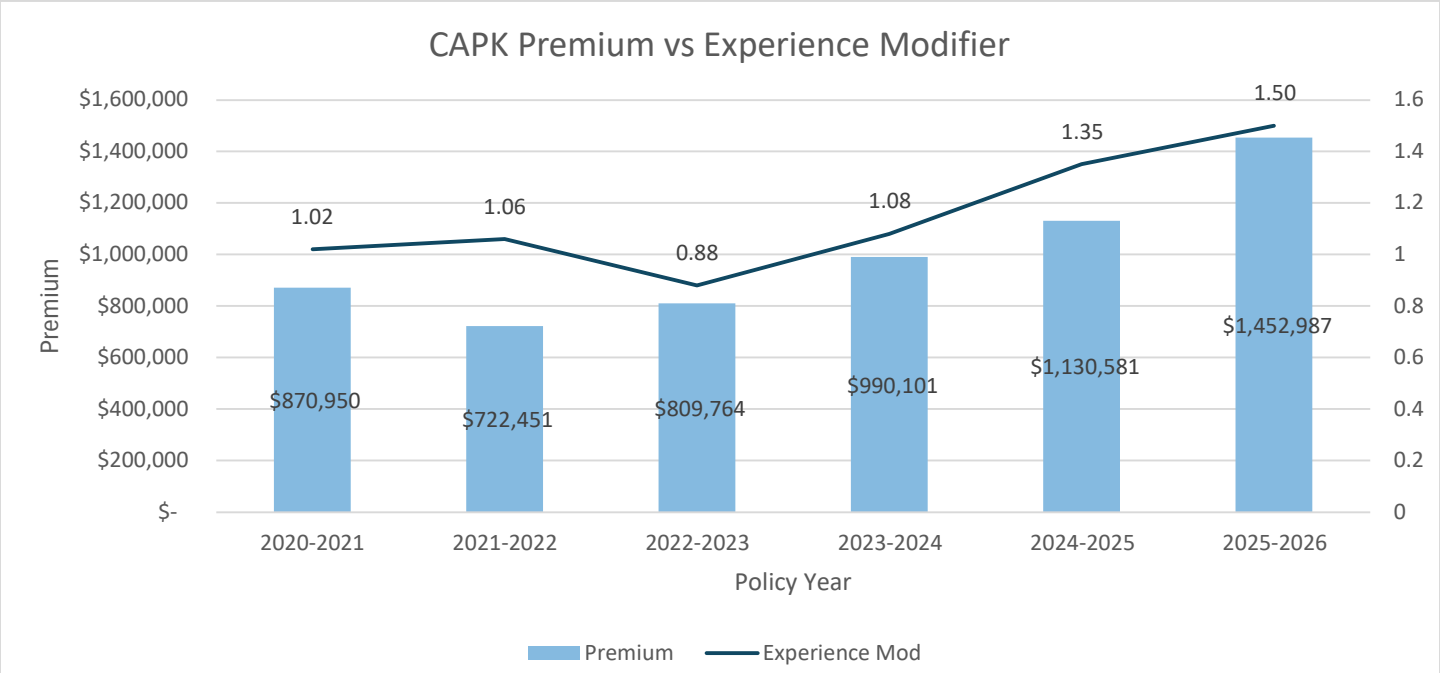
HISTORICAL LOSS RATIO & EXPERIENCE MODIFIER

Exhibit 1:



- Incurred losses in most recent terms are still developing and subject to increase.

Exhibit 2:



- Premium excludes state taxes/surcharges. Premium includes agency commission in the 2024-2025 and 2025-2026 policy years.

Loss Ratio: A measure used in the insurance industry to compare incurred losses and loss-adjustment expenses to earned premiums, indicating the percentage of an insurer's premiums that are paid out in claims.

Experience Modifier: Also known as Ex-Mod, the Experience Modifier is a numerical factor used in the workers' compensation insurance industry to adjust premiums based on a company's loss history compared to similar businesses.

PAYROLL/RATE/PREMIUM COMPARISON

PAYROLL COMPARISON				
DESCRIPTION	2024-2025 ESTIMATED ANNUAL PAYROLL	2025-2026 ESTIMATED ANNUAL PAYROLL	$ DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	$293,444	$343,950	$50,506	17%
5479 - Insulation Work	$192,523	$237,018	$44,495	23%
8018 - Stores Wholesale	$939,019	$1,079,952	$140,933	15%
8227 - Construction/Erection Yard	$42,150	$48,845	$6,695	16%
8742 - Salespersons	$3,840,567	$3,803,241	($37,326)	(1%)
8804 - Alcoholic & Drug Recovery	$1,441,046	$2,035,872	$594,826	41%
8810 - Clerical Office Employees	$12,931,816	$15,274,165	$2,342,349	18%
9059 - Day Care Centers - Children	$25,527,597	$29,913,362	$4,385,765	17%
9067 - Clubs – Boys & Girls	$494,703	$589,366	$94,663	19%
Total Payroll	**$45,702,864**	**$53,276,926**	**$7,574,062**	**17%**

2024 EXPERIENCE MODIFICATION	2025 EXPERIENCE MODIFICATION	% CHANGE
135	150	11%

NET RATE COMPARISON				
DESCRIPTION	2024-2025 NET RATES	2025-2026 NET RATES	DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	8.23	10.45	2.22	21%
5479 - Insulation Work	8.31	9.70	1.39	17%
8018 - Stores Wholesale	9.52	10.67	1.15	12%
8227 - Construction/Erection Yard	6.01	7.00	0.99	16%
8742 - Salespersons	0.51	0.57	0.06	12%
8804 - Alcoholic & Drug Recovery	4.31	5.09	0.78	18%
8810 - Clerical Office Employees	0.36	0.40	0.04	11%
9059 - Day Care Centers - Children	3.35	3.58	0.23	7%
9067 - Clubs – Boys & Girls	2.81	3.03	0.22	8%

LINES OF BUSINESS	2024-2025 PREMIUM	2025-2026 PREMIUM	$ DIFFERENCE	% CHANGE
Workers' Compensation	$1,130,581	$1,452,987	$322,406	29%
WC Surcharges/Fees	$68,397	$73,194	$4,797	7%
Total Cost	**$1,198,978**	**$1,526,181**	**$327,203**	**27%**

MARKETING SUMMARY

WORKERS' COMPENSATION	RESULTS
AmTrust	Declined – Risk is ineligible due to class code 8804
Applied Underwriters (PEO)	**$1,768,755**
Berkshire Hathaway	**$1,526,181**
Charity First	Declined – Unacceptable loss ratio
Chubb	Declined – Not an appetite for social services risk
Church Mutual	Declined – Loss history
Compstar/Benchmark	No Response
CompWest	**Pending Final Response from Underwriting**
Copperpoint	Declined - Current exposures vs. premium with current losses, along with over the road exposure
Employers	Declined – Exposures outside of risk appetite
GuideOne	Declined – Extensive off-premises exposures
Hartford	Declined – Class code 5479, 8227, 8804 and 9067 not eligible
ICW	Declined
Liberty Mutual	Declined – Operations outside of underwriting appetite
Markel	Declined – Class codes and underwriting guidelines
Midwest	Declined – Type of operations
Nonprofits United – Self-Insured Group	Declined – Not competitive with BHHC
Omaha National	Declined – Operations outside of underwriting appetite
Preferred Employers	Declined – Class code 5479 is not eligible
QBE	Quote not offered
Risk Placement Services	No guaranteed cost options were received
RT Specialty	Declined
State Fund	**Indication - $1,939,000 - $2,122,000**
Strategic Comp – Great American - Paid Loss Aggregate Deductible Program	**Fixed premium indication of $885,000. Paid loss deductible: $350,000 per claim and $1,000,000 aggregate deductible applies. $600,000 line of credit required. Will need to conduct a physical loss control inspection to provide formal proposal.**
Tangram	Declined – Loss experience
Zenith	Declined - Uncontrollable exposures and severity potential

DISCLAIMERS AND DISCLOSURE

A.M. BEST RATING

A Best Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. A.M. Best assigns to insurance related organizations one of two types of rating opinions, a Best's Rating, and a financial size category rating. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. Best has seven (7) rating categories including plus "+" or minus "-" rating notches to permit further gradation of financial strength within a particular rating category.

The three highest ratings given by A.M. Best are the following:

Rating	Definition
A++, A+ (Superior)	Assigned to companies that have, in Best's opinion, a superior ability to meet their ongoing insurance obligations.
A, A- (Excellent)	Assigned to companies that have, in Best's opinion, an excellent ability to meet their ongoing insurance obligations
B++, B+ (Good)	Assigned to companies that have, in Best's opinion, a good ability to meet their ongoing insurance obligations

Financial Size Categories. Assigned to all companies and reflects their size based on their capital, surplus, and conditional reserve funds in millions of U.S. dollars, using the scale below.

Millions of U.S. Dollars							
Class I	Less	than	1	Class VIII	100	to	250
Class II	1	to	2	Class IX	250	to	500
Class III	2	to	5	Class X	500	to	750
Class IV	5	to	10	Class XI	750	to	1,000
Class V	10	to	25	Class XII	1,000	to	1,250
Class VI	25	to	50	Class XIII	1,250	to	1,500
Class VII	50	to	100	Class XIV	1,500	to	2,000
				Class XV	greater	than	2,000

The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser.

Financial analysis of insurance companies is a complex process that requires specialized knowledge. INSURICA relies upon opinions expressed by A.M. Best Company in determining the financial strength and size of insurance companies. INSURICA makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

ADMITTED COMPANY VERSUS NON-ADMITTED INSURERS

Admitted Company

A foreign or alien insurance company which has been licensed by the insurance department of the state in question and which, thereby, is authorized to conduct business within that state to the extent licensed. Also called an admitted market or admitted insurer. In the event of company insolvency, policies written with admitted insurers may have access to the state guaranty fund subject to a number of exceptions and limitations depending on the applicable state guarantee fund law.

Non-admitted Company

If an insurer is not licensed to write insurance in a specific state, then the insurer is a non-admitted insurer for that state. These companies are usually non-admitted because they do not meet the same capitalization requirements as an admitted company. Premiums paid to them are not protected by any state guaranty fund and they are not subject to state regulation. Although not admitted, the insurer must still be approved to write business in that state. Non-admitted companies are part of the excess and surplus lines insurance market. Insurance policies placed with non-admitted companies may require payment of surplus lines premium taxes at a percentage that varies state by state. Non-admitted policies may be subject to a minimum earned premium (MEP), usually twenty-five (25) percent but may be a higher percentage.

A.M. BEST RATINGS, FINANCIAL SIZE CATEGORIES, ADMITTED/NON-ADMITTED

Proposed Program

COMPANY	COVERAGE PROVIDED/PROPOSED	BEST RATING & FINANCIAL SIZE	ADMITTED / NON-ADMITTED
Cypress Insurance Co.	Workers' Compensation	A++ XV	Admitted

COMPENSATION DISCLOSURE

INSURICA is an Independent Agency. For our efforts, primarily commissions paid by insurance companies compensate us. The amount is based on the commission schedules established individually by each insurance company and is typically calculated as a percentage of the premium. INSURICA may also be eligible to receive various forms of incentive compensation, including contingent commissions and other awards and bonuses. This incentive compensation is based upon criteria that may include the volume, growth, profitability, and retention of business placed or other performance measures established by the individual insurers with whom we do business. On occasion insurance carriers will issue a policy at a net premium (no commission factored into the premium) and at that time, INSURICA will determine an appropriate fee which fairly reflects the various services provided for the policy being issued. These fees are disclosed and itemized as a separate billing amount to our clients.

TERMS, CONDITIONS, LIMITATIONS AND/OR EXCLUSIONS

Wherever Terms, Conditions, Limitations and/or Exclusions are listed throughout this proposal, they are not all-inclusive. Please refer to the actual policies for specific Terms, Conditions, Limitations and/or Exclusions that will govern in the event of a loss. Specimen copies of policies are available for review upon request.

TERRORISM RISK INSURANCE ACT

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (also known as “TRIA”), insurance carriers are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

If Terrorism coverage applies to a particular line of business, the portion of your premium attributable to this terrorism coverage has been noted. If Terrorism coverage is optional and requires you make an election to accept or reject the coverage, this has also been noted on noted. Election forms may be required upon inception, at renewal, or when changing carriers.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the US Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of $5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%. However, if aggregate industry insured losses under TRIA exceed $100 Billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed $100 Billion in a calendar year, and the insurance carrier(s) have met, or will meet, their respective insurer deductible under TRIA, they shall not be liable for the payment of any portion of the amount of such losses that exceed $100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and the insurance carrier(s) estimate that they will exceed our insurer deductible. In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

ELECTRONIC COMMUNICATION AND DELIVERY CONSENT FORM

At INSURICA we continually strive to improve our speed of service to clients and to do so in the most efficient manner. One of the ways we are increasing our efficiency to clients is to use electronic communications, emailing of electronic documents, and electronic signatures. As our portal and electronic communications grow, we ask that you sign a consent form providing us your permission to work together using this type of technology.

Please review the following statement and electronically sign.

We ("Client") hereby give consent and agree to receive documents related to insurance coverage written through or quoted by INSURICA ("Agent/Broker") in the form of electronic records. Agent/Broker may transmit documents to Client through electronic media, including but not limited to electronic mail, optical disks (including but not limited to compact discs and digital versatile discs), floppy disks, hard drives, thumb drives, jump drives, magnetic tapes, facsimiles, downloads from Web sites, and any other kinds of electronic media acceptable to both Client and Agent/Broker. Documents to be so delivered include but are not limited to policy information pages and coverage forms; endorsements; binders; certificates and evidences of insurance; automobile insurance identification cards; premium quotations; premium worksheets; invoices'; premium finance agreements; audit statements; loss control reports; claim reports; correspondence; and notices of cancellation and nonrenewal. Client's signature or that of Client's representative signifies that Client voluntarily agrees to use electronic records in accordance with the federal Electronic Signatures in Global and National Commerce Act.

BUSINESS NAME: Community Action Partnership of Kern

SIGNATURE: _____

TITLE: _____

DATE: _____

INSURED

Community Action Partnership of Kern

☐ As presented (all lines)

☐ With changes noted below

1. _____

2. _____

3. _____

4. _____

5. _____

Print Name	Title
Signature	Date

Our Mission and Core Values

To manage risk for our Clients. To build a rewarding environment for our Colleagues. To produce an acceptable return for our Shareholders.

Integrity.

Trust forms the foundation of relationships and strengthens our **INSURICA Community.**

Innovation.

Ingenuity is the competitive Advantage securing the future of our **INSURICA Community.**

Purpose.

Passion transforms ordinary into extraordinary and delights our **INSURICA Community.**

INSURICA colleagues consistently strive to uphold the agency's Mission and Core Values statements. By creating a corporate culture based on ethical behavior in the marketplace and fun in the workplace, INSURICA has been recognized many times as both a Best Practices Agency and a Best Places to Work employer. In 2019, leading insurance industry publication, Rough Notes, named INSURICA Agency of the Year.

INSURICA®

Intro To Group Captives

Eric Pach, MBA, ACI, CRM, CIC, MLIS, CRIS, MWCA / Envision Captive Consultants

Andrew Cardoza, CCI, Relationship Manager / Envision Captive Consultants

envision
Captive Consultants

Why Consider Joining a Group Captive?

TO BETTER CONTROL YOUR INSURANCE PROGRAM

TO REDUCE YOUR TOTAL COST OF RISK

How are Costs Reduced?

Your premiums are based on your own loss experience, not a market rate. The lower your losses, the better your premium.

Only companies with elite risk management are a fit for Captives. Less claims/losses = lower premiums.

Roughly 60% of your premium in the Captive is set aside to pay for losses. If you don't use it, it can be returned via dividends over time.

Operational costs are lower in the Captive. We don't advertise or sponsor events, which saves you money.

The Captive invests your premium dollars, and the profits go to you.

Benefits of a Captive

(Control, Control, Control)

Your rates in the Captive are based off your own loss history, which means you are insulated from outside market conditions.

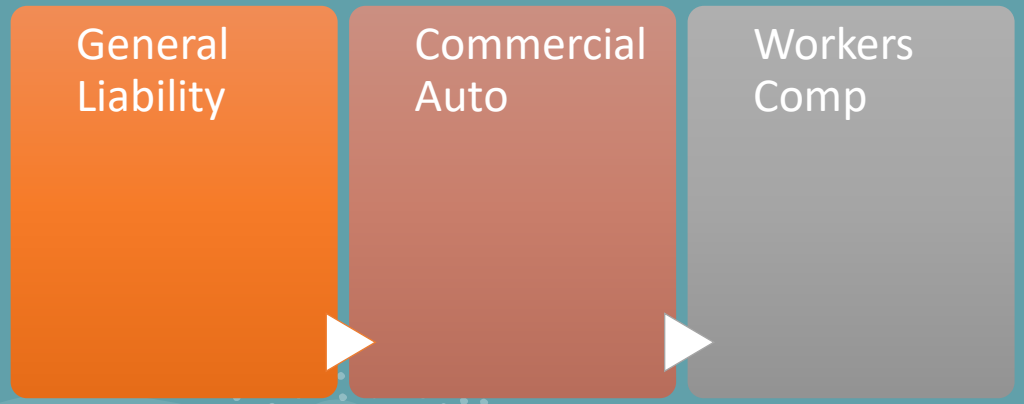
The Captive aims to make your premium more predictable each year by implementing a minimum and maximum rate change. This negates the “hills and valleys” you see in the standard market. Also called “smoothing”.

This “smoothing” helps companies gain long-term control over their costs and services, as well as job costing and bidding.

Because the claims service (TPA) now works for you instead of the carrier, you get more a more personalized claims experience and more control over how claims are handled.

More sophisticated loss control is available through the Captive as it will be more specific to your company and how you operate.

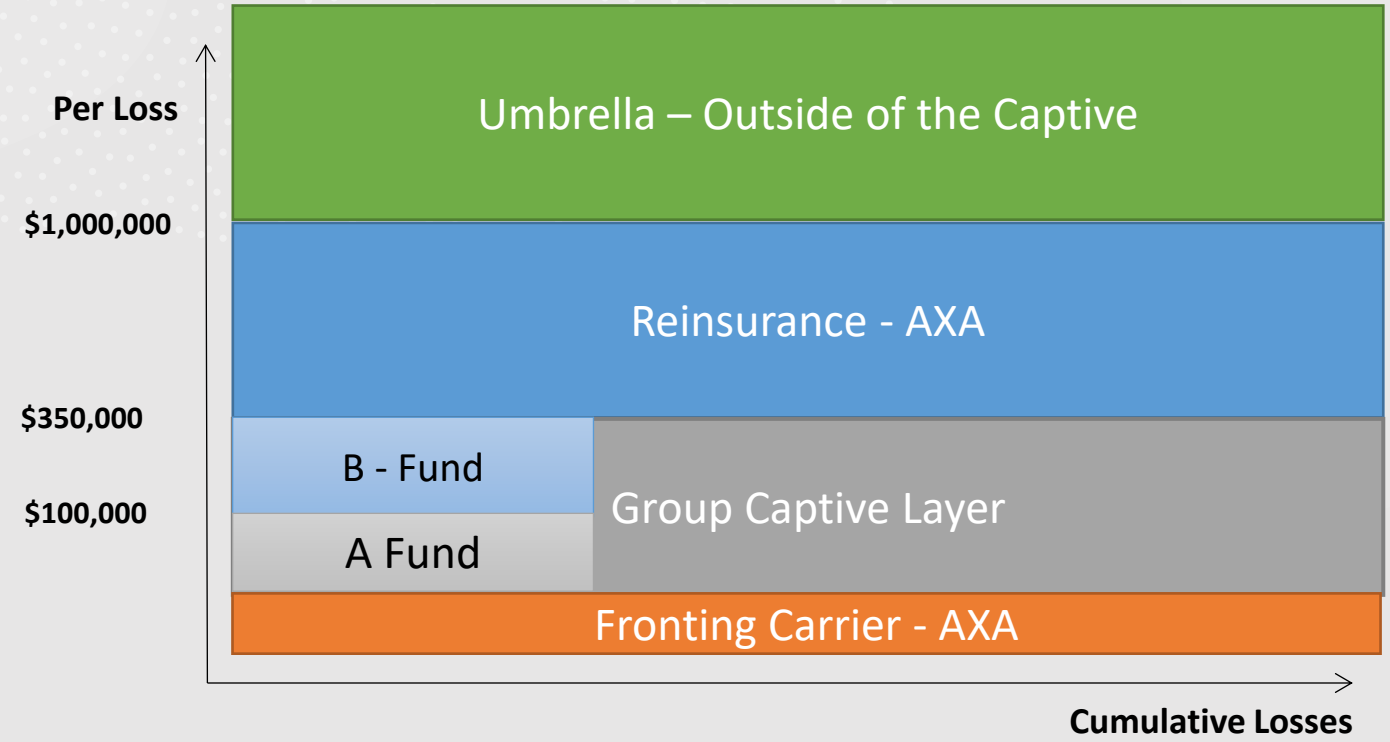
What Coverages are we Talking About?



Why these coverages? Because they are the most controllable coverages.

With great risk management, losses can be mitigated or completely avoided from a frequency and severity standpoint.

Captive Structure



- The Group Captive retention is $350,000. This means the members are responsible for any losses up to $350,000 per claim. This gets broken down into two funds: the **A-Fund** and the **Shared Fund**.

- **A-Fund**: Also called the "Frequency Fund", this is the part of the loss fund that covers all losses up to $100,000 per claim. Each member has their own A-Fund, and the amount in the A-Fund is determined by an actuary based on the individual member's loss history and exposure. Claims that are covered by the A-Fund are the responsibility of that individual member only and do not affect other members in the Captive.

- **Shared Fund**: Also called the "Severity Fund", this is the part of the loss fund that covers all losses from $100,001 - $350,000 per claim. Each member has their own B-Fund, and the amount in the B-Fund is determined by an actuary based on the individual member's loss history and exposure. If a loss hits the B-Fund, the loss is paid from the B-Fund of the member that had the loss, and if any loss amount remains it is proportionately split between all the members. The reinsurer (in this case, AXA XL) will cover losses from $350,001 - $1,000,000. Losses that exceed $1,000,000 will be covered by your Excess/Umbrella policy the same way they would with Traditional Insurance.

Other First Year Costs

Collateral:
Collateral is required for any Captive that you join, and it will sit in the Captive during the entirety of your stay in the Captive. It will sit as your asset, and can be paid in cash, Letter of Credit, or it can be financed. The collateral amount due is two times whatever the A-Fund amount is. This is paid in over the course of 1-3 years, depending on the Captive.

Stock Ownership Contribution
This is a 1-time entry capital contribution into the Captive. The cost is $36,000 and must be paid in cash within the first 30 days of inception. Each member pays this same amount, no mater how many subsidiaries they have, and it provides 1 share and 1 vote per member. This will sit on the Captive's balance sheet and earn interest for the members. This is also your asset, not the Captive's.

FAQ’s

Typical Client & Broker roles don’t change

- Certificates
- Claims
- Billing
- Endorsements

Third Party Administrator handles all claims:

- Claims dollars are paid out of your pre-funded buckets first

Audit factors are simplified – One rate per coverage

Certificates and policies will show fronting carrier

Thank you

Eric Pach, MBA, ACI, CRM, CIC, MLIS, CRIS, MWCA / Envision Captive Consultants

Andrew Cardoza, CCI, Relationship Manager / Envision Captive Consultants

envision
Captive Consultants

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: June 25, 2025

Subject: *Agenda Item IV(b)*: Suspension of Services at Shafter Youth Center and CSBG Fund Reallocation to the Food Bank

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Following a comprehensive review and internal discussions, the staff has developed a plan to suspend services at the Shafter Youth Center (SYC), effective August 1, 2025. This decision comes after the termination of local funding from the City of Shafter in April 2024 and the agency's strategic need to redirect flexible Community Services Block Grant (CSBG) resources toward core Food Bank services amid significant funding cuts to food programs. Additionally, there are other entities in the Shafter community that are offering after school and mentoring services, helping to ensure that youth in the area remain supported.

Key Details:

- **Final Day of Client Services**: August 1, 2025, aligning with the conclusion of the summer youth program.
- **Estimated CSBG 2025 Transfer:** $98,000
- **Estimated CSBG 2026 Transfer:** Approximately $300,000 of CSBG funding currently allocated to SYC will be redirected to the Food Bank to sustain food access countywide.
- **Maintenance Reserve**: Approximately $45,000 will remain earmarked in the current year to maintain the SYC facility and potentially support limited, non-CSBG-funded community services. Note: Federal funds may not be allocated to idle facilities for a period of more than one year unless the idle facility is necessary to satisfy changes in workload (OMB Uniform Guidance).

Role of CSBG. The Community Services Block Grant (CSBG) is one of the agency's most flexible funding sources, allowing us to respond to emerging and urgent community needs. This flexibility enables us to reassess and reallocate funding annually based on program performance, community demand, and financial sustainability. While SYC services are being sunset, the agency will revisit the program's future annually as part of the CSBG planning and funding cycle.

The Food Bank remains one of our most critical and high-performing programs, distributing over 22 million pounds of food in 2024 through a network of more than 170 partners across Kern County. The redirection of CSBG funds to support Food Bank operations aligns with Strategic Plan Goals 3 and 5—ensuring resources are strategically allocated to maximize community impact, sustain essential services, and drive continuous improvement through outcome evaluation. This shift is also a necessary response to funding reductions, allowing us to preserve and strengthen core services during a time of increased demand.

Staffing Impact:

- SYC employs approximately 3.5 FTEs supported by CSBG.
- Staff will be offered priority placement in other CAPK programs where feasible (e.g., housing and homelessness, youth services, Family Resource Centers).
- The Human Resource department will initiate internal job matching efforts and provide layoff support if reassignment is not possible.
- The Director of Youth and Community Services and Human Resources have met with impacted SYC staff. Public services will end on Friday, August 1, and the final scheduled workday for staff at SYC will be Monday, August 4, 2025.

Service Impact:

- Shafter Youth Center 2024 service levels included:
    - 46 unduplicated clients in the summer program
    - 48 unduplicated clients in the after-school program
    - Communication with affected families and community partners is underway.
    - Leadership staff have initiated conversations with external partners about potential programmatic transitions for youth services in Shafter.
    - Internally, the Operations and Finance teams met to begin evaluating lease opportunities for the facility. Market rent analysis, site specifications, and potential use cases are being developed, with follow-up meetings scheduled in the coming weeks.
- Food Bank. Using Feeding America's standard of 1.2 pounds per meal and an estimated $0.50 to $0.60 cost per pound for food procurement and distribution, the proposed allocation of $98,000 to $300,000 would support between 160,000 to 500,000 meals for Kern County families.

Future Planning. CAPK remains committed to serving the Shafter community and is actively exploring sustainable, mission-aligned service models for the SYC facility. The agency owns the facility free and clear with no restrictions, after completing our required 20-year commitment to providing Youth Services on the site. Options under consideration include:

- Continued conversations with the City of Shafter
- Co-location or expansion of Head Start services.
- Launch of a Workforce Development Hub focused on job training and upskilling.
- Partnership with other CBO’s offering youth programming under a lease or shared service model.

The goal is to reimagine the SYC site to better align with community needs and available funding sources while preserving its role as a community asset.

Recommendation

Staff recommends the Board approve the suspension of services at the Shafter Youth Center (SYC), effective August 1, 2025 and authorize the reallocation of Community Services Block Grant (CSBG) funds to the Food Bank.

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: June 25, 2025

Subject: *Agenda Item IV(c)*: Agency-Wide Budget Revision #1 – **Action**

Item

The proposed revised annual budget for the 2025/26 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 Program budget reflects a shift in the amount of $98,000 within the CSBG funding from Shafter Youth Center to the Food Bank. This realignment of CSBG funding is based on the planned suspension of services at Shafter Youth Center effective September 1, 2025.

The Indirect budget has been revised from $10,831,963 to $10,942,488 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development. A projected cost of $110,525 has been added for the following anticipated expenses: additional audit expenses associated with compliance with ASU 842 – Lease Accounting, revised salary expenses, and anticipated need for contract labor.

Recommendation

Staff recommends that the Board of Directors approve the revised annual budget for FY 2025/26

Attachments:
Revised Annual Budget for FY 2025/26 (11 pages)
Detail of Budget Revision Changes for FY 2025/26 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 98,825,113	$ 11,204,927	$ 7,737,612	$ 11,197,635	$ 1,791,327	$ -	$ 130,756,614	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	292,720	-	-	703,165	-
Other Revenue	-	284,247	-	-	-	95,578	379,825	11,637,040
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 95,578**	**$ 132,215,612**	**$ 11,637,040**
Expenditures								
Salaries	38,999,924	5,086,849	3,026,630	4,282,110	950,312	303,161	52,648,986	6,185,191
Benefits	11,690,857	1,666,602	966,559	1,347,365	282,380	103,943	16,057,706	1,946,896
Travel	836,996	115,667	80,650	66,742	43,851	25,300	1,169,206	113,200
Space Cost	3,469,364	728,727	253,000	3,195,293	253,681	2,000	7,902,065	258,000
Supplies	1,649,146	199,399	136,000	208,638	31,831	18,850	2,243,864	270,486
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	1,407,736	952,904	2,078,131	277,476	5,750	-	4,721,997	1,254,700
Other Operating Costs	1,688,881	614,558	563,693	447,277	51,480	115,660	3,481,549	713,015
Program Costs	28,405,475	3,061,030	302,662	812,985	3,000	-	32,585,152	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	8,755,735	1,067,671	740,732	852,469	169,042	51,391	11,637,040	-
Total Expenditures	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 615,305**	**$ 132,735,339**	**$ 10,942,488**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 694,552**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
(PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Expenditures								
Salaries	-	-	-	-	11,613	-	11,613	(105,798)
Benefits	-	-	-	-	22,479	-	22,479	(32,877)
Travel	-	-	-	-	(544)	-	(544)	-
Space Cost	-	-	-	-	(34,648)	-	(34,648)	-
Supplies	-	-	-	-	1,000	-	1,000	(51,000)
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	-	-	-	300,200
Other Operating Costs	-	-	-	-	100	-	100	-
Program Costs	-	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	-	-	-	-	-	-	-	-
Total Expenditures	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 110,525**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (110,525)**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2025/26

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 98,825,113	$ 11,204,927	$ 7,737,612	$ 11,197,635	$ 1,791,327	$ -	$ 130,756,614	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	292,720	-	-	703,165	-
Other Revenue	-	284,247	-	-	-	95,578	379,825	11,637,040
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 95,578**	**$ 132,215,612**	**$ 11,637,040**
Expenditures								
Salaries	38,999,924	5,086,849	3,026,630	4,282,110	938,699	303,161	52,637,373	6,290,989
Benefits	11,690,857	1,666,602	966,559	1,347,365	259,901	103,943	16,035,227	1,979,773
Travel	836,996	115,667	80,650	66,742	44,395	25,300	1,169,750	113,200
Space Cost	3,469,364	728,727	253,000	3,195,293	288,329	2,000	7,936,713	258,000
Supplies	1,649,146	199,399	136,000	208,638	30,831	18,850	2,242,864	321,486
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	1,407,736	952,904	2,078,131	277,476	5,750	-	4,721,997	954,500
Other Operating Costs	1,688,881	614,558	563,693	447,277	51,380	115,660	3,481,449	713,015
Program Costs	28,405,475	3,061,030	302,662	812,985	3,000	-	32,585,152	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	8,755,735	1,067,671	740,732	852,469	169,042	51,391	11,637,040	-
Total Expenditures	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 615,305**	**$ 132,735,339**	**$ 10,831,963**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 805,077**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
EDUCATION

	Head Start	State Funded Child Care	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	40,091,426	11,709,758	6,796,885	4,874,043	35,353,001	**98,825,113**
Head Start Subsidy for CACFP	(1,633,225)	-	-	-	-	**(1,633,225)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 35,353,001**	**$ 97,191,888**
Expenditures						
Salaries	21,004,151	8,192,902	4,154,866	2,785,694	2,862,311	**38,999,924**
Benefits	6,415,233	2,431,351	1,263,950	894,331	685,992	**11,690,857**
Travel	537,326	-	22,670	232,000	45,000	**836,996**
Space Cost	2,683,364	-	450,000	96,000	240,000	**3,469,364**
Supplies	1,304,801	-	144,197	110,148	90,000	**1,649,146**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	1,307,154	20,982	23,600	25,000	31,000	**1,407,736**
Other Operating Costs	1,190,820	-	151,733	78,284	268,044	**1,688,881**
Program Costs	189,032	-	91,572	196,000	27,928,871	**28,405,475**
Depreciation	267,774	-	-	14,400	5,600	**287,774**
Indirect	3,558,546	1,064,523	494,297	442,186	3,196,183	**8,755,735**
Total Expenditures	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 35,353,001**	**$ 97,191,888**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.5%	29.7%	30.4%	32.1%	24.0%	30.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 521,156	**$ 521,156**
Other Government Revenue	4,632,704	2,189,752	1,630,185	226,074	1,856,259	2,526,212	**11,204,927**
Head Start Subsidy for CACFP	-	-	1,405,385	227,840	1,633,225	-	**1,633,225**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	284,247	**284,247**
Donations	-	-	-	-	-	376,008	**376,008**
Total Revenue	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,707,623**	**$ 14,019,563**
Expenditures							
Salaries	2,593,476	701,985	923,953	-	923,953	1,218,940	**5,438,354**
Benefits	803,977	224,635	319,677	-	319,677	440,584	**1,788,873**
Travel	12,000	21,467	27,000	-	27,000	55,200	**115,667**
Space Cost	393,996	46,931	121,700	-	121,700	166,100	**728,727**
Supplies	63,500	14,101	6,000	-	6,000	115,798	**199,399**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	952,904	-	-	-	-	**952,904**
Other Operating Costs	332,101	39,639	62,600	-	62,600	180,218	**614,558**
Program Costs	7,500	-	1,426,441	433,362	1,859,803	1,193,727	**3,061,030**
- Vended Meals	-	-	-	-	-	-	**-**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	421,154	188,090	148,199	20,552	168,751	337,056	**1,115,051**
Total Expenditures	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,707,623**	**$ 14,019,563**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	32.0%	34.6%		34.6%	36.1%	32.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**7,737,612**
Private Revenue	**410,445**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 8,148,057**
Expenditures	
Salaries	**3,026,630**
Benefits	**966,559**
Travel	**80,650**
Space Cost	**253,000**
Supplies	**136,000**
Equipment	**-**
Consultant/Contract	**2,078,131**
Other Operating Costs	**563,693**
Program Costs	**302,662**
Depreciation	**-**
Indirect	**740,732**
Total Expenditures	**$ 8,148,057**
Gain/(Loss)	**$ -**
Benefit Rate	**31.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	School Community Partnership	Diaper Distribution Pilot	Community Development Contracts	Youth Centers	TOTAL
Revenue										
Community Services Block Grant (CSBG)	$ 281,238	$ 168,747	$ 39,482	$ -	$ 202,030	$ -	$ -	$ -	$ 516,813	**$ 1,208,310**
Other Government Revenue	1,337,738	7,951,049	219,571	177,788	637,778	500,000	23,825	111,349	238,537	**11,197,635**
Private Revenue	192,720	-	100,000	-	-	-	-	-	-	**292,720**
Other Revenue	-	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,811,696**	**$ 8,119,796**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 500,000**	**$ 23,825**	**$ 111,349**	**$ 755,350**	**$ 12,698,665**
Expenditures										
Salaries	1,025,791	2,546,859	154,673	122,688	312,873	276,069	16,285	72,912	328,160	**4,856,310**
Benefits	319,709	813,365	48,137	30,672	93,121	85,581	5,374	24,061	82,040	**1,502,060**
Travel	4,995	35,964	5,000	2,250	13,000	16,176	-	3,250	16,958	**97,593**
Space Cost	80,448	3,017,469	117,920	8,500	24,400	1,325	-	-	196,912	**3,446,974**
Supplies	50,881	131,680	200	2,435	21,109	8,650	-	-	18,298	**233,253**
Equipment	-	-	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	2,500	-	-	213,231	66,745	-	-	750	**283,226**
Other Operating Costs	172,810	192,327	10,180	4,405	83,155	-	-	1,000	30,880	**494,757**
Program Costs	-	798,746	-	-	3,500	-	-	-	13,739	**815,985**
Depreciation	-	-	-	-	-	-	-	-	-	**-**
Indirect	157,062	580,886	22,943	6,838	75,419	45,454	2,166	10,126	67,613	**968,507**
Total Expenditures	**$ 1,811,696**	**$ 8,119,796**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 500,000**	**$ 23,825**	**$ 111,349**	**$ 755,350**	**$ 12,698,665**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.2%	31.9%	31.1%	25.0%	29.8%	31.0%	33.0%	33.0%	25.0%	**30.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 521,156	$ 281,238	$ 39,482	$ 202,030	$ 516,813	$ 168,747	$ 61,861	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 521,156**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 516,813**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Expenditures								
Salaries	351,505	204,537	11,070	87,421	191,470	79,702	24,607	**950,312**
Benefits	122,271	51,134	2,214	27,975	47,867	25,505	5,414	**282,380**
Travel	-	-	4,000	11,000	5,246	10,605	13,000	**43,851**
Space Cost	-	-	7,500	24,400	189,702	30,079	2,000	**253,681**
Supplies	-	-	200	9,220	10,695	4,500	7,216	**31,831**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	-	-	**5,750**
Other Operating Costs	-	-	-	16,575	25,155	5,750	4,000	**51,480**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	47,380	25,567	14,498	17,439	45,928	12,606	5,624	**169,042**
Total Expenditures	**$ 521,156**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 516,813**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**34.8%**	**25.0%**	**20.0%**	**32.0%**	**25.0%**	**32.0%**	**22.0%**	**29.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	-	**-**
Donations	-	-	**-**
Transfer Released From Restriction	(467,241)	467,241	**-**
Total Revenue	**$ (467,241)**	**$ 467,241**	**$ -**
Expenditures			
Salaries	-	303,161	**303,161**
Benefits	-	103,943	**103,943**
Travel	-	25,300	**25,300**
Space Cost	2,000	-	**2,000**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	-	**-**
Other Operating Costs	55,260	60,400	**115,660**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	51,165	**51,391**
Total Expenditures	**$ 52,486**	**$ 562,819**	**$ 615,305**
Fund Balance	-	95,578	**95,578**
Gain/(Loss)	**$ (519,727)**	**$ -**	**$ (519,727)**
Benefit Rate	0.0%	34.3%	**34.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**11,637,040**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 11,637,040**
Expenditures						
Salaries	1,029,660	1,818,437	444,339	2,075,929	816,826	**6,185,191**
Benefits	360,381	594,238	137,745	584,979	269,553	**1,946,896**
Travel	9,000	25,500	40,000	25,500	13,200	**113,200**
Space Cost	-	251,000	-	7,000	-	**258,000**
Supplies	36,000	115,000	17,500	40,000	61,986	**270,486**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	163,500	411,200	10,000	577,000	93,000	**1,254,700**
Other Operating Costs	83,630	363,430	99,900	44,050	122,005	**713,015**
Program Costs	-	-	-	-		**-**
Depreciation	-	201,000	-	-		**201,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,682,171**	**$ 3,779,805**	**$ 749,484**	**$ 3,354,458**	**$ 1,376,570**	**$ 10,942,488**
Gain/(Loss)						**$ 694,552**
Benefit Rate	35.0%	32.7%	31.0%	28.2%	33.0%	**31.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Revenue	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	$ 11,637,040	7.4%
Expenditures							
Personnel Costs							
Salaries	3,601,982	3,983,144	4,342,212	4,684,733	5,312,379	6,185,191	16.4%
Benefits	875,486	931,312	982,302	1,216,557	1,498,103	1,946,896	30.0%
Benefit Rate	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.5%*	
Total Personnel Costs	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,132,087	19.4%
	71.2%	*71.9%*	*70.0%*	*68.1%*	*67.8%*	*74.3%*	
Operating Costs							
Travel	56,750	62,350	71,150	88,000	115,250	113,200	-1.8%
Space Costs	193,300	206,370	215,700	386,450	544,612	459,000	-15.7%
Supplies	119,400	150,200	195,000	264,650	358,772	270,486	-24.6%
Equipment	-	196,000	-	200,000	232,205	-	-100.0%
Consultant/Contract	1,144,066	956,000	1,288,000	1,049,000	1,064,000	1,254,700	17.9%
Other Operating Costs	298,600	352,750	511,107	780,300	920,480	713,015	-22.5%
Total Operating Costs	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,235,319	$ 2,810,401	-13.1%
	28.8%	*28.1%*	*30.0%*	*31.9%*	*32.2%*	*25.7%*	
Total Expenditures	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 10,942,488	8.9%
Excess Indirect Revenue	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 694,552	-11.5%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Operations	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,569,921	$ 3,779,805	5.9%
Human Resources	917,844	1,262,307	1,288,307	1,302,127	1,558,810	1,682,171	7.9%
Finance	1,757,619	1,786,550	2,256,840	2,550,906	3,035,916	3,354,458	10.5%
Community Development	-	-	-	1,329,568	1,161,725	1,376,570	18.5%
Executive	1,145,335	1,133,815	1,337,079	534,524	719,429	749,484	4.2%
TOTAL	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,045,801	$ 10,942,488	8.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Education	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	$ 97,191,888	1.5%
Nutrition	9,221,197	9,378,845	24,852,123	19,219,609	13,999,167	13,498,407	-3.6%
Energy Conservation	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	8,148,057	19.7%
Community Services	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	11,490,355	23.1%
CSBG	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	203,689	284,270	311,758	3,423,525	1,448,760	615,305	-57.5%
COVID Response	-	4,259,035	3,602,032	-	-	-	0.0%
Total Annual Budget	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	2.8%

RECAP - EXPENDITURES BY CATEGORY	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Salaries	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	$ 52,648,986	7.8%
Benefits	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	16,057,706	8.2%
Travel	814,611	723,003	721,930	943,184	995,827	1,169,206	17.4%
Space Cost	10,436,885	8,378,137	23,204,587	16,448,026	15,054,623	7,902,065	-47.5%
Supplies	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	2,243,864	8.7%
Equipment	92,760	291,353	831,379	1,806,455	1,155,525	-	-100.0%
Consultant/Contract	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	4,721,997	4.7%
Other Operating Cost	2,720,184	2,571,193	3,452,283	2,800,371	3,174,100	3,481,549	9.7%
Program Costs	11,039,753	11,336,024	11,277,182	27,462,618	27,380,328	32,585,152	19.0%
Depreciation	311,004	301,440	301,440	317,240	282,174	287,774	2.0%
Indirect	6,862,349	7,471,110	7,597,038	10,107,416	10,830,485	11,637,040	7.4%
TOTAL	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	2.8%

MEMORANDUM

To: CAPK Board of Directors

From: Rashi Strother and Cynthia Rodriguez, Education Managers

Date: June 25, 2025

Subject: *Agenda Item IV(c):* Approval of 2025-2026 Early Head Start/Head Start School Readiness Goals – **Action Item**

The Head Start/State Child Development Division develops School Readiness Goals annually by utilizing our end-of-the-year child assessment data to implement high-quality teaching and learning outcomes for children. The School Readiness Goals focus on preparing children for school by fostering key developmental skills across the five central domains. These goals aim to ensure that children have the necessary social skills and knowledge to thrive.

The School Readiness Goals are aligned with the 2015 Desired Results Developmental Profile and Head Start Early Learning Outcomes Framework. The five central domains are: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, and Physical Development.

To ensure effective implementation, a copy is provided for each classroom, partnership, Family Child Care Provider, and Early Childhood Educator. Additionally, the School Readiness Goals are available to share with parents. The 2025-2026 School Readiness Goals are attached for review and approval.

Recommendation:

Staff recommends that the Board of Directors approve the 2025-2026 Early Head Start/Head Start School Readiness Goals.

Attachment:
2025-2026 Early Head Start/Head Start School Readiness Goals.

Head Start & Early Head Start
School Readiness Plan
2025-2026

Policy Council Approval

May 27, 2025

Board of Directors Approval

*Pending

Head Start
A Program of *CAPK*

School Readiness Plan 2025-2026

Head Start and State Child Development Education Division

OVERVIEW

Program staff will support Early Head Start and Head Start in strengthening school readiness for children and their families. We will achieve this by following the Head Start Early Learning Outcomes Framework (HSELOF), Parent, Family, and Community Engagement Framework (PFCE), California's Early Learning Development System, and child data sources from screenings and assessments. The HSELOF foundations are written for each domain based on research and evidence and enhanced with expert practitioners' suggestions and examples. Their purpose is to promote an understanding of children's learning and 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.

Our School Readiness goals are developed using current data and ongoing child assessments, including the DRDP 2015, A Developmental Continuum from Early Infancy to Kindergarten Entry, which will be implemented in the classroom during the 2025-2026 school year. The primary goals were determined by analyzing and comparing children's data from the Spring Assessment (2024-2025), which aggregated all three (3) assessment periods (Fall, Winter & Spring). School Readiness Goals will reflect successful learning across five key areas of learning and development: Approaches to Learning, Social-Emotional Development, Language and Literacy, Cognition, and Physical Development.

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

Our Program and partners will continue to research and stay up to date on the most current information on school readiness for ***Early Head Start, Head Start***, and ***Home-Based options***. To promote individualization, we implement educational goals for all children with established Individualized Educational Plans (IEP) or Individualized Family Service Plans (IFSP) with input from our **Content Area Specialists** and **Local Education Agencies**. The School Readiness Goals are also used to help identify training topics to support professional development. Training will be offered during pre-services and throughout the upcoming program year.

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-year data aggregation process. All developmental domains are scheduled to be implemented for the year to improve teaching practices and promote higher learning outcomes. During the 2025-2026 program, we have selected key findings and strategies to develop skills and practices that will continue to strengthen the following domains:

Age Group	Domain	Key Finding
Infants 6 weeks to 7 months	Cognition, Including Math and Science	COG 2 Classification
Older Infants 8 months to 17 months	Cognition, Including Math and Science	COG 2 Classification
Toddlers 18 months to 36 months	Language and Literacy Development	LLD 4 Reciprocal Communication and Conversation
Preschool 3-year-old	Cognition, Including Math and Science	COG 4 Number Sense of Math Operations
Preschool 4-year-old	Cognition, Including Math and Science	COG 4 Number Sense of Math Operations

BACKGROUND

Data Aggregation is a key element in ensuring good practices when designing or identifying program improvements. Head Start / State Child Care has utilized the following data sources: ChildPlus Net, Developmental Screening; ASQ-3, ASQ: SE-2, Child Care Results, Desired Results Developmental Profile (2015), CLASS, and Environmental tools.

Recognizing that collaboration is vital for children's success, the following representatives analyzed, planned, reviewed, and shared their recommendations for the development of the **Early Head Start & Head Start School Readiness Goals**:

Phase One: April 2025
2024-2025 School Readiness Data Aggregation/Analysis.

Phase Two: April 29, 2025
Collaborative School Readiness Meeting.

Phase Three: May 1, 2025
School Readiness Education Team Meeting.

Phase Four: May 8, 2025
School Readiness Sub-Committee Collaboration and Feedback.

Phase Five: May 27, 2025
2025 – 2026 School Readiness Goals Policy Council Approval.

Phase Six: June 2025
2025 – 2026 School Readiness Goals Board of Directors Approval.

Phase Seven: July-November 2025-2026
School Readiness Goals Training.

Framework for Effective Practice:
Supporting School Readiness for all Children

Parent, Family,
& Community Engagement

Head Start Early Learning Outcomes Framework
What Children Learn

	CENTRAL DOMAINS				
	APPROACHES TO LEARNING	SOCIAL AND EMOTIONAL DEVELOPMENT	LANGUAGE AND LITERACY	COGNITION	PERCEPTUAL, MOTOR, AND PHYSICAL DEVELOPMENT
▲ INFANT/ TODDLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Cognition	Perceptual, Motor, and Physical Development
● PRESCHOOLER DOMAINS	Approaches to Learning	Social and Emotional Development	Language and Communication	Mathematics Development	Perceptual, Motor, and Physical Development
			Literacy	Scientific Reasoning	

Early Head Start/Head Start
2025-2026 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 & Emotional Development

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

Language & 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 & General Knowledge (Including Math & 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.

EARLY HEAD START

Approaches to Learning (ATL-REG)

Goal: Children will demonstrate increased skills in approaches to learning, including self-comforting, attention maintenance, and self-control of feelings and behaviors.

Objective: Infants and toddlers will develop the capacity to comfort and soothe themselves in response to stress by Spring 2026.

DRDP Measure: ATL 2: Self-Comforting	**Head Start Early Learning Outcome:** Goal IT-ATL 1

Young Infants 0-9 months	Older Infants 9-18 months	Toddlers
41% will be at the "Responding Later" level or above in measure ATL 2	65% will be at the "Exploring Earlier" level or above in measure ATL 2	45% will be at the "Exploring Later" level or above in measure ATL 2

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to validate and label the child's and their own emotions. (Ex. Happy, sad, mad, scared, and excited).
- Encourage families to practice using self-regulation techniques such as deep breathing, counting, yoga, and exercise while the child is calm.
- Assist families in setting age-appropriate expectations for their child. (Ex. Implement two to three simple rules).
- Assist families in preparing children for transitions. (Ex. Sing familiar songs, provide a three-to-five-minute warning before the next activity, or make a visual schedule to use at home.)

Early Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Introduce self-regulating techniques such as deep breathing, counting, yoga, and exercise while children are calm.
- Offer children calming and/or fidgeting toys. (Ex. Spinners, poppers, or squishy toys).
- Provide children with ample warning time before transitions. Refer to visual schedules and use cues. (Ex. Dimming lights, provide a three-to-five-minute warning before transitions.
- Include familiar photos of children's families, their community, or other familiar places to encourage a sense of belonging in the classroom environment.

Learning Experiences for Families at Home, Families may:

- Create a defined cozy area for children. Include favorite comfort items such as stuffed animals, blankets, or soft dolls.
- Provide children with ample warning time before transitions. (Ex. Five-minute warning before moving on to a new activity).
- Practice using deep breathing and counting to reduce stress. (Ex. Implement this technique when children are calm).
- Provide predictable routines and schedules for children. (Ex. Create a bedtime or bathtime routine).

Approaches to Learning (ATL-REG)

Goal: Children will exhibit increased skills in approaches to learning, including self-comforting, imitation, attention maintenance, and self-control of feelings and behaviors.

Objective: Children will increasingly develop the capacity to pay attention to their surroundings and comfort or soothe themselves in response to distress from stimulation by Spring 2026.

DRDP Measure: ATL 5: Self Control of Feelings and Behavior	**Head Start Early Learning Outcome:** Goal P-ATL 4, 5, 6, 7
Preschool 3-year-olds	**Preschool 4-year-olds**
27% will be at the "Building Middle" level or above in measure SED 5	39% will be at the "Building Later" level or above in measure SED 5

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to practice self-regulation techniques, such as deep breathing, counting, yoga, and exercise, when children are calm.
- Provide turn-taking opportunities. (Ex. Use games and routines).
- Describe feelings and emotions. (Ex. angry, frustrated, surprised.) (Make a feeling face poster or chart).
- Support families to create a quiet space for their child at home.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Encourage children to share their feelings and emotions throughout the day. (Make posters, books about emotional literacy).
- Provide props and interesting materials for children to use during story and group times that promote curiosity.
- Introduce effective strategies, accompanied by solution cards, for children to use in regulating their own feelings.
- Allow children to make reasonable choices during activities and group times.

Learning Experiences for Families at Home, Families may:

- Create a defined area or cozy space for children. Include favorite comfort items (Ex, stuffed animals, blanket, dolls)
- Provide activities that encourage turn-taking. (Ex. Board games, playing catch, or other sports games).
- Provide children with ample warning time prior to transitions. (Ex. Five-minute warning before transitioning to a new activity).
- Allow children to make reasonable choices.

EARLY HEAD START

Social and Emotional Development (SED)

Goal: Children will exhibit improved awareness of identity of self in relation to others and social emotional understanding.

Objective: Infants and toddlers will become increasingly aware of themselves as distinct from and also related to others by Spring 2026.

DRDP Measure: SED 2: Social and Emotional Understanding	**Head Start Early Learning Outcome:** Goal IT-SE 6, IT-SE 7

Young Infants 0-9 months	Older Infants 9-18 months	Toddlers
49% will be at the "Responding Later" level or above in measure SED 2	47% will be at the "Exploring Earlier" level or above in measure SED 2	46% will be at the "Exploring Later" level or above in measure SED 2

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Support families to validate their children's feelings and emotions.
- Encourage families to create or play simple games with their children, siblings, or peers.
- Encourage families to engage in puppet play with children.
- Assist families to make homemade books about emotions with family photos.

Early Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Utilize Pyramid Model strategies, such as the Tucker Turtle approach and emotional literacy activities.
- Include opportunities for pretending and role playing that involve social interactions and emotions.
- Read social stories about different situations to help children process complex feelings. Use self and parallel talk to identify emotions.
- Make calming bottles with children. (Ex. Include water, sand or other sensory materials).

Learning Experiences for Families at Home, Families may:

- Make puppets and engage in stories with children.
- Use stuffed animals or dolls to engage in pretend play with children.
- Sing songs to soothe and calm children.
- Name the emotions of people in books, photos, or magazines.
- Explore the "Time to Sign" program.

HEAD START

Social and Emotional Development (SED)

Goal: Children will demonstrate improved awareness of identity of self in relation to others and social and emotional understanding.

Objective: Children will develop an understanding of people's behavior, feelings, and thoughts as well as increased awareness of self as distinct from others by Spring 2026.

DRDP Measure: SED 1: Identity of Self in Relation to Others	**Head Start Early Learning Outcome:** Goal P-SE 6, P-SE 9
Preschool 3-year-olds	**Preschool 4-year-olds**
29% will be at the "Building Earlier" level or above in measure SED 1	39% will be at the "Building Later" level or above in measure SED 1

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Support families in subscribing to Ready Rosie and watching their videos.
- Encourage families to make a family tree.
- Encourage families to engage in turn-taking activities with their children. (Ex. Matching games or Simon Says).
- Assist families to make homemade books with family pictures identifying names of each family member.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Create a feelings or emotions collage with children.
- Read books and discuss characters' feelings. Ask how the main character felt. (Ex. Ask how the mouse felt when somebody took his cheese).
- Encourage cooperative play. Encourage children to help make up rules. (ex. Two friends at the computer).
- Implement graphs and charts during activities. (Ex. identify favorite foods, eye or hair color)

Learning Experiences for Families at Home, Families may:

- Make puppets and encourage children to tell stories.
- Communicate what your child is doing and what adults are doing throughout the day.
- Encourage children to write stories, using journals or write letters about their day. (Ex. Create a feelings journal).
- Provide choices for children. Allow children to make reasonable choices for themselves. (Ex. Would you like strawberries or bananas for breakfast?)

Language and Literacy Development (LLD)

Goal: Children will demonstrate improved communication and responsiveness to language.

Objective: Infants and toddlers will communicate or act in response to language and respond to increasingly complex language by Spring 2026.

DRDP Measure: LLD 4: Reciprocal Communication and Conversation	**Head Start Early Learning Outcome:** Head Start Early Learning Outcome: Goal IT-LC1 & IT-LC2

Young Infants 0-9 months	Older Infants 9-18 months	Toddlers
49% will be at the "Responding Later" level or above in measure LLD 4	36% will be at the "Exploring Earlier" level or above in measure LLD 4	28% will be at the "Exploring Later" level or above in measure LLD 4

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Introduce simple sign language for common words like "milk" or "more" to enhance nonverbal communication.
- Imitate children's expressions by mirroring the baby's facial expressions and body movements.
- Take children on a grocery shopping trip. Point out and name specific categories of food. (Ex. Vegetables or fruits.)
- Introduce new vocabulary words to children using labels, books and magazines or other items found in the home.

Early Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Communicate with children in their primary language.
- Ask children questions during reading or story time. Allow enough waiting time for children to respond.
- Engage children in pretend play experiences and encourage them to dress up.
- Ask the children open-ended questions during conversations related to home experiences. (Ex. Yesterday, mommy said you ate beans for dinner.)

Learning Experiences for Families at Home, Families may:

- Sing cultural or familiar songs with children.
- Read books to children and point out familiar objects.
- Follow the child's lead and join in their play. Describe what they are doing and respond to their actions and sounds.
- Participate in back-and-forth conversations with children.
- Limit the use of cell phones and tablets for children.

Language and Literacy Development (LLD)

Goal: Children will demonstrate improved communication, language, phonological awareness, and letter and word knowledge.

Objective: Children will engage in back-and-forth communication and increase awareness of letters in the environment, including their relationship to sounds, by Spring 2026.

DRDP Measure: LLD 8 Phonological Awareness	**Head Start Early Learning Outcome:** Goal P-LIT 1
Preschool 3-year-olds	**Preschool 4-year-olds**
39% will be at the "Building Earlier" level or above in measure LLD 8	31% will be at the "Building Later" level or above in measure LLD 8

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to identify signs and print in the environment and outside.
- Encourage families to sing songs and share rhymes in their home language and English.
- Encourage families to point to letters and sound out familiar words in print.
- Encourage families to provide crayons, pencils, and paper for activities that children can enjoy.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Read books to children with repetitive words, syllables, and rhymes.
- Encourage children to use clapping, to clap out words and syllables, and use people's names.
- Play I Spy games. Encourage children to identify the first sound of a word by sounding out the first letter.
- Encourage writing, journaling, and using paper and pencil activities, and introduce dictation.

Learning Experiences for Families at Home, Families may:

- Make up rhyming words using the children's names.
- During mealtime, sound out syllables of the different foods.
- Retell stories with children and take turns to tell different parts of the story.
- Include children in conversations. Ask questions to extend conversations.

HEAD START

English Language Development (ELD)	
Goal: Children will demonstrate increasing understanding of symbol, letter, and print word knowledge in English/Spanish and communicate in English.	
Objective: Children will show increasing progress towards fluency in speaking English by Spring 2026.	
DRDP Measure: ELD 4: Symbol, Letter, and Print Knowledge in English	**Head Start Early Learning Outcome:** Goal P-LIT 3
Preschool 3-year-olds	**Preschool 4-year-olds**
28% will be at the "Building English" level or above in measure ELD 4	45% will be at the "Integrating English" level or above in measure ELD 4
Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.	

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Introduce the first letter of the children's names, progressively working towards their whole name.
- Create a family book with children's and family members' names.
- Introduce new vocabulary words to children to promote the use of English.
- Match pictures. Add words to make up stories.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Introduce and use sign language.
- Add signs and labels to the block play.
- Add stampers and letters to sensory activities, such as playdough and gak.
- Play bingo, match, and Pictionary games with children.

Learning Experiences for Families at Home, Families may:

- Read to their child and identify the letters of their name in the book.
- Play Letter Hunt at the grocery store.
- Make a word collage, using pictures and words (print) from magazines.
- Play musical games and sing songs.

"The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children."

Head Start
A Program of *CAPK*

EARLY HEAD START

Cognition Including Math and Science (COG)

Goal: Children will demonstrate improved general cognitive skills including number sense of quantity.

Objective: Infants and toddlers will demonstrate an increasing ability to compare, match, and sort objects into groups based on their attributes. They will also develop an understanding of numbers and quantity by Spring 2026.

DRDP Measure: COG 3: Number Sense of Quantity	**Head Start Early Learning Outcome:** Goal ITC-8,9 ITC-10,11 ITC-12

Young Infants 0-9 months	Older Infants 9-18 months	Toddlers
57% will be at the "Responding Later" level or above in measure COG 3	56% will be at the "Exploring Earlier" level or above in measure COG 3	40% will be at the "Exploring Later" level or above in measure COG 3

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Count out loud during daily routines: "One sock, two socks" or "Let's put three crayons in the box."
- Describe what's happening: "You have two blocks!" or "Let's take one away- now you have one!"
- Gather items in two different sizes, such as big and small. Encourage children to sort items into groups.
- Encourage children to toss balls or other household items into laundry baskets or boxes. Count out each item. (Ex. I see four balls tossed in the box).

Early Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Ask questions like "Do you want more?" and add one more to illustrate the concept of "more."
- Sing songs like "Five Little Monkeys" and use movement to act out the numbers. (Ex. Clap, jump, tap a drum a certain number of times).
- Set up counting and sorting centers. Use counting bears, bowls, and muffin tins. Encourage children to place a specific number of items into each section.
- Read stories with number concepts or counting words. (Ex. Count the number of bears in the book).

Learning Experiences for Families at Home, Families may:

- Point to objects while out walking or driving with children. (Ex. "one, two, three cars").
- Use pretend food, shopping, or tea party play to introduce quantity: "How many apples do you have?" (Ex. parent and child can count apples together.)
- Encourage children to use simple measurements to add or mix ingredients. (Ex. Make playdough. Add a cup of water to the bowl).
- Use simple math preposition words like "big", "small", "more", "less", "empty", or "full."

HEAD START

Cognition Including Math and Science (COG)

Goal: Children will demonstrate improved general cognitive skills, including spatial relationships, sorting, and patterning skills.

Objective: Children will show an increasing ability to add and subtract small quantities of objects and show an understanding of how objects move outside of space or fit in different spaces, by Spring 2026.

DRDP Measure: COG 4: Number Sense of Math Operations	**Head Start Early Learning Outcome:** Goal P-Math 3, P-Math 4, P-Math 8, and P-Math 10
Preschool 3-year-olds	**Preschool 4-year-olds**
33% will be in the "Building Earlier" level or above in the measure COG 4.	34% will be at the "Building Later" level or above in the measure COG 4.

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to go on a nature walk and count items in the environment with their children, such as sticks, leaves, and stones.
- Encourage families to look for shoe boxes or other cardboard boxes at home. Use the boxes to make blocks for children to stack and count.
- Make a counting game using an egg carton. Encourage children to add small objects, such as buttons or rocks, that can be used as counters.
- Encourage families to make homemade counting books with children.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Implement math counting games, such as bingo, dominoes, or math lotto.
- Use measuring cups and other instruments, such as scales and tape measures, to help children identify the length, height, and weight of objects.
- Support children to compare numbers by using sorters and counters to identify more or less.
- Implement the use of patterning, complex puzzles, shape sorters, and magnetic tiles.

Learning Experiences for Families at Home, Families will:

- Count items while setting the table at mealtimes with children. (Ex. count the number of plates, forks, bowls, etc.)
- Make a homemade counting game. Use materials found in the home, such as cardboard, tissue, or paper towel holders.
- Find items to sort or string at home. Count the items. (Ex. String beads).
- Encourage children to participate in simple cooking activities and recipes at home. (Ex. Child helps to mix pancakes or make fruit kabobs).

Physical Development Health (PD-HLTH)

Goal: Children will demonstrate improved personal care routines and knowledge of safety.

Objective: Infants and toddlers will demonstrate awareness of safety and increasingly demonstrate knowledge of safety skills when participating in daily activities, by Spring 2026.

DRDP Measure: PD-HLTH 5: Safety	**Head Start Early Learning Outcome:** Goal IT-PMP 9,10

Young Infants 0-9 months	Older Infants 9-18 months	Toddlers
35% will be at the "Exploring Earlier" level or above in measure PD-HLTH 5	54% will be at the "Exploring Earlier" level or above in measure PD-HLTH 5	44% will be at the "Exploring Later" level or above in measure PD-HLTH 5

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Early Head Start Home Based Effective Home Visiting Strategies, Educators will:

- Encourage families to establish and enforce home safety rules for their children. (Ex. Not touching stoves or other hot surfaces).
- Support families to communicate outdoor safety rules. (Ex. Crossing the street. Follow street signs).
- Encourage families to make a first aid safety kit.
- Exercise caution around pets and communicate safety awareness when interacting with unfamiliar animals.

Early Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Implement classroom safety rules and expectations with children.
- Support children to participate in classroom safety drills.
- Include children in classroom clean-up routines. (Ex. Cleaning up toys when done, cleaning the plate after meals, and washing hands).
- Include children, the daily ratio counts during transitions and as changes occur.

Learning Experiences for Families at Home, Families may:

- Develop a home safety plan. Include children in the plan.
- Keep all electrical outlets covered.
- Keep chemicals out of the reach of children
- Implement water and heat safety plans.

Physical Development Health (PD-HLTH)

Goal: Children will demonstrate improved fine motor skills and an awareness of safety.

Objective: Children will demonstrate knowledge of safety skills and increasing precision, strength, and coordination of fine motor skills, by Spring 2026.

DRDP Measure: PD-HLTH 5: Safety	**Head Start Early Learning Outcome:** Goal P-PMP 4,5,6
Preschool 3-year-olds	**Preschool 4-year-olds**
26% will be at the "Building Middle" level or above in measure PD-HLTH 4	33% will be at the "Building Later" level or above in PD-HLTH 5

Families as Learners: Families learn about their child's personality, development, and learning style. They will also advance their own learning interests through education, training, and other experiences that support their parenting, careers, and life goals by Spring 2026.

Head Start Home Base Effective Home Visiting Strategies, Educators will:

- Communicate safety rules in the car, such as using parallel talk to check back seats, to avoid leaving the child when exiting the car.
- Communicate outdoor safety rules, such as crossing the street and safety signs.
- Communicate the importance of calling 911 in emergencies.
- Have an extra set of keys accessible in case of emergency.

Head Start Center Based/Family Child Care Effective Teaching Strategies, Teachers will:

- Assign jobs to children. (Ex. Such as setting the table for lunch. (Children involved in helping to clean up spills).
- Introduce safety signs when using bikes to promote safety. (Ex. Children follow arrows on the bike path).
- Support children to participate in classroom safety drills.
- Including children in the daily ratio counts during transitions and as changes occur.

Learning Experiences for Families at Home, Families may:

- Establish clean-up routines with children at home.
- Implement handwashing and toothbrushing routines with children.
- Establish a home safety evacuation plan.
- Teach basic kitchen/food safety and include children in washing fruits/vegetables before eating.

Professional Development Opportunities

Objective	Teams Responsible	Timelines	Supporting Documents	Professional Development and Resources
Practice-Based Coaching and TLC Support teaching staff to promote effective teaching practices and ensure the curriculum is implemented to fidelity, to strengthen CLASS with the emphasis on Instructional Support. **Desired Results Developmental Profile** Support teaching staff and Early Childhood Educators to promote effective teaching practices and ensure that the evidence collected for assessment is authentic and reliable. **CLASS** Support teaching staff by establishing a year-long professional development plan focused on specializing in a positive climate. Support identifying the High, Mid, and Low Levels for rubrics in mentoring and Coaching.	Education Managers Education Supervisors Mentor Coaches Data Analysts Site Supervisors Teaching Staff Home Based Manager Home Based Supervisors Early Childhood Educators Partnership and Family Child Care Manager	Ongoing July 2025-June 2026 Ongoing July 2025- June 2026 Ongoing HOVRS Assessments	English Language Development (ELD) Data Outcomes CLASS Data Outcomes Environmental Tools Data Outcomes Monitoring Tool Curriculum Mentoring Fidelity Tool Mentee Resource Folder DRDP 2015 T/TA Support Plan Practice-Based Coaching PLC Newsletter	Creative Curriculum/Smart Teach Lesson Plan Implementation/Fidelity Classroom Assessment Scoring System Infant/Toddler/Pre-k My Teachstone CLASS Environments HSELOF Training Desired Results Developmental Profile DRDP Observation Training DRDP Rater Reliability Meaningful Observations ChildPlus Mobile Environmental Assessments Loose Parts Responsiveness to English-Language Learners Developmentally Appropriate Practices Peer-to-Peer training HOVRS PAT FCCERS

Objective	Teams Responsible	Timelines	Supporting Documents	Professional Development and Resources
Family Engagement Support parents in developing skills, attitudes, and behaviors that foster and promote School Readiness practices at home, continuing to encourage families as learners. Support parents in completing surveys or other materials as needed to gain additional participation.	Support Services Team Family Engagement Supervisor Family Engagement Specialists Program Governance Coordinator Site Supervisors Family Service Workers Early Childhood Educators Teaching staff	August 2025 to June 2026 Fall and Spring	Parent Meetings Ready Rosie Workshops Parent Training & Workshops Pre/Post Parent Surveys Fatherhood Conference Family Events Newsletters/Smores Pyramid Model Survey Results	Parent Meetings Regional Parent Committee Meetings Child Care Results Outcomes Data Parent Trainings & Workshops to identify how social-emotional activities support School Readiness Goals. Boost School Readiness Through Family Engagement School Readiness Sub-Committee Meeting
Health & Nutrition Support parents by promoting the importance of regular hearing, vision, and dental checkups for children to develop sound, speech recognition, and language use. Encourage biannual dental visits to maintain ideal oral health and ensure follow-up care. Support parents by introducing diverse cultural foods for children through menus and meals. Train all staff and parents in infectious diseases and prevention practices, as well as First Aid and safety practices, by providing research-based information and updates as necessary through parent meetings.	CAS- Health Family Service Workers Site Supervisors Teaching Staff CAS-Nutrition Central Kitchen Staff Family Service Workers Site Supervisors Teaching Staff	August 2025-June 2026 August 2025 Quarterly Meetings July 2026	Hearing, Vision, and Dental ChildPlus Data Parent Meetings Parent Handbook Reminder Letters Nutritional Experiences Nutritional Advisory Committee Meetings Supporting Special Diets	Parent Meetings CHDP Periodicity Schedule for Health Assessment Requirements by Age Groups Child Plus-Health Training CHDP Provider List Dental Roster Nutrition Books/Posters Family Service Worker Development Training CPR Training School Readiness Sub-Committee Meeting Sanitation Chemicals/Disinfect Training

Objectives	Teams Responsible	Timelines	Supporting Documentation	Professional Development and Resources
Disabilities & Wellness Support parents and teaching staff by training and implementing the Screening Ages and Stages Questionnaires (*ASQ-3 & ASQ: SE-2*) to help identify children at risk for developmental/language delay who should be referred for further assessments by LEA. ASQ-3 *& ASQ: SE-2* will be used to identify children who are on schedule and children who do not meet the referral criteria, but whose scores are in the monitor areas of the ASQ-3 *& ASQ: SE-2*. Family Wellness will strengthen relationships between teachers and parents by implementing strategies to enhance and support the social and emotional development of children with challenging behaviors. Family wellness will support staff by providing new training that supports dealing with challenging behaviors, physical aggression, and trauma-informed care.	Support Services Team Family Service Workers Site Supervisors Teaching Staff CAS-Family Wellness Family Service Workers Site Supervisors Teaching Staff	August 2025-June 2026 August 2025-June 2026 Fall and Spring	ASQ-3 Questionnaire Implement the Teaching Pyramid ASQ-: SE-2 Questionnaire Teacher Support Planning Sheet Family Wellness Screening Behavior Incident Report (BIR) Social and Emotional Checklist	Classroom Expectations ASQ-3 & ASQ:SE-2 Trainings Using Visuals in the Classroom Training Using Solution Kit Training Onsite/Offsite Teacher Support ASQs Presentations Intra-agency Referral Effective Strategies for Social and Emotional Development Pyramid Model Positive Behavior Support Workshops Behavior Incident Report (BIR) Training Effective strategies to promote social-emotional development. Teacher Support Planning Sheet Training Trauma-Informed Care School Readiness Sub-Committee Meeting IFSP/IEP training Pyramid Model Leadership Meetings Mental Health Consultant Parent Meetings Mental Health Consultant Staff trainings
Data Analysis The Data Analyst Supervisor will support Education Program Goals by providing aggregated DRDP reports, ELD Measures, and IEP/IFSP Data.	Data Analyst Supervisor	December 2025 March 2026 May 2026 As Needed	ChildPlus Group Reports Administration report	How to enter DRDP into Child Plus Download reports from ChildPlus. Content and Child Plus area Support

Resources:	*Data Aggregation:*
Head Start Early Learning Outcomes Framework California Infant/Toddler Learning & Development Foundations California Infant/Toddler Curriculum Framework California Preschool Curriculum Framework California Preschool Learning Foundations Parent, Family, and Community Engagement Framework Early Head Start/Head Start School Readiness Goals Pyramid Model Positive Behavior Support MyTeachstone Ready Rosie Parenting Curriculum	DRDP (2015) A Developmental Continuum from Early Infancy to Kindergarten Entry CLASS ITERS/CLASS Environments (CLASS-E) HOVRS MyTeachstone Curriculum Fidelity

Professional Development:		
Training Opportunities	**Onsite Coaching Opportunities**	**Printed Materials**
California's Early Learning Development Systems. DRDP (2015) CLASS/Environments ITERS/CLASS-E Creative Curriculum Systems and Fidelity Program for Infant/Toddlers Care Pyramid Model Positive Behavior Support MMCI Parents As Teachers (PAT) FCCERS	Educational Webinars Practice-Based Coaching CLASS MMCI ITERS/CLASS-E Curriculum Fidelity MyTeachstone	Management Bulletins School Readiness Goals School Readiness Timelines CLASS tips S'mores

BUDGET AND FINANCE COMMITTEE

JUNE 18, 2025

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	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	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	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	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAP - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	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)	146,294	10.568/.569	15 - MOU - 00118	10/01/23 - 09/30/24	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, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	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 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218			138	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824	21.027		7/1/2023 - 6/30/2024	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	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	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	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	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	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	07/01/23 - 06/30/24	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
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
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
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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528		N/A	07/01/24 - 06/30/25	259	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
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		CMAP - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

A4

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	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	256,506		MOU-22-00118	07/01/23 - 04/30/24	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 ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	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
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	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	147,799		2020.2.06	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	256,718		2020.1.06	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	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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 HOMELES COLLABORTIVE
COUNTY OF KERN - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	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

A5

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	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
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	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	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

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	
601	CAPK Foundation					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				
	Food Bank		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				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		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				
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 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
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			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
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		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				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		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
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		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2025/26

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/25	n/a				
04/30/25	n/a				

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

C1

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO & CITIZENS BUSINESS 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 in 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. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds 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 Childcare (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.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF APRIL 30, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(640,794.59)
HEAD START/EARLY HEAD START	197,016.61
SJCOE Head Start	(135,974.54)
SUBTOTAL	**(579,752.52)**
CACFP - San Joaquin	0.00
SAN JOAQUIN COE GENERAL CHILD CARE	50,626.58
MIGRANT CHILD CARE	164,245.19
MIGRANT SPECIALIZED SERVICES	(5,402.79)
GENERAL CHILD CARE	(261,300.68)
STATE PRESCHOOL	3,140,584.97
Child Care Facilities	114,084.68
MIGRANT A/P	16,428,063.54
Child Development Reserve Fund No. 1	241,236.46
Child Development Reserve Fund No. 2	(7,962.35)
SUBTOTAL	**19,864,175.60**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	7,166.70
EF&S	6,334.40
EFAP	108,667.62
USDA Commodities	(39.83)
FOOD BANK	(253,739.68)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	(66,293.65)
WONDERFUL FOOD BANK EXPANSION	2.16
WONDERFUL FOUNDATION	175,491.16
CDFA Healthy Refrigeration Grant Program (HRGP)	(49,285.13)
SUBTOTAL	**(166,062.82)**
ENERGY	(605,700.90)
LIHEAP	(1,196,751.46)
DOE	(18,391.96)
LIWHAP	63.05
PG&E	(15,720.99)
PG&E Arrears Case Management Program	572,983.54
TRANSFER NEGATIVE BALANCE	1,263,518.72
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(216,499.60)
WIC	(649,423.35)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(260,610.83)
NEOPB CAL FRESH HEALTHY LIVING	(432,250.73)
IRS - VITA	(37,444.39)
ASTHO VACCINE EQUITY	693.18
FEEDING AMERICA SERVICE INSIGHTS	14,152.95
HUD-COORDINATED ENTRY SYSTEM	(5,299.48)
HOME ARP - City of Bakersfield	(33,449.10)
CAL FRESH	(15,317.39)
HUD COMMUNITY PROJECT FUNDING FOOD BANK EXPANSION	0.00
CSBG - DISCRETIONARY	(23,636.40)
UW Stanislaus 211 Rental Assistance	(1,062.32)
CalCAPA-Diaper Distribution Pilot	(5,941.09)
County of Kern CERI Public Health	(5,000.00)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(24,044.55)
KCCD CERF REGIONAL CONVENOR	(43,068.98)
KCCD CWDB High Road Training Partnership	12,609.55
City of Bakersfield - FHCC Sports Field	(19,688.00)
CALEITC	(162,943.66)
City of Bkfd-Cal VIP Outreach	(5,291.33)
CITY OF BAKERSFIELD CAL VIP	(20,842.30)
HOME VISIT INITIATIVE (CO OF KERN)	168,125.55
POSITIVE YOUTH DEV SVC	(8,401.06)
POSITIVE YOUTH M	5,539.08
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(489,248.08)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(53,377.75)
ARG III - Warm Handoff	(67,955.02)
DIFFERENTIAL RESPONSE	(19,181.64)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(27,636.41)
FIRST 5 HELP ME GROW	(8,328.45)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(44,291.98)
FIRST 5 KERN 211	(31,365.03)
BKRHC-Encampment Resolution	(5,030.13)
County of Kern - PPSA COVID-19	626.24
County of Kern - 211	4,121.35
Day 1 Families Housing Support	(16,925.80)
Kaiser	4,334.01
Kaiser 211 Kern	119,687.65
Kaiser - Food Locker Pilot	60,000.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(24,439.58)
WELLS FARGO FOUNDATION	46,933.12
California Veterans Assistance Foundation	(112,432.62)
GENERAL FUND	(725,574.91)
DISCRETIONARY FUND	1,630,590.62
SHAFTER YOUTH CENTER	39,101.07
FRIENDSHIP HOUSE	(14,768.38)
EAST KERN FAMILY RESOURCE CENTER	40,879.89
OASIS FAMILY RESOURCE CENTER	38,665.36
211	(95,130.83)
M ST NAVIGATION CENTER	20,142.67
TAX ASSISTANCE	16,147.49
CALAIM HOMELESS PREVENTION SERVICES	569,543.77
CalAIM East Kern Family Resource Center	370,077.63
CAPK FOUNDATION	(28,620.18)
GAAP FUND	0.22
INDIRECT FUND	0.00
COST POOLS	(1,193,903.62)
Facilities Cost Pools	(486,342.42)
LESS: ENERGY NEGATIVE BALANCE	(1,263,518.72)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(3,416,314.71)**
TOTAL OPERATING CASH	15,702,045.55

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**04/30/25**		**828,153.44**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/25**		**828,153.44**

BALANCE PER G/L	**03/31/25**		**828,139.83**
ADD: DEPOSITS		0.00	
INTEREST/WAIVE FEE		13.61	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**04/30/25**		**828,153.44**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 05/21/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/21/2025

Community Action Partnership of Kern

		Initials		Date
Journal Entries	Prepared By:	Naomi Ibarra	#	05/21/25
#				
CSD ADVANCES ACCOUNT	Approved By:		#	

Account Description	Account Code	Debit	Credit
Restricted Bank Account	1125-103025-4000-100-400-100	7.35	
Interest Income	4310-103025-4000-100-400-100		7.35
Restricted Bank Account	1125-122025-3000-100-300-100	6.26	
Interest Income	4310-122093-3047-100-300-100		6.26

Explanation:

To record the April 2025 interest income for CSD Advances Acct., acct. #521105968 with Citizens Business Bank.

Account Allocation:		
Fund - 103025	447,866.44	54%
Fund - 122093	12.22	0%
Fund - 122025	258.11	0%
Fund - 123022	380,003.06	46%
	828,139.83	1.00

Current Month's Interest:		
Fund - 103025	7.35	54%
Fund - 122093	-	0%
Fund - 122025	-	0%
Fund - 123022	6.26	46%
TOTAL	13.61	1

Total	13.61	13.61
Batch Total		$ 27.22

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**04/30/25**		**7,654.64**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/25**		**7,654.64**

BALANCE PER G/L	**03/31/25**		**7,654.51**
ADD: DEPOSITS/WAIVE FEE		0.00	
INTEREST		0.13	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**04/30/25**		**7,654.64**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 05/23/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 06/10/2025

Community Action Partnership of Kern
Journal Entries
04/30/2025
CDR #1 - Bank Charges

	Initials	Date
Prepared By:	NAOMI IBARRA	5/23/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	4/30/2025	1125-262000- 1000-100-100-100	0.13	
Interest Income	4/30/2025	4310-262000-1000-100-100-100		0.13
Interest Income	4/30/2025	6695-262000-1000-100-100-100	-	0.00
Restricted Bank Account	4/30/2025	1125-262000- 1000-100-100-100	0.00	-

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for April 2025

	Debit	Credit
Total	0.13	0.13

ABILA DESCRIPTION

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**04/30/25**		**55,262.72**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/25**		**55,262.72**

BALANCE PER G/L	**03/31/25**		**98,301.61**
ADD: DEPOSITS		0.00	
INTEREST		0.91	
BANK ACCOUNT TRANSFER		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER		43,039.80	
BALANCE PER G/L	**04/30/25**		**55,262.72**
		DIFFERENCE:	0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 05/21/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/21/2025

Community Action Partnership of Kern

Journal Entries

04/30/2025

CDR #2 - Bank Charges

	Initials	Date
Prepared By:	NAOMI IBARRA	5/21/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	4/30/2025	1125-265000-1000-100-100-101	0.00	
Interest Income	4/30/2025	6695-265000-1000-101-100-101		0.00
Restricted Bank Account	4/30/2025	1125-265000-1000-100-100-100	0.91	
Interest Income	4/30/2025	4310-265000-1000-101-100-100		0.91

Explanation:

TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR April 2025

	Debit	Credit
Total	0.91	0.91

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X6018

BANK BALANCE ENDING:		**04/30/25**	**1,357,625.73**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**04/30/25**	**1,357,625.73**
BALANCE PER G/L		**03/31/25**	**1,357,603.41**
ADD:	DEPOSITS	0.00	
	INTEREST	22.32	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS	0.00	
BALANCE PER G/L		**04/30/25**	**1,357,625.73**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 06/10/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/10/2025

Community Action Partnership of Kern
Journal Entries
04/30/2025
HEAD START FACILITY ACCOUNT

	Initials	Date
Prepared By:	Naomi Ibarra	6/10/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	4/30/2025	1125-109000-1000-100-100-100	22.32	
Interest Income	4/30/2025	4310-109000-1000-100-100-100		22.32
Restricted Bank Account	4/30/2025	6695-109000-1000-100-100-100		0.00
Interest Income	4/30/2025	1125-109000-1000-100-100-100	0.00	

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for April 2025

	Debit	Credit
Total	22.32	22.32

ABILA DESCRIPTION

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
April 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**04/30/25**		**1,318,547.15**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**04/30/25**		**1,318,547.15**

BALANCE PER G/L	**03/31/25**		**1,318,525.48**
ADD: DEPOSITS		0.00	
INTEREST		21.67	
WAIVE FEE		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**04/30/25**		**1,318,547.15**

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 05/23/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 05/23/2025

Community Action Partnership of Kern

Journal Entries

04/30/25

Head Start Accrued Vacation

	Initials	Date
repared By:	Naomi Ibarra	5/23/2025
Approved By:		5/23/2025

Account Description	Account Code	Debit	Credit
Restricted Bank Account	1145 108000 1000 100 100 100	5.89	
Interest Income	4310 108000 1000 100 100 100		5.89
Restricted Bank Account	1145 109000 1000 100 100 100	11.52	
Interest Income	4310 109000 1000 100 100 100		11.52
Restricted Bank Account	1145 117000 1000 100 100 100	4.26	
Interest Income	4310 117000 1000 100 100 100		4.26

Explanation:

To record interest income for headstart accrued vac 04/30/25
acct. #4945066256 with Wells Fargo Bank, N.A.

Account Allocation:		
Fund - 108	358,171.19	27.16%
Fund - 109	701,240.88	53.18%
Fund - 117	259,113.41	19.65%
	1,318,525.48	100.00%
Current Month's Interest:		
Fund - 108	5.89	27.16%
Fund - 109	11.52	53.18%
Fund - 110	0.00	0.00%
Fund - 117	4.26	19.65%
TOTAL	21.67	100.00%
Current Month's Fees:		
Fund - 108	0.00	27.16%
Fund - 109	0.00	53.18%
Fund - 117	0.00	19.65%
TOTAL	0.00	100.00%
	0.00	

	Debit	Credit
Total	21.67	21.67
Batch Total		$ 43.34

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
April 30, 2025

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 04/30/25		1,520,064.07
LESS: OUTSTANDING CHECKS	37,871.78	
ADJUSTED BANK BALANCE AT 04/30/25		1,482,192.29
GENERAL LEDGER BALANCE AT 03/31/25		3,791,207.64
ADD: DEPOSITS	-	
US TREAS DRAWDOWNS	5,410,751.01	
FUNDS FROM OTHER GRANTS	1,585,171.16	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	-	
LESS: CHECKS	-	
ADP PAYROLL 1/10/25	-	
ADP PAYROLL 1/24/2024	-	
EFTS FOR HRA/HSA/ STD/403B	-	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO CBB	9,302,609.80	
CREDIT CARD	1,837.57	
BANK FEES	490.15	
ACH VOUCHERS	-	
GENERAL LEDGER BALANCE AT 04/30/25		1,482,192.29
	DIFFERENCE:	(0.00)

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 06/05/2025

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 06/05/2025

COMMUNITY ACTION PARTNERSHIP OF KERN

DAILY CASH BALANCE ANALYSIS - 4/30/25

Date	G/L Beginning Balance	Deposits	Check Issued	ACH Payments	Outstanding ADP Item	Banking Error/ NSF	Mutual/HSA	Payroll	Loan Repmt / Misc.	Checks Cleared Bank	G/L Ending Balance	Wells Fargo Beg. Bank Bal.
Tuesday, April 1, 2025	3,791,207.64	(2,542,983.21)	-	-	0.00	0.00	-	-	-	-	1,248,224.43	1,318,939.86
Wednesday, April 2, 2025	1,248,224.43	1,342.90	-	-	0.00	0.00	-	-	-	3,192.15	1,249,567.33	1,317,090.61
Thursday, April 3, 2025	1,249,567.33	644,630.88	-	-	0.00	0.00	-	-	-	-	1,894,198.21	1,961,721.49
Friday, April 4, 2025	1,894,198.21	(903,162.45)	-	-	0.00	0.00	-	-	-	22.78	991,035.76	1,058,536.26
Saturday, April 5, 2025	991,035.76	-	-	-	0.00	0.00	-	-	-	-	991,035.76	
Sunday, April 6, 2025	991,035.76	-	-	-	0.00	0.00	-	-	-	-	991,035.76	
Monday, April 7, 2025	991,035.76	-	-	1,837.57	0.00	0.00	-	-	-	-	989,198.19	1,056,698.69
Tuesday, April 8, 2025	989,198.19	12,795.73	-	-	0.00	0.00	-	-	-	-	1,001,993.92	1,069,494.42
Wednesday, April 9, 2025	1,001,993.92	-	-	-	0.00	0.00	-	-	-	-	1,001,993.92	
Thursday, April 10, 2025	1,001,993.92	-	-	-	0.00	0.00	-	-	-	2,573.66	1,001,993.92	1,066,920.76
Friday, April 11, 2025	1,001,993.92	-	-	-	0.00	0.00	-	-	490.15	-	1,001,503.77	1,066,430.61
Saturday, April 12, 2025	1,001,503.77	-	-	-	0.00	0.00	-	-	-	-	1,001,503.77	
Sunday, April 13, 2025	1,001,503.77	-	-	-	0.00	0.00	-	-	-	-	1,001,503.77	
Monday, April 14, 2025	1,001,503.77	28,589.00	-	-	0.00	0.00	-	-	-	-	1,030,092.77	1,095,019.61
Tuesday, April 15, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	
Wednesday, April 16, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	
Thursday, April 17, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	
Friday, April 18, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	7,900.02	1,030,092.77	1,087,119.59
Saturday, April 19, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	
Sunday, April 20, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	
Monday, April 21, 2025	1,030,092.77	6,000.00	-	-	0.00	0.00	-	-	-	14,220.38	1,036,092.77	1,078,899.21
Tuesday, April 22, 2025	1,036,092.77	-	-	-	0.00	0.00	-	-	-	1,911.90	1,036,092.77	1,079,508.87
Wednesday, April 23, 2025	1,036,092.77	596,755.00	-	-	0.00	0.00	-	-	-	-	1,632,847.77	1,676,263.87
Thursday, April 24, 2025	1,632,847.77	-	-	-	0.00	0.00	-	-	-	300.00	1,632,847.77	1,675,963.87
Friday, April 25, 2025	1,632,847.77	494,010.44	-	-	0.00	0.00	-	-	-	-	2,126,858.21	2,169,974.31
Saturday, April 26, 2025	2,126,858.21	-	-	-	0.00	0.00	-	-	-	-	2,126,858.21	
Sunday, April 27, 2025	2,126,858.21	-	-	-	0.00	0.00	-	-	-	-	2,126,858.21	
Monday, April 28, 2025	2,126,858.21	(1,096,765.44)	-	-	0.00	0.00	-	-	-	5,244.32	1,030,092.77	2,721,726.87
Tuesday, April 29, 2025	1,030,092.77	-	-	-	0.00	0.00	-	-	-	-	1,030,092.77	1,067,964.55
Wednesday, April 30, 2025	1,030,092.77	452,099.52	-	-	0.00	0.00	-	-	-	-	1,482,192.29	1,520,064.07
	1,482,192.29	-	-	-	0.00	0.00	-	-	-	-	1,482,192.29	
		(2,306,687.63)	0.00	1,837.57	-	-	-	-	490.15	35,365.21	Items that need posting or to be reconciled	

Commercial Deposits

4,511,689.33 < April Deposits
(2,306,687.63) < Recorded Deposits for April
(6,818,376.96) < Unrecorded Deposits for April

Bank Balance	1,520,064.07
GL Balance	1,482,192.29
Variance	37,871.78
Outstanding Cks	37,871.78
Difference	0.00

Banking Transactions	4,511,689.33	-	1,837.57	-	-	-	490.15	4,509,361.61	
Recorded Transactions	(2,306,687.63)	-	-	-	-	-	490.15	(2,307,177.78)	
Outstanding Transactions	(6,818,376.96)	-	(1,837.57)	-	-	-	-	(6,816,539.39)	

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED April 1, 2025 - April 30, 2025

Cardholder	Position	Amount Charged - CBB
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	833.00
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,936.82
Freddy Hernandez	Director of Youth and Community Services	7,790.33
Louis Gill	Chief Program Officer	7,395.13
Lisa McGranahan	Director of Human Resources	1,637.49
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,124.37
Pritika Ram	Chief Business Development Officer	8,820.65
Jeremy Tobias	Chief Executive Officer	8,929.77
Emilio Wagner	Chief Facilities and Technology Officer	3,310.32
Tracy Webster	Chief Financial Officer	5,409.29
Rebecca Moreno	Director of Housing Support Services	9,828.21
Susana Magana	Director of Nutrition Services	3,879.65
	Total	$ 62,895.03

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 04/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total	Source Currency Allocation Amount	Currency Amount Accounting Code

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/24/2025 03/26/2025	RAYMONDS TROPHY AND AWARD 661-3246183, CA	**$10.83** $10.83	USD	10.83	Donor Recognition Plaque for Cal-Portland
03/25/2025 03/26/2025	PY *FOOD-EX 214-1111111, CA	**$322.76** $322.76	USD	322.76	Food For Foundation Board Meeting
03/28/2025 03/31/2025	GG *BAKERSFIELD EAST R 503-5970395, CA	**$40.00** $40.00	USD	40.00	Ticket to the West Rotary Club President Demotion Dinner
04/02/2025 04/03/2025	ENTERPRISE RENT-A-CAR BAKERSFIELD, CA	**$44.70** $44.70	USD	44.70	Rental Car for C.Anspach. Travel to Mojave & Ridgecrest
04/02/2025 04/03/2025	INYOKERN MARKET INYOKERN, CA	**$23.31** $23.31	USD	23.31	C.Anspach Travel gas.
04/02/2025 04/04/2025	ARCO #42477 BAKERSFIELD, CA	**$23.23** $23.23	USD	23.23	C.Anspach Travel gas.
04/05/2025 04/07/2025	SMART AND FINAL 344 BAKERSFIELD, CA	**$10.31** $10.31	USD	10.31	Drinks for Lunch and Learn event. Food Bank

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/24/2025 04/25/2025	RT* RUSHORDERTEES.COM RUSHORDERTEES, PA	**$407.86** $407.86	USD	407.86	Aprons for Gourmet for Good Event

Activity Totals	Purchases	Payments
$883.00	$883.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total	Source Currency / Allocation Amount	Currency Amount / Accounting Code

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

388

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/04/2025 04/07/2025	RED ROCK HOTEL FD LAS VEGAS, NV	**$968.41** $968.41	USD	968.41	108000@31%=$300.21/109000@56%=$542.31/117000@13%=$125.89 Hotel Lodging for R9HSA EC STEM Institute in Las Vegas, NV on 3/31-4/2/25 for Yolanda G.
04/04/2025 04/07/2025	RED ROCK HOTEL FD LAS VEGAS, NV	**$968.41** $968.41	USD	968.41	108000@36%=$348.63/109000@64%=$619.78 Hotel Lodging for R9HSA EC STEM Institute in Las Vegas, NV on 3/31-4/2/25 for Elsa N.

Activity Totals	Purchases	Payments
$1,936.82	$1,936.82	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

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CASINO · RESORT · SPA

YOLANDA GONZALES

1300 18TH STREET
BAKERAFIELD CA 93301

Room Number:	RR 9140
Arrival Date:	03/30/2025
Departure Date:	04/03/2025
Confirmation Number:	456872793291
Group Code:	RCISTEM
Page No:	1 of 1
Date:	04/03/2025

Date	Description	Transactions
03/30/2025	APPLIED DEPOSIT ***********7009	270.07-
03/30/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
03/30/2025	ROOM CHARGE RR 9140	239.00
	TAX	31.07
03/31/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
03/31/2025	ROOM CHARGE RR 9140	239.00
	TAX	31.07
04/01/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
04/01/2025	ROOM CHARGE RR 9140	239.00
	TAX	31.07
04/02/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
04/02/2025	ROOM CHARGE RR 9140	239.00
	TAX	31.07
04/03/2025	FRONT DESK VISA CARD ***********7449	968.41-

Balance .00

Thank you for staying at Red Rock Resort
11011 W Charleston Blvd
Las Vegas, NV 89135
702.797.7777
http://www.redrocklasvegas.com

red rock
CASINO · RESORT · SPA

ELSA NAVARRETE

1300 18TH STREET
BAKERSFIELD CA 93301

Room Number:	RR 18156
Arrival Date:	03/30/2025
Departure Date:	04/03/2025
Confirmation Number:	456872794045
Group Code:	RCISTEM
Page No:	1 of 1
Date:	04/03/2025

Date	Description	Transactions
03/30/2025	APPLIED DEPOSIT ***********7009	270.07-
03/30/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
03/30/2025	ROOM CHARGE RR18156	239.00
	TAX	31.07
03/31/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
03/31/2025	ROOM CHARGE RR18156	239.00
	TAX	31.07
04/01/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
04/01/2025	ROOM CHARGE RR18156	239.00
	TAX	31.07
04/02/2025	RESORT FEE	39.55
	RESORT FEE $35+TAX - ($39	
04/02/2025	ROOM CHARGE RR18156	239.00
	TAX	31.07
04/03/2025	FRONT DESK VISA CARD ***********7449	968.41-

Balance .00

Thank you for staying at Red Rock Resort
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Las Vegas, NV 89135
702.797.7777
http://www.redrocklasvegas.com

Elan

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO , ND 58125-6343

ACCOUNT NUMBER 4807 9501 4943 5342

AMOUNT DUE $0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000208758 01 SP 106481318827289 S
FREDDY HERNANDEZ
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
03-26	03-27	95225	USH VIP CALL CENTER 800-864-8377 CA	520.00	
03-26	03-27	05379	USH B2B TICKET STORE 800-864-8377 CA	2,964.00	
03-26	03-28	90890	WIPFLI LLP MADISON WI	1,600.00	
03-27	03-28	73624	CAESAR'S PALACE DEPOSIT 8662094732 NV 171695508662094732 ARRIVAL: 07-14-25	206.35	
03-29	03-31	43024	MOUNTAIN MIKES PIZZA 661-5888818 CA	226.33	
03-27	03-31	85052	HOLIDAY INN BAKERSFIELD 6613778000 CA 0860742526613778000 ARRIVAL: 03-26-25	155.98	
03-27	03-31	85078	HOLIDAY INN BAKERSFIELD 6613778000 CA 0860746336613778000 ARRIVAL: 03-26-25	155.98	
03-27	03-31	85094	HOLIDAY INN BAKERSFIELD 6613778000 CA 0860751376613778000 ARRIVAL: 03-26-26	155.98	
03-27	03-31	85102	HOLIDAY INN BAKERSFIELD 6613778000 CA 0860753126613778000 ARRIVAL: 03-26-25	155.98	
04-05	04-07	02231	PANDA EXPRESS #1059 P OLO.COM CA	217.58	
04-08	04-09	00029	TOYOTA OF LANCASTER 661-9480731 CA	204.84	
04-08	04-10	31148	MOUNTAIN MIKES PIZZA 661-8692300 CA	81.42	
04-13	04-14	82754	PIZZA FACTORY - 140 - OLD 760-920-0008 CA	571.38	
04-16	04-17	45804	WALMART.COM 800-925-6278 AR	134.83	
04-23	04-25	44811	ARAMARK ASILOMAR RESORT PACIFIC GROVE CA 0003271559 ARRIVAL: 04-22-25	208.62	
04-23	04-25	44878	ARAMARK ASILOMAR RESORT PACIFIC GROVE CA 0003271900 ARRIVAL: 04-22-25	231.06	

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-4943-5342

STATEMENT DATE:

04/25/25

BILLING OFFICE ACCOUNT NUMBER
4807-9545-5000-8028
BILLING OFFICE CONTACT AND ADDRESS
COMMUNITY ACTION-PYSLC
TRACY WEBSTER
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00
CHECKS/CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	7,790.33

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/26/2025 03/27/2025	USH VIP CALL CENTER 800-864-8377, CA	**$520.00** $520.00	USD	520.00	Meal Vouchers for Shafter Youth Center field trip to Universal Studios.
03/26/2025 03/27/2025	USH B2B TICKET STORE 800-864-8377, CA	**$2,964.00** $2,964.00	USD	2,964.00	Shafter Youth Center tickets to Universal Studios.
03/26/2025 03/28/2025	WIPFLI LLP MADISON, WI	**$1,600.00** $1,600.00	USD	1,600.00	Registration fee for Lois Hannible to attend WIPFLI Stronger to Serve conference in Las Vegas, NV.
03/27/2025 03/28/2025	CAESAR'S PALACE DEPOSIT 8662094732, NV	**$206.35** $206.35	USD	206.35	Hotel lodging deposit for Lois Hannible to attend WIPFLI conference in Las Vegas, NV.
03/27/2025 03/31/2025	HOLIDAY INN BAKERSFIELD 6613778000, CA	**$155.98** $155.98	USD	155.98	Hotel lodging for Ada Harpster to attend LiFT Training in Bakersfield, CA.
03/27/2025 03/31/2025	HOLIDAY INN BAKERSFIELD 6613778000, CA	**$155.98** $155.98	USD	155.98	Hotel lodging for Eric Le Barbe to attend LiFT Training in Bakersfield, CA.
03/27/2025 03/31/2025	HOLIDAY INN BAKERSFIELD 6613778000, CA	**$155.98** $155.98	USD	155.98	Hotel lodging for Celia Mills (volunteer) to attend LiFT Training in Bakersfield, CA.
03/27/2025 03/31/2025	HOLIDAY INN BAKERSFIELD 6613778000, CA	**$155.98** $155.98	USD	155.98	Hotel lodging for Leslie O'Neill (volunteer) to attend LiFT Training in Bakersfield, CA.

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Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
03/29/2025 03/31/2025	MOUNTAIN MIKES PIZZA 661-5888818, CA	**$226.33** $226.33	USD	226.33	VITA Program - Volunteer Lunch cost.
04/05/2025 04/07/2025	PANDA EXPRESS #1059 P OLO.COM, CA	**$217.58** $217.58	USD	217.58	VITA Program - Volunteer Lunch cost.
04/08/2025 04/09/2025	TOYOTA OF LANCASTER 661-9480731, CA	**$204.84** $204.84	USD	204.84	Maintenance of CAPK vehicle - 2022 Toyota Corolla.
04/08/2025 04/10/2025	MOUNTAIN MIKES PIZZA 661-8692300, CA	**$81.42** $81.42	USD	81.42	VITA Program - Volunteer Lunch cost.
04/13/2025 04/14/2025	PIZZA FACTORY - 140 - OLD 760-920-0008, CA	**$571.38** $571.38	USD	571.38	Meals for attendees of LiFT Parenting Seminar at Oasis FRC
04/16/2025 04/17/2025	WALMART.COM 800-925-6278, AR	**$134.83** $134.83	USD	134.83	Breakfast for attendees of LiFT Parenting Seminar - Oasis FRC.
04/23/2025 04/25/2025	ARAMARK ASILOMAR RESORT PACIFIC GROVE, CA	**$208.62** $208.62	USD	208.62	Hotel lodging for Ada Harpster to attend Regional Childhood Home Visitor Conference in Pacific Grove, CA. (hotel requires pre-payment)

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Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/23/2025 04/25/2025	ARAMARK ASILOMAR RESORT PACIFIC GROVE, CA	**$231.06** $231.06	USD	231.06	Hotel lodging for Ada Harpster to attend Regional Childhood Home Visitor Conference in Pacific Grove, CA. (hotel requires pre-payment)

Activity Totals	Purchases	Payments
$7,790.33	$7,790.33	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: LOUIS GILL **Account Number:** **6977 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/04/2025 04/07/2025	HYATT CENTRIC SACRAMENTO 9168930139, CA	**$720.86** $720.86	USD	720.86	Hotel lodging for Deb Johnson to attend CalCAPA Advocacy Day in Sacramento, CA.
04/05/2025 04/07/2025	AMERICAN AIR0012229181766 FORT WORTH, TX	**$538.96** $538.96	USD	538.96	Airfare for Joseph Aguilar to attend NHSDC Conference in New Orleans, LA.
04/05/2025 04/07/2025	AMERICAN AIR0012229184733 FORT WORTH, TX	**$603.96** $603.96	USD	603.96	Airfare for Marlene Ruiz Hernandez to attend NHSDC Conference in New Orleans, LA (purchased after 5:00 pm, price increased).
04/10/2025 04/14/2025	WIPFLI LLP MADISON, WI	**$1,600.00** $1,600.00	USD	1,600.00	Registration fee for Board Member Fatima Echeverria to attend WIPFLI Stronger to Serve Conference in Las Vegas, NV.
04/11/2025 04/14/2025	CAESAR'S PALACE DEPOSIT 8662094732, NV	**$206.35** $206.35	USD	206.35	Deposit for hotel room for Raul Jimenez to attend WIPFLI Stronger to Serve Conference in Las Vegas, NV.
04/14/2025 04/16/2025	WIPFLI LLP MADISON, WI	**$1,600.00** $1,600.00	USD	1,600.00	Registration fee for Raul Jimenez to attend WIPFLI Stronger to Serve Conference in Las Vegas, NV.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/15/2025 04/17/2025	WIPFLI LLP MADISON, WI	**$2,125.00** $2,125.00	USD	2,125.00	Registration fee for Board Member Denise Boshears to attend WIPFLI Stronger to Service Conference in Las Vegas, NV.

Activity Totals	Purchases	Payments
$7,395.13	$7,395.13	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Elan

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO , ND 58125-6343

ACCOUNT NUMBER 4807 9501 2963 7461

AMOUNT DUE $0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000208755 01 SP 106481318827286 S
LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
04-02	04-03	47336	EZCATER*CAESARS ITALIA 800-488-1803 MA	201.51	Lunch for 04/02/2025 Personnel Committee meeting
04-10	04-11	75751	BIOMETRICS4ALL 714-5689888 CA	10.50	LiveScan for pre-employment
04-15	04-16	32156	SAFETY HOLDINGS 888-9472622 NM	1,225.48	Driver monitoring services
04-23	04-24	88380	EB *2025 KERN COUNTY A 801-413-7200 CA	200.00	2025 Kern County Americans w/Disabilities Conference registration (L. McGranahan & Z. Finch)

$1,637.49

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-2963-7461

STATEMENT DATE:

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00

Cardholder Activity

Name: JERRY MEADE **Account Number:** **3950 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/25/2025 03/26/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
03/25/2025 03/26/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/04/2025 04/07/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$185.10 $185.10	USD	185.10	Registration for HS/EHS Family Engagement staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/10/2025 04/11/2025	KAPLAN EARLY LEARNING COM 800-3342014, NC	$298.00 $298.00	USD	298.00	Registration for 2 Family Child Care staff to attend Family Child Care Environment Rating Scale (FCCERS-R 101) Virtual training
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/17/2025 04/18/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/18/2025 04/21/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/18/2025 04/21/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/21/2025 04/22/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/21/2025 04/22/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$92.55** $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/21/2025 04/22/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/21/2025 04/22/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/21/2025 04/22/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$92.55 $92.55	USD	92.55	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025.
04/22/2025 04/23/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$81.88 $81.88	USD	81.88	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025. This purchase date offered a special lower rate.
04/22/2025 04/23/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$81.88 $81.88	USD	81.88	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025. This purchase date offered a special lower rate.
04/22/2025 04/23/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$81.88 $81.88	USD	81.88	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025. This purchase date offred a special lower rate.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/24/2025 04/24/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	$81.88 $81.88	USD	81.88	Registration for HVP staff attending First 5 Kern ACE'S Conference May 21st, 2025. This purchase date offered a special lower rate.

Activity Totals	Purchases	Payments
$3,124.37	$3,124.37	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/27/2025 03/28/2025	IN *CALIFORNIA COMMUNITY 916-4431721, CA	**$199.00** $199.00	USD	199.00	Cal CAPA Registration for Savannah Oates.
03/28/2025 03/31/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$70.36** $70.36	USD	70.36	Foundation working meeting with Government Leadership Solutions Consultant
03/28/2025 03/31/2025	IN *ALLIANCE OF INFORMATI 703-2182477, VA	**$850.00** $850.00	USD	850.00	Conference Registration for Sabrina Jones-Roberts
03/29/2025 03/31/2025	FACEBK *TC3AGN4FM2 650-5434800, CA	**$500.00** $500.00	USD	500.00	Social Media postings for VITA, Foundation and KCCD grant
03/31/2025 04/02/2025	VONS #1969 BAKERSFIELD, CA	**$111.81** $111.81	USD	111.81	Strategic Planning session breakfast for planning team
04/01/2025 04/01/2025	CAPLAW.ORG CAPLAW.ORG, MA	**$725.00** $725.00	USD	725.00	CapLaw Registration for Pritika Ram
04/01/2025 04/02/2025	LINKEDIN P352662466 855-6535653, CA	**$98.55** $98.55	USD	98.55	Social media campaign for VITA
04/02/2025 04/03/2025	PARKINGCOMPOFAM ERICALOT10 SACRAMENTO, CA	**$8.00** $8.00	USD	8.00	CapLaw Parking expense for Pritika Ram

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/02/2025 04/07/2025	GOLDEN 1 CENTER PARKING SACRAMENTO, CA	**$24.00** $24.00	USD	24.00	CapLaw Parking expense for Pritika Ram
04/03/2025 04/04/2025	IN *ALLIANCE OF INFORMATI 703-2182477, VA	**($850.00)** ($850.00)	USD	(850.00)	Reimbursement for Sabrina Jones-Roberts conference registration. Double
04/03/2025 04/07/2025	HYATT REGENCY SACRAMENTO 9164431234, CA	**$812.86** $812.86	USD	812.86	Pritika Ram Hotel Stay for Sacramento Conference
04/03/2025 04/07/2025	HYATT REGENCY SACRAMENTO 9164431234, CA	**$16.00** $16.00	USD	16.00	Pritika Ram Hotel room expense (Guest Water)
04/04/2025 04/07/2025	HYATT CENTRIC SACRAMENTO 9168930139, CA	**$740.86** $740.86	USD	740.86	Savannah Oates Hotel stay for Sacramento Conference
04/08/2025 04/09/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$96.25** $96.25	USD	96.25	PRE Committee Lunch on 4/9/25
04/09/2025 04/11/2025	WDW DISNEY RES 4078285630, FL	**$1,165.52** $1,165.52	USD	1,165.52	Ernesto Leon Hotel stay for GSMCON Conference
04/14/2025 04/15/2025	AMERICAN AIR0012231694249 FORT WORTH, TX	**$892.97** $892.97	USD	892.97	Ernesto Leon flight to Florida for GSMCON Conference

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/16/2025 04/17/2025	FRESCOMEXI* FRESCO MEX FRESCOMEXICAN, CA	**$358.54** $358.54	USD	358.54	Strategic Planning session breakfast
04/17/2025 04/21/2025	VONS #1969 BAKERSFIELD, CA	**$32.15** $32.15	USD	32.15	Strategic Planning session breakfast items
04/20/2025 04/21/2025	FACEBK *JS92ZNYEM2 650-5434800, CA	**$454.40** $454.40	USD	454.40	Social Media posts for KCCD grant and Foundation
04/20/2025 04/21/2025	FACEBK *RZCMCPCFM2 650-5434800, CA	**$11.25** $11.25	USD	11.25	Social Media posts for KCCD Grant
04/23/2025 04/23/2025	AMERICAN AIR0012233690113 FORT WORTH, TX	**$848.97** $848.97	USD	848.97	Savannah Oates flight to D.C. Conference
04/23/2025 04/24/2025	OMNI SHOREHAM ONLINE SRVC 800-8096664, DC	**$1,354.28** $1,354.28	USD	1,354.28	Savannah Oates Hotel stay for D.C. Conference

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/24/2025 04/25/2025	EPIDEMIC SOUND AB STOCKHOLM,	**$299.88** $299.88	USD	299.88	Marketing team sound Library

Activity Totals	Purchases	Payments
$8,820.65	$8,820.65	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number:**
8415 **Cycle End Date: 04/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
03/25/2025 03/27/2025	SHELL OIL12822045014 BAKERSFIELD, CA	**$75.55**	Gasoline for CEO's Agency Vehicle
03/31/2025 04/01/2025	CAPLAW.ORG CAPLAW.ORG, MA	**$725.00**	Registration Fee for Board Member Michelle Jara-Rangel to attend the CAPLAW Conference in Boston, MA
03/31/2025 04/02/2025	JIM BURKE FORD BAKERSFIELD, CA	**$140.26**	Oil Change for CEO's Agency Vehicle
04/01/2025 04/01/2025	TICKETS*2025 ECONO HUMANITIX.COM, CO	**$1,000.00**	10 Tickets for 2025 Kern Economic Summit
04/01/2025 04/02/2025	AMERICAN AIR0012228201233 FORT WORTH, TX	**$817.96**	Airline Ticket for Board Member Michelle Jara-Rangel to attend the CAPLAW Conference in Boston, MA
04/02/2025 04/02/2025	AMERICAN AIR0012228226227 FORT WORTH, TX	**$812.97**	Airline Ticket for Board Member Michelle Jara-Rangel to attend the National Head Start Association (NHSA) Conference in Columbus, OH
04/02/2025 04/03/2025	NATIONAL HEAD START ASSO 703-739-0875, VA	**$1,015.00**	Registration Fee for Board Member Michelle Jara-Rangel to attend the National Head Start Association (NHSA) Conference in Columbus, OH
04/02/2025 04/04/2025	SHERATON BOSTON FD BOSTON, MA	**$348.19**	1st Night Hotel Deposit Fee for Board Member Michelle Jara-Rangel - CAPLAW Conference in Boston, MA
04/03/2025 04/04/2025	76 - H&S 1003 ELK GROVE, CA	**$87.01**	Gasoline for CEO's Agency Vehicle
04/03/2025 04/04/2025	TEZ*HYATT CENTRIC DOWNTOW 916-7921055, CA	**$47.00**	Parking Fee for Jeremy Tobias - CalCAPA Advocacy Day in Sacramento, CA

04/03/2025 04/07/2025	HYATT CENTRIC SACRAMENTO SACRAMENTO, CA	**$360.43**	Hotel Fee for Jeremy Tobias - CalCAPA Advocacy Day in Sacramento, CA
04/04/2025 04/07/2025	HYATT CENTRIC SACRAMENTO 9168930139, CA	**$720.86**	Hotel Fee for Board Member Yolanda Ochoa - CalCAPA Advocacy Day in Sacramento, CA
04/04/2025 04/07/2025	CAPLAW.ORG CAPLAW.ORG, MA	**$725.00**	Registration Fee for Board Member Gina Martinez to attend the CAPLAW Conference in Boston, MA
04/04/2025 04/07/2025	CAPLAW.ORG CAPLAW.ORG, MA	**$725.00**	Registration Fee for Board Member Fred Plane to attend the CAPLAW Conference in Boston, MA
04/08/2025 04/10/2025	SHELL OIL 12822045006 BAKERSFIELD, CA	**$78.82**	Gasoline for CEO's Agency Vehicle
04/11/2025 04/14/2025	AMERICAN AIR0012230961387 FORT WORTH, TX	**$757.97**	Airline Ticket for Board Member Gina Martinez to attend the CAPLAW Conference in Boston, MA
04/15/2025 04/16/2025	CAESAR'S PALACE DEPOSIT 8662094732, NV	**$206.35**	1st Night Hotel Deposit Fee for Board Member Denise Boshers - Wipfli Conference in Las Vegas, NV
04/15/25	CAESAR'S PALACE DEPOSIT 8662094732, NV	**$206.35**	1st Night Hotel Deposit Fee for Board Member Fatima Echeverria - Wipfli Conference in Las Vegas, NV
04/23/25	MISTER CAR WASH #1006 866-254-3229, CA	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
04/25/25	SPO OLDRIVER GRILL	**$47.06**	CEO Jeremy Tobias Breakfast Meeting with Brandon Evans, Executive Director of Eployers Training Resources - CA Jobs First Initiative & CAPK Board Discussion
		$8,929.77	**Total Expenses for Cycle with End Date of 4/25/2025**

Elan

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO , ND 58125-6343

ACCOUNT NUMBER 4807 9501 3467 0150

AMOUNT DUE $0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000208756 01 SP 106481318827287 S
EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
04-01	04-02	15601	SPECTRUM 855-707-7328 MO	235.18	CES 1631 30 St monthly service
04-08	04-09	15540	CBI*PARALLELS 800-799-9570 IL	112.49	Yearly subscription 4/8/25-4/7/26
04-09	04-10	61566	BEST BUY 00008565 BAKERSFIELD CA	324.73	Keyboard & mouse for IT
04-09	04-10	41367	MICROSOFT#G086924934 MSBILL.INFO WA	1,636.08	Azure monthly service 3/1/25-3/31/25
04-19	04-21	65633	MINDBODY, INC. WWW.MINDBODYO CA	498.65	Tech Mgmt monthly subscription
04-21	04-21	08040	MSFT * E0400VUG71 800-6427676 WA	503.19	4/19/25-5/18/25
					VPN monthly services 2/24/25-3/23/25

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-3467-0150

STATEMENT DATE:

04/25/25

BILLING OFFICE ACCOUNT NUMBER
4807-9545-5000-8028
BILLING OFFICE CONTACT AND ADDRESS
COMMUNITY ACTION-PYSLC
TRACY WEBSTER
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00
CHECKS/CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	3,310.32

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/15/2025 04/16/2025	COMMUNITY ACTION PARTNER 202-265-7546, DC	**$840.00** $840.00	USD	840.00	NCAP Conference T. Webster
04/16/2025 04/17/2025	COMMUNITY ACTION PARTNER 202-265-7546, DC	**$840.00** $840.00	USD	840.00	NCAP Conference N. Ibarra
04/17/2025 04/18/2025	AMERICAN AIR0012232420100 FORT WORTH, TX	**$657.96** $657.96	USD	657.96	Flight for NCAP
04/17/2025 04/18/2025	AMERICAN AIR0012232420101 FORT WORTH, TX	**$657.96** $657.96	USD	657.96	Flight FOR NCAP
04/18/2025 04/21/2025	JIM BURKE FORD 661-328-3600, CA	**$2,232.39** $2,232.39	USD	2,232.39	J. Tobias Company Car
04/23/2025 04/24/2025	UBER *EATS HELP.UBER.COM, CA	**$17.00** $17.00	USD	17.00	Tip for Lunch Delivery

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/23/2025 04/24/2025	UBER *EATS HELP.UBER.COM, CA	**$163.98** $163.98	USD	163.98	Lunch for Budget & Finance

Activity Totals	Purchases	Payments
$5,409.29	$5,409.29	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/25/2025 03/26/2025	NHSDC NHSDC.ORG, IA	**$2,228.40** $2,228.40	USD	2,228.40	Registration fees for Rebecca Moreno, Joseph Aguilar, and Marlene Ruiz Hernandez to attend National Human Services Data Consortium in New Orleans, LA
04/01/2025 04/04/2025	NAEH 2026381526, DC	**$900.00** $900.00	USD	900.00	Registration fee for Rebecca Moreno to attend National Alliance to End Homelessness in Washington DC.
04/01/2025 04/04/2025	NAEH 2026381526, DC	**$900.00** $900.00	USD	900.00	Registration fee for Joseph Aguilar to attend National Alliance to End Homeless Conference in Washington DC.
04/01/2025 04/04/2025	NAEH 2026381526, DC	**$900.00** $900.00	USD	900.00	Registration for Gloria Nevel to attend National Alliance to End Homelessness in Washington DC.
04/02/2025 04/03/2025	BITFOCUS.COM WWW.BITFOCUS., NV	**$954.95** $954.95	USD	954.95	Registration fee for Joseph Aguilar to attend Clarity Connect in Las Vegas, NV
04/03/2025 04/07/2025	NAEH 2026381526, DC	**$900.00** $900.00	USD	900.00	Registration fee for Kyle Norman to attend National Alliance to End Homelessness in Washington DC
04/03/2025 04/07/2025	NAEH 2026381526, DC	**$900.00** $900.00	USD	900.00	Registration fee for Hannah Weightman to attend National Alliance to End Homelessness in Washington DC
04/04/2025 04/07/2025	AMERICAN AIR0012229047955 FORT WORTH, TX	**$538.96** $538.96	USD	538.96	Flight for Rebecca Moreno to attend NHSDC in New Orleans, LA.
04/04/2025 04/07/2025	HILTON INTERNATIONALS 202-4833000, DC	**$321.18** $321.18	USD	321.18	Advance Deposit at Washington Hilton Hotel for Rebecca Moreno.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/04/2025 04/07/2025	HILTON INTERNATIONALS 202-4833000, DC	**$321.18** $321.18	USD	321.18	Advance Deposit at Washington Hilton Hotel for Joseph Aguilar.
04/04/2025 04/07/2025	HILTON INTERNATIONALS 202-4833000, DC	**$321.18** $321.18	USD	321.18	Advance Deposit at Washington Hilton Hotel for Gloria Nevel.
04/04/2025 04/07/2025	HILTON INTERNATIONALS 202-4833000, DC	**$321.18** $321.18	USD	321.18	Advance Deposit at Washington Hilton Hotel for Kyle Norman.
04/04/2025 04/07/2025	HILTON INTERNATIONALS 202-4833000, DC	**$321.18** $321.18	USD	321.18	Advance Deposit at Washington Hilton Hotel for Hannah Weightman.

Activity Totals	Purchases	Payments
$9,828.21	$9,828.21	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 04/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
03/24/2025 03/26/2025	THE HOME DEPOT #1050 BAKERSFIELD, CA	**$32.44** $32.44	USD	32.44	Purchase of Ethernet Cord for new MCAP facility
03/28/2025 03/31/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$60.60** $60.60	USD	60.60	Purchase of Special Diet Foods
03/29/2025 03/31/2025	TEXTEDLY TEXTEDLY.COM, CA	**$267.00** $267.00	USD	267.00	Monthly Text Service Subscription for CSFP
04/01/2025 04/03/2025	RESTAURANT DEPOT BAKERSFIELD, CA	**$16.17** $16.17	USD	16.17	Purchase of Feeding Spoons for HeadStart Centers
04/02/2025 04/03/2025	LOT 14 EFTPOS SACRAMENTO, CA	**$8.00** $8.00	USD	8.00	Parking fee while attending CalCAPA Advocacy Day in Sacramento, CA
04/02/2025 04/03/2025	EXTENDEDSTAY 936 SACRAMENTO, CA	**$332.31** $332.31	USD	332.31	Lodging for Terriva Porter to attend Regional Breast-feeding Liaison Meeting in Sacramento, CA
04/03/2025 04/07/2025	EXTENDEDSTAY 936 SACRAMENTO, CA	**($100.00)** ($100.00)	USD	(100.00)	Deposit returned from Terriva Porter's hotel while attending Regional Breastfeeding Liaison Meeting
04/04/2025 04/07/2025	HYATT CENTRIC SACRAMENTO 9168930139, CA	**$720.86** $720.86	USD	720.86	Hotel lodging for Susana Magana to attend CalCAPA Advocacy Day in Sacramento, CA
04/04/2025 04/07/2025	HYATT CENTRIC SACRAMENTO 9168930139, CA	**$720.86** $720.86	USD	720.86	Hotel lodging for Kelly Lowery to attend CalCAPA Advocacy Day in Sacramento, CA

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/04/2025 04/07/2025	TEZ*HYATT CENTRIC DOWNTOW FAIRFIELD, CA	**$91.50** $91.50	USD	91.50	Parking fee for Susana Magana at Hyatt Centric while attending CalCAPA Advocacy Day in Sacramento, CA
04/04/2025 04/07/2025	HILTON ATLANTA SERTIFI 404-6592000, GA	**$804.08** $804.08	USD	804.08	Hotel lodging for Kelly Lowery while attending Feeding America in Atlanta, GA
04/11/2025 04/14/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$32.94** $32.94	USD	32.94	Purchase of Special Diet Foods
04/11/2025 04/14/2025	PPY*BRIMHALL MINI STORAGE 949-8944500, CA	**$70.00** $70.00	USD	70.00	Lien fees at Brimhall Mini Storage
04/14/2025 04/16/2025	ALBERTSONS #0358 BAKERSFIELD, CA	**$27.93** $27.93	USD	27.93	Purchase of Special Diet Foods
04/15/2025 04/16/2025	COOK'S DIRECT 630-8216300, IL	**$107.18** $107.18	USD	107.18	Purchase of Hot Gel Pack.
04/18/2025 04/21/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$98.81** $98.81	USD	98.81	Purchase of Special Diet Foods

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
04/21/2025	AMERICAN AIR0012233383270	**$588.97**	USD	588.97
04/22/2025	FORT WORTH, TX	$588.97		

Activity Totals	Purchases	Payments
$3,879.65	$3,879.65	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (2 OF 12 MONTHS OR 16.66%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	294,724	18.1%	1,335,461
Head Start Subsidy	1,405,385	305,473	21.7%	1,099,912
Total Revenue	3,035,570	600,197	19.8%	2,435,373
Expenditures (Note B)				
Salaries	923,953	104,104	11.3%	819,849
Benefits	319,677	42,836	13.4%	276,841
Vehicle Gasoline, Repair/Maintenance	51,300	14,510	28.3%	36,790
Space Costs	121,700	31,857	26.2%	89,843
Supplies - Office & Food Service	156,000	13,533	8.7%	142,467
Equipment Repair/Maintenance & Lease	11,000	8,591	78.1%	2,409
Communication	13,000	1,620	12.5%	11,380
Risk Insurance	12,700	5,633	44.4%	7,067
Printing	1,000	108	10.8%	892
Hiring & Employee Costs	100	286	285.5%	(186)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,147,647	314,497	27.4%	833,150
Sub Total	2,758,577	537,574	19.5%	2,221,003
Adult Meals Prepared	128,794	36,302	28.2%	92,492
Indirect	148,199	26,321	17.8%	121,878
Total Expenditures	3,035,570	600,197	19.8%	2,435,373

	Prior Period	April 2025	Cumulative
Total Meals Prepared and Vended (Note C)	68,720	65,520	134,240
Total Meals Claimed	48,662	46,430	95,092
Difference	20,058	19,090	39,148
Percentage Claimed to Prepared/Vended		70.9%	70.8%

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 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (10 OF 12 MONTHS = 83.33%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,039	6,894	7,697	9,910	8,288	9,132	10,204	8,589	10,353	11,304			88,411	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 311,329	$ 355,398	$ 396,787	$ 510,861	$ 427,263	$ 452,390	$ 505,488	$ 425,481	$ 512,893	$ 560,025	$ -	$ -	$ 4,457,916	**111.55%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%	99.43%	99.36%	99.44%	99.26%	98.88%	99.63%	99.43%	99.15%				**99.40%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,236	7,527	9,796	13,895	12,162	12,513	15,309	13,797	16,579	16,174			122,988	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 289,388	$ 416,040	$ 541,428	$ 767,995	$ 672,208	$ 691,599	$ 846,107	$ 762,572	$ 916,299	$ 893,934	$ -	$ -	$ 6,797,570	**92.08%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%	99.11%	98.47%	99.03%	98.65%	98.99%	99.10%	99.11%	98.99%				**99.04%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	24	22	25	20	21	23	20	23	22			223	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 1,191	$ 1,248	$ 1,134	$ 1,304	$ 1,021	$ 1,077	$ 1,191	$ 1,021	$ 1,191	$ 1,134	$ -	$ -	$ 11,511	**3.92%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%

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 reimburseable amount is per the 2024/25 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 7/1/24 - 6/30/25 (10 OF 12 MONTHS = 83.33%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4305)														
Adjusted Days of Enrollment - Certified	4,672	5,104	4,769	5,528	4,431	4,544	4,857	4,381	5,088	5,205			48,578	
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	$ 228,190	$ 249,276	$ 232,927	$ 269,968	$ 216,386	$ 221,948	$ 237,202	$ 213,945	$ 248,476	$ 254,215	$ -	$ -	$ 2,372,534	**85.07%**
Maximum Reimburseable Amount (MRA)													**$2,788,764**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%	99.92%	99.86%	99.71%	99.80%	99.26%	99.87%	99.64%	99.97%				**99.74%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%				100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4500)														
Adjusted Days of Enrollment - Certified	-	-	-	-	-	-	-	-	-				0	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$255,528**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)														
Five Percent Flexibility, Maximum = 100 Percent														

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 reimburseable amount is per the 2024/25 Cooperative Agreement with the San Joaquin County Office of Education

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/24 - 6/30/25 (10 OF 12 MONTHS = 83.33%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	$ 1,989,206	$ 2,130,101	$ 2,006,660	$ 2,149,020	$ 1,972,025	$ 1,981,094	$ 2,105,211	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ -	$ -	$ 20,477,573		
Add: Family Fees	55	55	55	55	55	208	273	-	-	-	-	-	$ 754		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,302	$ 2,105,484	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ -	$ -	$ 20,478,327	81.30%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**69.66%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,302	$ 2,105,484	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ -	$ -	$ 20,478,327		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 528,791	$ 566,244	$ 533,431	$ 571,273	$ 524,224	$ 526,676	$ 559,686	$ 530,813	$ 547,083	$ 555,389	$ -	$ -	$ 5,443,610		
Program Administration/Support Services Costs	192,735	232,399	322,726	172,392	335,542	328,759	189,448	448,763	118,206	305,402	-	-	2,646,372	10.51%	
Indirect (10% x MTDC) Costs	216,593	234,682	231,370	229,163	227,605	225,811	228,933	234,525	xc	236,606	-	-	2,065,289	8.20%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,328	$ 467,081	$ 554,097	$ 401,555	$ 563,146	$ 554,569	$ 418,381	$ 683,289	$ 118,206	$ 542,008	$ -	$ -	4,711,661	18.70%	
Revenue Earned Over/(Under) Costs	$ 119,463	$ 99,163	$ (20,666)	$ 169,718	$ (38,922)	$ (27,894)	$ 141,305	$ (152,476)	$ 428,877	$ 13,381	$ -	$ -	731,949		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,589	$ 2,597,236	$ 2,560,812	$ 2,550,630	$ 2,535,226	$ 2,535,872	$ 2,523,865	$ 2,680,154	$ 2,176,277	$ 2,631,328	$ -	$ -	25,189,988	100.00%	

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

Provider payments	20,478,327
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	5,443,610

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%
Administration	6,642,643	17.85%
Support Services	1,172,231	3.15%
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%

9,584,682

388%

Note 3: Increase to contract was received November 2024 in the amount of $7,704,000.

Division/CFO: Tracy Webster, CFO
Month/Year: April-2025
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	April 2025		Year to Date 03/1/25 - 04/30/25	
Description	Number	Amount		Amount
Bank/Wire Deposits	156	3,937,138	211	12,991,217
Vendor Checks Issued	1,928	7,929,264	3,693	16,126,357
Payroll Disbursed		6,068,249		10,669,517
Grant Reports Prepared	38		78	
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield CDBG Food Bank Expansion				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
EFAP Build Back Better				
ESLIHEAP				
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				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	299	30	269	516
Contracts	21	2	19	29
Leases	4	0	4	6
Requests for Proposals	9	1	8	8

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 positions

CFO	Accounting Technician (6)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
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 Coordinator	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF FEBRUARY 28, 2025

ASSETS	
Cash in Bank	25,451,737
Cash - Vacation Reserve	1,107,758
Petty Cash	-
Accounts Receivable	0
Travel Advance	26,941
Prepaid Expense	733,190
Inventory	3,939,503
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	37,078,019
Total Assets	77,443,763
LIABILITES AND NET ASSETS	
Accounts Payable	6,006,216
Accrued Expenses	2,332,831
Accrued Vacation	1,241,774
Line of Credit	-
Note Payable	7,635,107
Advance Payable	5,003,137
Deferred Revenue	7,727,460
Total Liabilites	29,946,526
Total Net Assets	47,497,237
Total Liabilities and Net Assets	77,443,763

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025

REVENUE	
Grant Revenue	130,758,061
Donations	52,748,398
Other Revenue	586,345
In-Kind	19,315,897
Total Revenue	203,408,702
EXPENDITURES	
Salaries	49,169,762
Benefits	15,796,852
Travel	832,303
Space Costs	12,954,184
Supplies	5,408,404
Consultant/Contract Services	6,083,409
Other Costs	4,513,103
Program Costs	76,388,105
Capital Expenditures	262,258
Indirect	11,304,199
In-Kind	19,315,897
Total Expenditures	202,028,476
Net Change in Assets	1,380,226
Net Assets, beginning	46,117,011
Net Assets, ending	47,497,237

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF APRIL 30, 2025

ASSETS	
Cash in Bank	24,896,045
Cash - Vacation Reserve	1,318,569
Petty Cash	-
Accounts Receivable	0
Travel Advance	24,883
Prepaid Expense	1,484,888
Inventory	4,841,110
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	40,736,131
Total Assets	82,408,241
LIABILITES AND NET ASSETS	
Accounts Payable	4,250,992
Accrued Expenses	1,392,009
Accrued Vacation	1,173,890
Line of Credit	-
Note Payable	7,578,627
Advance Payable	3,846,638
Deferred Revenue	17,190,696
Total Liabilites	35,432,852
Total Net Assets	46,975,389
Total Liabilities and Net Assets	82,408,241

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2025 TO APRIL 30, 2025

REVENUE	
Grant Revenue	15,032,770
Donations	80,615
Other Revenue	297,365
In-Kind	3,192,039
Total Revenue	18,602,788
EXPENDITURES	
Salaries	3,243,706
Benefits	1,704,993
Travel	126,550
Space Costs	2,224,892
Supplies	700,720
Consultant/Contract Services	871,234
Other Costs	585,132
Program Costs	5,784,055
Capital Expenditures	104,936
Indirect	586,378
In-Kind	3,192,039
Total Expenditures	19,124,636
Net Change in Assets	(521,848)
Net Assets, beginning	47,497,237
Net Assets, ending	46,975,389

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,637,373	5,592,881	47,044,492	11%
BENEFITS	16,035,227	2,505,252	13,529,975	16%
TRAVEL	1,169,750	109,733	1,060,017	9%
SPACE COST	8,224,487	2,213,434	6,011,053	27%
SUPPLIES	2,242,864	652,418	1,590,446	29%
EQUIPMENT	-	104,936	(104,936)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	537,891	4,184,106	11%
OTHER COSTS	3,481,449	566,105	2,915,344	16%
PROGRAM COSTS	32,585,152	5,784,055	26,801,097	18%
INDIRECT	11,637,040	1,585,327	10,051,713	14%
TOTAL	132,735,339	19,652,033	113,083,306	15%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	4,272,914	34,727,010	11%
BENEFITS	11,690,857	1,885,375	9,805,482	16%
TRAVEL	836,996	54,624	782,372	7%
SPACE COST	3,757,138	1,635,761	2,121,377	44%
SUPPLIES	1,649,146	504,988	1,144,158	31%
EQUIPMENT	-	14,800	(14,800)	Not budgeted
CONSULTANT/CONTRACT SERVICES	1,407,736	206,557	1,201,179	15%
OTHER COSTS	1,688,881	222,192	1,466,689	13%
PROGRAM COSTS	28,405,475	4,971,501	23,433,974	18%
INDIRECT	8,755,735	1,213,295	7,542,440	14%
TOTAL	97,191,888	14,982,007	82,209,881	15%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	411,470	4,675,379	8%
BENEFITS	1,666,602	186,394	1,480,208	11%
TRAVEL	115,667	38,954	76,713	34%
SPACE COST	733,727	269,230	464,497	37%
SUPPLIES	199,399	79,288	120,111	40%
EQUIPMENT	-	90,137	(90,137)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	127,585	825,319	13%
OTHER COSTS	614,558	134,080	480,478	22%
PROGRAM COSTS	3,061,030	602,870	2,458,160	20%
INDIRECT	1,067,671	167,078	900,593	16%
TOTAL	13,498,407	2,107,086	11,391,321	16%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	206,802	2,819,828	7%
BENEFITS	966,559	116,920	849,639	12%
TRAVEL	80,650	3,847	76,803	5%
SPACE COST	253,000	14,175	238,825	6%
SUPPLIES	136,000	9,249	126,751	7%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	129,494	1,948,637	6%
OTHER COSTS	563,693	67,832	495,861	12%
PROGRAM COSTS	302,662	72,825	229,837	24%
INDIRECT	740,732	60,697	680,035	8%
TOTAL	8,148,057	681,840	7,466,217	8%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	612,477	3,669,633	14%
BENEFITS	1,347,365	248,122	1,099,243	18%
TRAVEL	66,742	11,365	55,377	17%
SPACE COST	3,195,293	213,761	2,981,532	7%
SUPPLIES	208,638	51,869	156,769	25%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	277,476	61,046	216,430	22%
OTHER COSTS	447,277	84,956	362,321	19%
PROGRAM COSTS	812,985	134,178	678,807	17%
INDIRECT	852,469	120,401	732,068	14%
TOTAL	11,490,355	1,538,176	9,952,179	13%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	938,699	20,672	918,027	2%
BENEFITS	259,901	52,883	207,018	20%
TRAVEL	44,395	845	43,550	2%
SPACE COST	288,329	26,358	261,971	9%
SUPPLIES	30,831	2,126	28,705	7%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	35	5,715	1%
OTHER COSTS	51,380	9,437	41,943	18%
PROGRAM COSTS	3,000	2,680	320	89%
INDIRECT	169,042	8,868	160,174	5%
TOTAL	1,791,327	123,904	1,667,423	7%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 04-30-25 (16.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	68,546	234,615	23%
BENEFITS	103,943	15,558	88,385	15%
TRAVEL	25,300	97	25,203	0%
SPACE COST	(3,000)	54,150	(57,150)	-1805%
SUPPLIES	18,850	4,898	13,952	26%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	13,175	(13,175)	Not budgeted
OTHER COSTS	115,660	47,607	68,053	41%
PROGRAM COSTS	-	-	-	0%
INDIRECT	51,391	14,988	36,403	29%
TOTAL	615,305	219,020	396,285	36%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 02/28/26 (2 OF 12 MONTHS = 16.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 1,585,327**	**13.6%**	**$ 10,051,713**
Expenditures				
Salaries	6,290,989	592,053	9.4%	5,698,936
Benefits @ 23.6% actual	1,979,773	229,332	11.6%	1,750,441
Total Personnel Costs	8,270,762	821,384	9.9%	7,449,378
Operating Costs				
Travel	113,200	23,222	20.5%	89,978
Space Costs	459,000	62,432	13.6%	396,568
Supplies	321,486	54,281	16.9%	267,205
Equipment	-	-	0.0%	-
Consultant/Contract	954,500	347,166	36.4%	607,334
Other Operating Costs	713,015	58,625	8.2%	654,390
Total Operating Costs	2,561,201	545,725	21.3%	2,015,476
Total Expenditures	**$ 10,831,963**	**$ 1,367,109**	**12.6%**	**$ 9,464,854**
Excess (Deficit) Indirect Revenue	**$ 805,077**	**$ 218,218**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,535,738	$ 184,930	12.0%	$ 1,350,808
Operations	3,869,713	488,641	12.6%	3,381,072
Executive	749,484	114,112	15.2%	635,372
Finance	3,300,458	417,386	12.6%	2,883,072
Community Development	1,376,570	160,579	11.7%	1,215,991
	$ 10,831,963	$ 1,367,109	12.6%	$ 9,464,854

Prepared Date: 06/11/25

Community Action Partnership of Kern (CAPK)

Check register

Company name: Community Action Partnership of Kern (CAPK)

Report name: Check register

Created on: 6/10/2025

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	4/1/2025	V03347--YVETTE FALCON-HUIZAR	Voided - 122234140002213	-11.20
	4/1/2025	V03860--ORALIA VIDAL	302064	2,396.75
	4/1/2025	V03860--ORALIA VIDAL	Voided - 301508	-2,396.75
	4/1/2025	V04545--ARI BOGHOSIAN	301984	4,500.00
	4/1/2025	V03326--CLEMMER AND COMPANY REAL ESTATE SERVICES	301993	2,550.00
	4/1/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	301987	25.00
	4/1/2025	V04534--PG&E CFM/PPC DEPARTMENT	302041	15,572.00
	4/1/2025	V04534--PG&E CFM/PPC DEPARTMENT	302040	8,531.76
	4/1/2025	V00801--PRODUCERS DAIRY FOODS INC	302043	2,723.90
	4/1/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	301997	734.40
	4/1/2025	V00801--PRODUCERS DAIRY FOODS INC	302042	1,030.91
	4/1/2025	V00812--QUADIENT FINANCE USA INC	302045	8,000.00
	4/1/2025	V01009--ULINE	302059	306.82
	4/1/2025	V00207--CINTAS CORPORATION #668	301992	434.62
	4/1/2025	V00158--CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	301988	61,066.28
	4/1/2025	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	301986	106,234.33
	4/1/2025	V00055--AMERICAN INCORPORATED	301983	2,233.00
	4/1/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302013	212.58
	4/1/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302012	296.75
	4/1/2025	V00919--SPECTRUM	302053	229.20
	4/1/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302011	196.30
	4/1/2025	V00919--SPECTRUM	302052	185.20
	4/1/2025	V00370--FEDEX	302003	54.07
	4/1/2025	V00787--PG&E	302039	4,908.87
	4/1/2025	V03144--KERN COUNTY CANCER FOUNDATION	302010	2,000.00
	4/1/2025	V03156--PROLIFIC PKG, LLC	302044	29,338.89
	4/1/2025	V00907--SOCALGAS	302046	171.85
	4/1/2025	V00192--CHARLIE'S DAY & NITE, INC.	301991	601.80
	4/1/2025	V00914--SOUTHERN CALIFORNIA EDISON	302048	138.40
	4/1/2025	V03172--OFFICE1 LEASING	302038	1,183.15
	4/1/2025	V03172--OFFICE1 LEASING	302037	851.84
	4/1/2025	V03172--OFFICE1 LEASING	302036	419.27
	4/1/2025	V00919--SPECTRUM	302051	235.19
	4/1/2025	V03172--OFFICE1 LEASING	302035	454.93
	4/1/2025	V00914--SOUTHERN CALIFORNIA EDISON	302047	1,765.63
	4/1/2025	V03391--MARISELA GONZALEZ	302017	200.00
	4/1/2025	V03314--VESTIS GROUP, INC	302062	71.81
	4/1/2025	V00362--F.W. WASSERMAN AND ASSOCIATES	302002	223.55
	4/1/2025	V00229--COMCAST CORPORATION	301995	337.20
	4/1/2025	V00092--AT&T	301985	986.40
	4/1/2025	V00192--CHARLIE'S DAY & NITE, INC.	301990	9.32
	4/1/2025	V03172--OFFICE1 LEASING	302034	171.00
	4/1/2025	V03172--OFFICE1 LEASING	302033	171.00
	4/1/2025	V03172--OFFICE1 LEASING	302032	171.00
	4/1/2025	V03172--OFFICE1 LEASING	302031	170.61
	4/1/2025	V03172--OFFICE1 LEASING	302030	126.84
	4/1/2025	V03172--OFFICE1 LEASING	302029	125.39
	4/1/2025	V03172--OFFICE1 LEASING	302028	570.35
	4/1/2025	V03172--OFFICE1 LEASING	302027	1,849.52
	4/1/2025	V03172--OFFICE1 LEASING	302026	278.08

Bank	Date	Vendor	Document no.	Amount
	4/1/2025	V03172--OFFICE1 LEASING	302025	125.97
	4/1/2025	V00288--DELTA BAY BUILDERS & ROOFING	302000	1,575.00
	4/1/2025	V03172--OFFICE1 LEASING	302024	824.56
	4/1/2025	V00229--COMCAST CORPORATION	301994	1,786.14
	4/1/2025	V03304--KYJO CORP	302014	8,053.54
	4/1/2025	V00683--MCWILLIAMS & WALDEN INC	302019	1,507.60
	4/1/2025	V03217--KARADANIS SURVIVORS TRUST	302009	526.00
	4/1/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	302021	1,155.00
	4/1/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	302063	1,213.17
	4/1/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302006	2,692.06
	4/1/2025	V00476--INDEPENDENT LIVING CENTER OF KERN COUNTY	302007	170.00
	4/1/2025	V00302--DINGO ENTERPRISES INC	302001	1,993.08
	4/1/2025	V04524--GALAXY DIGITAL, LLC	302004	5,100.00
	4/1/2025	V04430--CALIFORNIA WATER SERVICE COMPANY	301989	1,849.98
	4/1/2025	V00624--LOWES COMPANIES INC	302016	2,306.80
	4/1/2025	V00919--SPECTRUM	302050	220.25
	4/1/2025	V01016--UNIVISION TELEVISION GROUP INC	302060	1,180.00
	4/1/2025	V03430--SPECTRUM/CHARTER	302057	254.00
	4/1/2025	V03430--SPECTRUM/CHARTER	302056	220.00
	4/1/2025	V03430--SPECTRUM/CHARTER	302055	945.00
	4/1/2025	V01026--VARNER & SON INC	302061	1,209.57
	4/1/2025	V03430--SPECTRUM/CHARTER	302054	214.00
	4/1/2025	V00429--GRIMMWAY ENTERPRISES, INC.	302005	11,440.00
	4/1/2025	V03288--OASIS AIR AND SOLAR	302023	6,751.31
	4/1/2025	V03206--COMMUNITY SERVICES AND EMPLOYMENT TRAINING	301996	633.05
	4/1/2025	V03427--LANEISHA HAMMOND	302015	50.40
	4/1/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	302058	6,864.00
	4/1/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	302020	13,025.00
	4/1/2025	V03447--JAMES C SHROPSHIRE - DBA TELEPHASE	302008	2,395.31
	4/1/2025	V00252--COUNTY OF KERN PUBLIC WORKS	301998	95.12
	4/1/2025	V03426--MAYRA GARCIA	302018	12.60
	4/1/2025	V04066--NICOLE ROBERSON	302022	67.00
	4/1/2025	V03133--CREATIVE CONCEPTS	301999	4,113.50
	4/1/2025	V02977--SOUTHERN KERN UNIFIED SCHOOL DISTRICT	302049	8,508.50
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002218	4,643.12
	4/1/2025	V02330--JEREMY T TOBIAS	122234140002217	111.75
	4/1/2025	V00785--PERFECT GIFT LLC	122234140002216	5,661.20
	4/1/2025	V03411--SAVANNAH OATES	122234140002215	192.00
	4/1/2025	V03349--ALICIA TAMAYAC HERRERA	122234140002214	12.60
	4/1/2025	V03347--YVETTE FALCON-HUIZAR	122234140002213	11.20
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002212	2,197.82
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002211	572.67
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002210	16,939.21
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002209	15,719.55
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002208	2,984.26
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002207	1,764.28
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002206	1,571.24
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002205	1,548.50
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002204	1,491.91
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002203	1,447.98
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002202	1,360.09
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002201	1,153.99
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002200	1,077.79
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002199	1,011.96
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002198	995.18
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002197	965.54
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002196	857.75

Bank	Date	Vendor	Document no.	Amount
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002195	591.66
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002194	463.47
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002193	258.48
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002192	252.88
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002191	220.83
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002190	101.50
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002189	47.03
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002188	19,257.75
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002187	42.90
	4/1/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002186	2,950.43
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002185	639.47
	4/1/2025	V00937--STINSON STATIONERS	122234140002184	519.15
	4/1/2025	V00937--STINSON STATIONERS	122234140002183	89.09
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002182	2,256.22
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002181	946.89
	4/1/2025	V00937--STINSON STATIONERS	122234140002180	973.34
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002179	95.77
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002178	55.68
	4/1/2025	V00123--BLACKHAWK NETWORK, INC	122234140002177	343.75
	4/1/2025	V03191--VAL-PRO, INC	122234140002176	633.85
	4/1/2025	V03082--IDEAL SPECIALTIES INC	122234140002175	21,199.68
	4/1/2025	V00182--CDW LLC	122234140002174	75.20
	4/1/2025	V00874--SAVE MART SUPERMARKETS	122234140002173	511.85
	4/1/2025	V00182--CDW LLC	122234140002172	65.22
	4/1/2025	V03191--VAL-PRO, INC	122234140002171	337.65
	4/1/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002170	2,288.37
	4/1/2025	V00937--STINSON STATIONERS	122234140002169	3.83
	4/1/2025	V00937--STINSON STATIONERS	122234140002168	116.28
	4/1/2025	V00937--STINSON STATIONERS	122234140002167	443.72
	4/1/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002166	140.00
	4/1/2025	V03065--PIUSER STONE AND TILE, INC.	122234140002165	23,460.00
	4/1/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002164	131.00
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002163	55.68
	4/1/2025	V03082--IDEAL SPECIALTIES INC	122234140002162	34,423.20
	4/1/2025	V00022--ADOBE INC	122234140002161	58,282.32
	4/1/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002160	151.00
	4/1/2025	V00182--CDW LLC	122234140002159	75.20
	4/1/2025	V00182--CDW LLC	122234140002158	1,207.63
	4/1/2025	V00937--STINSON STATIONERS	122234140002157	44.86
	4/1/2025	V00937--STINSON STATIONERS	122234140002156	562.10
	4/1/2025	V00937--STINSON STATIONERS	122234140002155	327.13
	4/1/2025	V00937--STINSON STATIONERS	122234140002154	713.37
	4/1/2025	V00937--STINSON STATIONERS	122234140002153	42.22
	4/1/2025	V01020--VALLEY GARBAGE SERVICE	122234140002152	480.62
	4/1/2025	V00979--THE MARCOM GROUP, INC.	122234140002151	95.00
	4/1/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140002150	2,031.21
	4/1/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002149	2,609.86
	4/1/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002148	11,860.00
	4/1/2025	V00005--A-1 BATTERY COMPANY	122234140002147	254.49
	4/1/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140002146	85.15
	4/1/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002145	117.77
	4/1/2025	V00704--MISSION LINEN SUPPLY	122234140002144	55.68
	4/1/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140002143	1,382.35
	4/1/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140002142	1,212.75
	4/1/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140002141	1,905.00
	4/1/2025	V03174--OFFICE IMAGING, INC	122234140002140	233.89
	4/1/2025	V00937--STINSON STATIONERS	122234140002139	1,133.73

Bank	Date	Vendor	Document no.	Amount
	4/1/2025	V00937--STINSON STATIONERS	122234140002138	1,232.88
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	4/1/2025	V00937--STINSON STATIONERS	122234140002136	888.33
	4/1/2025	V00937--STINSON STATIONERS	122234140002135	800.95
	4/1/2025	V00937--STINSON STATIONERS	122234140002134	628.69
	4/1/2025	V00937--STINSON STATIONERS	122234140002133	393.19
	4/1/2025	V00937--STINSON STATIONERS	122234140002132	84.44
	4/1/2025	V00937--STINSON STATIONERS	122234140002131	60.78
	4/1/2025	V00937--STINSON STATIONERS	122234140002130	49.12
	4/1/2025	V00937--STINSON STATIONERS	122234140002129	28.06
	4/1/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140002128	2,495.29
	4/1/2025	V03328--Hometown Plumbing	122234140002127	197.00
	4/1/2025	V02330--JEREMY T TOBIAS	122234140002126	75.00
	4/1/2025	V00937--STINSON STATIONERS	122234140002125	1,320.66
	4/1/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140002124	40,000.00
	4/1/2025	V03060--JAB COMMUNICATION INC.	122234140002123	2,105.21
	4/1/2025	V01077--YOLANDA OCHOA	122234140002122	192.00
	4/1/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140002121	1,150.12
	4/1/2025	V03718--KELLY LOWERY	122234140002120	424.50
	4/1/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140002119	858.43
	4/1/2025	V03311--TM SIGNS AND GRAPHICS	122234140002118	12,368.35
	4/1/2025	V00920--SSD ALARM, INC	122234140002117	7,267.50
	4/1/2025	V00808--PROTEUS INC	122234140002116	125.00
	4/1/2025	V03155--MH 3101 MALL VIEW ROAD, LLC	122234140002115	6,000.00
	4/1/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140002114	711.20
	4/1/2025	V00937--STINSON STATIONERS	122234140002113	521.50
	4/1/2025	V03492--Andrea Chavez	122234140002112	225.01
	4/1/2025	V00937--STINSON STATIONERS	122234140002111	555.94
	4/1/2025	V00937--STINSON STATIONERS	122234140002110	606.62
	4/1/2025	V00937--STINSON STATIONERS	122234140002109	753.53
	4/1/2025	V00937--STINSON STATIONERS	122234140002108	1,090.89
	4/1/2025	V00937--STINSON STATIONERS	122234140002107	1,797.48
	4/1/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002106	27.78
	4/1/2025	V00024--ADP, LLC.	122234140002105	31,078.63
	4/1/2025	V00182--CDW LLC	122234140002104	500.67
	4/1/2025	V01044--W W GRAINGER INC	122234140002103	2,192.86
	4/1/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002102	4,748.80
	4/1/2025	V00182--CDW LLC	122234140002101	118.07
	4/1/2025	V00022--ADOBE INC	122234140002100	75.57
	4/1/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140002099	658.19
	4/1/2025	V03939--SULEMA GARCIA	122234140002098	190.51
	4/1/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140002097	800.00
	4/1/2025	V04077--RAUL JIMENEZ	122234140002096	173.60
	4/1/2025	V03424--JAUBRAE DIXON	122234140002095	51.10
	4/1/2025	V03423--Jessica Reyes Gonzalez	122234140002094	74.90
	4/1/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140002093	669.76
	4/1/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140002092	50,000.00
	4/1/2025	V00128--BRADY INDUSTRIES	122234140002091	9,202.58
	4/1/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140002090	753.73
	4/1/2025	V00127--BOOT BARN	122234140002089	126.64
	4/1/2025	V00127--BOOT BARN	122234140002088	126.64
	4/1/2025	V00029--ADVANCED DATA STORAGE	122234140002087	413.60
	4/1/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140002086	11,580.53
	4/2/2025	V04546--YVETTE MARIE FALCON-HUIZAR	302068	1,060.74
	4/2/2025	V04548--ANDRES JIMENEZ	302066	1,036.12
	4/2/2025	V04547--ARACELI SOTO	302067	1,767.85
	4/2/2025	V03874--PRIYAMVADA KHULLAR	302065	1,637.06

Bank	Date	Vendor	Document no.	Amount
	4/4/2025	V03597--DWIGHT TAMPLIN	302069	1,803.96
	4/8/2025	V03314--VESTIS GROUP, INC	302202	71.81
	4/8/2025	V00801--PRODUCERS DAIRY FOODS INC	302173	2,488.29
	4/8/2025	V04555--HOUSING AUTHORITY OF THE COUNTY OF KERN	302123	500.00
	4/8/2025	V04555--HOUSING AUTHORITY OF THE COUNTY OF KERN	302122	500.00
	4/8/2025	V00562--KEITH C PFEFFER	302133	992.03
	4/8/2025	V00801--PRODUCERS DAIRY FOODS INC	302172	200.00
	4/8/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	302084	968.00
	4/8/2025	V00799--PRICE DISPOSAL	302171	481.09
	4/8/2025	V00462--HOWARD'S GARBAGE SERVICE	302124	84.63
	4/8/2025	V00209--CITY OF BAKERSFIELD	302103	544.88
	4/8/2025	V00209--CITY OF BAKERSFIELD	302102	277.05
	4/8/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	302160	761.66
	4/8/2025	V00617--LODI HEALTH WEST OCCUPATIONAL MEDICINE	302144	1,409.73
	4/8/2025	V03246--YESENIA SALAZAR PENA dba BABIES BLOOM LLC	302204	8,250.00
	4/8/2025	V03346--MIRELLA RUBIO	302159	221.20
	4/8/2025	V03288--OASIS AIR AND SOLAR	302163	14,700.00
	4/8/2025	V00597--LAMONT SANITATION INC	302140	1,278.82
	4/8/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	302139	764.95
	4/8/2025	X0400--VERONICA PEREZ RAMOS	302201	64.40
	4/8/2025	V04054--MARIA REYES	302150	47.60
	4/8/2025	V04018--LAURA MUNOZ	302142	16.80
	4/8/2025	V02777--MARIA ALICIA HUIZAR	302147	252.00
	4/8/2025	V04024--MARIA CERVANTES	302148	3.50
	4/8/2025	V04026--SHAWNA MARKS	302180	53.20
	4/8/2025	V03513--ASELIDA DEL TORO	302079	39.02
	4/8/2025	V03491--ANDREA ARCEO	302075	100.80
	4/8/2025	V03486--ANA CARRENO	302073	37.80
	4/8/2025	V03951--TOMMIE SUE CORDOVA	302199	74.90
	4/8/2025	V03950--TINA NUNEZ	302197	86.80
	4/8/2025	V03928--SHERI PHILLIPS	302181	50.40
	4/8/2025	V03877--RAMIRO LOPEZ	302174	60.90
	4/8/2025	V03869--PAULA HUERTA	302169	50.40
	4/8/2025	V03347--YVETTE FALCON-HUIZAR	302205	11.20
	4/8/2025	V03823--MELISSA DEWITT	302157	93.10
	4/8/2025	V03785--MARIA MORENO GOMEZ	302149	60.20
	4/8/2025	V03685--JESSICA HERNANDEZ	302128	84.00
	4/8/2025	V03628--FRANCIS VEGA	302119	172.20
	4/8/2025	V03615--ERIKA VENTURA	302114	42.00
	4/8/2025	V03610--ENEDINA MARTINEZ	302113	70.00
	4/8/2025	V04000--MARI BARRIENTOS	302146	9.80
	4/8/2025	V04552--ANGELA MORALES ZUNIGA	302076	4.20
	4/8/2025	V04551--DALIA RODRIGUEZ	302110	151.20
	4/8/2025	V04550--JENNIFER WONNACOTT	302127	212.10
	4/8/2025	V04133--MARIA VILLANUEVA	302151	18.20
	4/8/2025	V00389--FLYERS ENERGY LLC	302118	888.82
	4/8/2025	V03426--MAYRA GARCIA	302154	79.10
	4/8/2025	V03355--CHANTAL QUINO	302088	49.70
	4/8/2025	V04025--NANCY PEREZ	302161	105.00
	4/8/2025	V04130--ANA HERNANDEZ ZARATE	302074	23.80
	4/8/2025	V04129--MARTHA PEREZ DE SERRANO	302153	76.30
	4/8/2025	V04132--MARTHA HUERTA	302152	18.20
	4/8/2025	V04115--ESTEFANY AVITIA	302115	98.70
	4/8/2025	V04002--RUBEN RIVERA	302177	56.00
	4/8/2025	V00209--CITY OF BAKERSFIELD	302101	4,620.58
	4/8/2025	V00209--CITY OF BAKERSFIELD	302100	1,389.01
	4/8/2025	V00209--CITY OF BAKERSFIELD	302099	1,263.78

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	4/8/2025	V00209--CITY OF BAKERSFIELD	302098	1,160.92
	4/8/2025	V00209--CITY OF BAKERSFIELD	302097	1,140.18
	4/8/2025	V00209--CITY OF BAKERSFIELD	302096	937.63
	4/8/2025	V00209--CITY OF BAKERSFIELD	302095	843.77
	4/8/2025	V00209--CITY OF BAKERSFIELD	302094	610.44
	4/8/2025	V00209--CITY OF BAKERSFIELD	302093	131.26
	4/8/2025	V00209--CITY OF BAKERSFIELD	302092	24.64
	4/8/2025	V00087--ARVIN COMMUNITY SERVICE DISTRICT	302078	266.64
	4/8/2025	V02742--KIMBERLY D FREIBERG	302137	58.80
	4/8/2025	V02573--ARLEEN N ORNELAS	302077	20.30
	4/8/2025	V00511--JIM'S TOWING SERVICE, INC	302131	287.75
	4/8/2025	V04093--AT&T	302081	90.44
	4/8/2025	V00511--JIM'S TOWING SERVICE, INC	302130	168.00
	4/8/2025	V00919--SPECTRUM	302191	220.25
	4/8/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302136	298.51
	4/8/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302135	299.22
	4/8/2025	V00683--MCWILLIAMS & WALDEN INC	302156	655.29
	4/8/2025	V00229--COMCAST CORPORATION	302108	175.89
	4/8/2025	V00252--COUNTY OF KERN PUBLIC WORKS	302109	50.17
	4/8/2025	V00919--SPECTRUM	302190	170.25
	4/8/2025	V03172--OFFICE1 LEASING	302167	169.83
	4/8/2025	V03172--OFFICE1 LEASING	302166	251.05
	4/8/2025	V00914--SOUTHERN CALIFORNIA EDISON	302187	657.08
	4/8/2025	V00919--SPECTRUM	302189	346.25
	4/8/2025	V00848--RUBY REYES CRUZ	302178	48.98
	4/8/2025	V03713--KAYLONIE HOWARD	302132	36.50
	4/8/2025	V04081--CHRISTOPHER CUZUL	302089	18.36
	4/8/2025	V03216--JENNIFER WILSON	302126	10.50
	4/8/2025	V03172--OFFICE1 LEASING	302165	460.56
	4/8/2025	V00914--SOUTHERN CALIFORNIA EDISON	302186	46.15
	4/8/2025	V00370--FEDEX	302116	174.46
	4/8/2025	V00104--BAKERSFIELD GLASS & WINDOW INC	302082	108.94
	4/8/2025	V03301--COLLETTE ROYAL	302107	8,250.00
	4/8/2025	V00611--LEVEL 3 FINANCING INC	302143	1,602.07
	4/8/2025	V04066--NICOLE ROBERSON	302162	60.90
	4/8/2025	V00907--SOCALGAS	302183	310.41
	4/8/2025	V00914--SOUTHERN CALIFORNIA EDISON	302185	82.44
	4/8/2025	V00914--SOUTHERN CALIFORNIA EDISON	302184	35.00
	4/8/2025	V00220--CITY OF WASCO	302105	524.40
	4/8/2025	V03059--T-MOBILE USA INC	302196	5,979.22
	4/8/2025	V00775--PATRIOTS INC	302168	5.39
	4/8/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	302206	292.00
	4/8/2025	V00374--FERGUSON ENTERPRISES INC #1350	302117	327.27
	4/8/2025	V00493--J & E RESTAURANT SUPPLIES INC	302125	362.64
	4/8/2025	V00567--KERN COUNTY FIRE DEPARTMENT	302134	145.00
	4/8/2025	V03427--LANEISHA HAMMOND	302141	21.00
	4/8/2025	V03172--OFFICE1 LEASING	302164	2,082.70
	4/8/2025	V00169--CALIFORNIA WATER SERVICE	302085	1,353.70
	4/8/2025	V00948--SUPERIOR SANITATION SERVICE INC	302195	767.92
	4/8/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	302203	1,174.55
	4/8/2025	V01026--VARNER & SON INC	302200	654.79
	4/8/2025	V00917--SOUTHWEST GAS CORPORATION	302188	51.14
	4/8/2025	V00787--PG&E	302170	12,680.16
	4/8/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	302158	15,125.00
	4/8/2025	V00282--DELANO UNION SCHOOL DISTRICT	302111	4,320.00
	4/8/2025	V00227--COFER & OBERLIES INC	302106	456.19
	4/8/2025	V00682--MCKESSON MEDICAL SURGICAL INC	302155	5,976.10

Bank	Date	Vendor	Document no.	Amount
	4/8/2025	V00592--LAKESHORE EQUIPMENT COMPANY	302138	12,252.03
	4/8/2025	V04430--CALIFORNIA WATER SERVICE COMPANY	302086	458.05
	4/8/2025	V03643--GLORIA NEVEL	302120	86.10
	4/8/2025	V00206--CHRISTOPHER PERCIVAL	302090	2,435.19
	4/8/2025	V00092--AT&T	302080	969.26
	4/8/2025	V03430--SPECTRUM/CHARTER	302194	214.00
	4/8/2025	V03430--SPECTRUM/CHARTER	302193	214.00
	4/8/2025	V03474--ALICIA GAMINO	302072	130.20
	4/8/2025	V03882--REGINA HINES	302175	38.50
	4/8/2025	V03756--LORRAINE PALOMO	302145	23.80
	4/8/2025	V03354--TOMASA JARA	302198	114.80
	4/8/2025	V03430--SPECTRUM/CHARTER	302192	170.00
	4/8/2025	V03150--JESSOP HOLDING CO LLC	302129	26,170.00
	4/8/2025	V04050--SKYRIDE UNLIMITED	302182	2,212.00
	4/8/2025	X0386--SAGASER WATKINS & WIELAND PC	302179	3,050.00
	4/8/2025	V00212--CITY OF DELANO	302104	65.60
	4/8/2025	V00111--BARNES & NOBLE BOOKSELLERS	302083	2,295.04
	4/8/2025	V00035--ALAMO ALARM CO INC	302071	407.00
	4/8/2025	V04002--RUBEN RIVERA	302176	57.40
	4/8/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302121	15,197.97
	4/8/2025	V00294--DEPARTMENT OF JUSTICE	302112	74.00
	4/8/2025	V03461--ALAHE YAZDANIPOUR	302070	649.00
	4/8/2025	V00207--CINTAS CORPORATION #668	302091	777.82
	4/8/2025	V03249--CALYPSO WEST INC. / BAKERSFIELD ICE	302087	17.21
	4/8/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140002365	210.01
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002364	343.08
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002363	58.20
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002362	146.14
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002361	143.40
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002360	16,527.49
	4/8/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140002359	291.80
	4/8/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140002358	387.76
	4/8/2025	V00010--ABILA INC	122234140002357	4,266.26
	4/8/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002356	37,208.75
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002355	1,230.00
	4/8/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140002354	305.00
	4/8/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140002353	610.00
	4/8/2025	V03290--PLANTS FOR YOUR SOLIE	122234140002352	200.00
	4/8/2025	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140002351	180.00
	4/8/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002350	435.00
	4/8/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140002349	247.45
	4/8/2025	V00384--FIVE9 INC	122234140002348	4,576.60
	4/8/2025	V00384--FIVE9 INC	122234140002347	5,455.76
	4/8/2025	V00406--GARCIA INDUSTRIES INC	122234140002346	265.00
	4/8/2025	V00704--MISSION LINEN SUPPLY	122234140002345	55.68
	4/8/2025	V00704--MISSION LINEN SUPPLY	122234140002344	686.26
	4/8/2025	V00704--MISSION LINEN SUPPLY	122234140002343	742.25
	4/8/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140002342	74,535.76
	4/8/2025	V03331--TINA MOUA	122234140002341	35.00
	4/8/2025	V00770--PAPER CONNECTION INC	122234140002340	2,004.02
	4/8/2025	V00753--ORKIN PEST CONTROL	122234140002339	5,251.99
	4/8/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140002338	10,500.00
	4/8/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140002337	5,267.25
	4/8/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140002336	2,514.60
	4/8/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140002335	972.90
	4/8/2025	V00057--AMERICAN REFUSE, INC.	122234140002334	766.18
	4/8/2025	P02723--ALEXIS SAVEDRA	122234140002333	6,750.00

Bank	Date	Vendor	Document no.	Amount
	4/8/2025	V04549--THUY TRANG TRAN	122234140002332	12.60
	4/8/2025	V04525--BRENDA ORTIZ	122234140002331	18.90
	4/8/2025	V04123--AYLEEN CERNAS	122234140002330	1.40
	4/8/2025	V04062--SOPHIN LOCK	122234140002329	11.90
	4/8/2025	V04023--SILVIA HULSEY	122234140002328	6.30
	4/8/2025	V03987--YOLANDA LOPEZ	122234140002327	329.00
	4/8/2025	V03927--SHARON BRIGGS	122234140002326	34.30
	4/8/2025	V03898--ROSA RABAGO	122234140002325	113.40
	4/8/2025	V03852--NICOLE NINO	122234140002324	102.90
	4/8/2025	V03849--NELLY MENDOZA	122234140002323	29.40
	4/8/2025	V03788--MARIA RAMOS	122234140002322	98.70
	4/8/2025	V03690--JOCELINE LUCAS	122234140002321	10.50
	4/8/2025	V03637--GIRLHENE SORIANO	122234140002320	47.60
	4/8/2025	V03636--GIOVANNI ARAGON	122234140002319	79.80
	4/8/2025	V03603--ELIZABETH CISNEROS	122234140002318	54.60
	4/8/2025	V03540--CARLEEN BENCOMA	122234140002317	141.40
	4/8/2025	V03484--AMBER PUMPHREY	122234140002316	36.40
	4/8/2025	V03440--LUZVIMINDA ADAMS	122234140002315	92.40
	4/8/2025	V03439--MARY ANN MOONEY	122234140002314	150.50
	4/8/2025	V03438--LIZETTE BRAVO	122234140002313	48.30
	4/8/2025	V03423--Jessica Reyes Gonzalez	122234140002312	127.40
	4/8/2025	V03353--Cynthia Magdaleno	122234140002311	47.60
	4/8/2025	V03332--Mariana Rios	122234140002310	28.70
	4/8/2025	V02868--SAFIYA PRICE	122234140002309	58.80
	4/8/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140002308	2,250.00
	4/8/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002307	1,614.23
	4/8/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002306	155.18
	4/8/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002305	1,023.00
	4/8/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002304	850.69
	4/8/2025	V03260--DR MARIA CHURCH INTERNATIONAL LLC	122234140002303	14,500.00
	4/8/2025	V00522--JORGE GALINDO	122234140002302	45.00
	4/8/2025	V00694--MICHAEL E BRADLEY	122234140002301	1,944.00
	4/8/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140002300	330.00
	4/8/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002299	299.07
	4/8/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002298	72.55
	4/8/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140002297	120.00
	4/8/2025	V00017--ACTION GLASS INC	122234140002296	1,450.69
	4/8/2025	V03718--KELLY LOWERY	122234140002295	177.80
	4/8/2025	V00595--LAMONT GENERAL STORE	122234140002294	46.72
	4/8/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140002293	238.69
	4/8/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140002292	191.68
	4/8/2025	V00979--THE MARCOM GROUP, INC.	122234140002291	980.00
	4/8/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002290	131.00
	4/8/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140002289	120.00
	4/8/2025	V00134--BRONCO ELECTRIC INC	122234140002288	367.50
	4/8/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002287	2,423.77
	4/8/2025	V01040--VILLATORO POWER WASHING	122234140002286	325.00
	4/8/2025	V00796--POWER MACHINERY CENTER	122234140002285	2,895.04
	4/8/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140002284	89.00
	4/8/2025	V00868--SANDATA TECHNOLOGIES LLC	122234140002283	111.42
	4/8/2025	V03159--JOHN REY	122234140002282	155.19
	4/8/2025	V03306--SPALINGER ENTERPRISES, INC dba SKYLINE CABINET & MILLWORKS	122234140002281	8,664.04
	4/8/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002280	1,923.51
	4/8/2025	V01080--YOUNG INNOVATIONS	122234140002279	1,329.75
	4/8/2025	V00631--M AND S SECURITY SERVICES INC	122234140002278	150.00
	4/8/2025	V00704--MISSION LINEN SUPPLY	122234140002277	610.47
	4/8/2025	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140002276	883,458.32

Bank	Date	Vendor	Document no.	Amount
	4/8/2025	V01044--W W GRAINGER INC	122234140002275	470.36
	4/8/2025	V03174--OFFICE IMAGING, INC	122234140002274	95.84
	4/8/2025	V03174--OFFICE IMAGING, INC	122234140002273	43.21
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002272	970.92
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002271	710.45
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002270	61.44
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002269	61.30
	4/8/2025	V03328--Hometown Plumbing	122234140002268	197.00
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002267	927.68
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002266	151.06
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002265	137.55
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002264	94.42
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002263	83.50
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002262	75.11
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002261	55.34
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002260	52.82
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002259	52.57
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002258	52.33
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002257	52.33
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002256	52.33
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002255	46.99
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002254	43.33
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002253	43.33
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002252	33.14
	4/8/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002251	1,404.89
	4/8/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140002250	559.14
	4/8/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140002249	185.12
	4/8/2025	V00128--BRADY INDUSTRIES	122234140002248	22,267.54
	4/8/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140002247	411.33
	4/8/2025	V00182--CDW LLC	122234140002246	398.19
	4/8/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140002245	42.34
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002244	95.00
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002243	95.00
	4/8/2025	V01032--VERIZON WIRELESS	122234140002242	7,142.67
	4/8/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140002241	24,014.88
	4/8/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140002240	1,085.37
	4/8/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140002239	149.80
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002238	95.00
	4/8/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140002237	46.99
	4/8/2025	V03606--ELIZABETH WILLIAMS	122234140002236	382.20
	4/8/2025	V00284--DELK PEST CONTROL	122234140002235	1,020.00
	4/8/2025	V03328--Hometown Plumbing	122234140002234	530.00
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002233	664.20
	4/8/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140002232	751.03
	4/8/2025	V00134--BRONCO ELECTRIC INC	122234140002231	1,500.00
	4/8/2025	V00029--ADVANCED DATA STORAGE	122234140002230	231.81
	4/8/2025	V00640--MANAGEMENT INFORMATION TECHNOLOGY USA	122234140002229	1,449.00
	4/8/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002228	149.00
	4/8/2025	V03234--TEACHSTONE, INC	122234140002227	270.00
	4/8/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140002226	1,837.00
	4/8/2025	V00127--BOOT BARN	122234140002225	107.16
	4/8/2025	V00312--DONAHUE TRUCK CENTERS	122234140002224	1,185.49
	4/8/2025	V00721--NARAMA INC. - TREK IMAGING	122234140002223	223.86
	4/8/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140002222	167.90
	4/8/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140002221	14,960.12
	4/8/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002220	1,232.32
	4/8/2025	V00322--ECONO WEST INC	122234140002219	2,500.00

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	4/9/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	Voided - 301268	-14,770.36
	4/9/2025	V04557--JESSICA NICHOLE CARSJENS	302207	1,374.33
	4/11/2025	V03715--KEITH JACKSON	302208	7,485.28
	4/11/2025	V03874--PRIYAMVADA KHULLAR	302209	8,343.22
	4/14/2025	V04552--ANGELA MORALES ZUNIGA	302211	2,517.55
	4/14/2025	V04358--MAYRA V BRAVO	302210	1,712.40
	4/15/2025	V00092--AT&T	302222	216.64
	4/15/2025	V04164--GOLDEN EMPIRE AFFORDABLE HOUSING INC	302248	1,366.00
	4/15/2025	V03114--FS FORTIETH STREET LP	302246	2,260.00
	4/15/2025	V00919--SPECTRUM	302285	81.00
	4/15/2025	V01872--FRONTIER REAL ESTATE SERVICES, INC	302245	1,500.00
	4/15/2025	V04568--RIDGECREST FAMILY ASSOCIATES, A CALIFORNIA	302275	1,135.00
	4/15/2025	V04563--RIDGECREST FAMILY ASSOCIATES, A CA LP	302274	755.00
	4/15/2025	V04565--MILESTONE CHESTER	302263	1,103.06
	4/15/2025	V04564--ROBERTO VILLA	302277	2,130.00
	4/15/2025	V02994--CLEMMER AND COMPANY	302232	2,550.00
	4/15/2025	V04569--RIDGECREST HOUSING INVESTORS, LP	302276	1,030.00
	4/15/2025	V03314--VESTIS GROUP, INC	302303	71.81
	4/15/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	302244	3,948.57
	4/15/2025	V00801--PRODUCERS DAIRY FOODS INC	302272	277.55
	4/15/2025	V00302--DINGO ENTERPRISES INC	302237	310.76
	4/15/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	302224	25.00
	4/15/2025	V00075--APEX GENERAL CONSTRUCTION INC	302217	1,247.00
	4/15/2025	V00919--SPECTRUM	302284	211.23
	4/15/2025	V00601--LASTAND, INC	302256	20.00
	4/15/2025	V04519--ROTARY CLUB OF BAKERSFIELD WEST	302279	350.00
	4/15/2025	V00249--COUNTRY CLUB SERVICE	302234	60.00
	4/15/2025	V01012--UNITED RENTALS INC	302296	434.23
	4/15/2025	V04430--CALIFORNIA WATER SERVICE COMPANY	302225	70.26
	4/15/2025	V00035--ALAMO ALARM CO INC	302213	203.50
	4/15/2025	V00091--AT&T	302221	15.64
	4/15/2025	V00091--AT&T	302220	26.58
	4/15/2025	V00092--AT&T	302219	3,150.65
	4/15/2025	V00254--COUNTY OF SAN JOAQUIN	302236	37.25
	4/15/2025	V00592--LAKESHORE EQUIPMENT COMPANY	302255	420.35
	4/15/2025	V02700--JACINTA ZEPEDA	302251	75.60
	4/15/2025	V01016--UNIVISION TELEVISION GROUP INC	302298	2,275.00
	4/15/2025	V03379--CITLALY MARQUEZ	302229	55.30
	4/15/2025	V03367--VALERIE CAMACHO	302299	201.60
	4/15/2025	V03370--ROSLYN CRUZ	302278	243.60
	4/15/2025	V03405--NICOLE CALLAHAN	302269	261.10
	4/15/2025	V03022--NEXTSTAR INC	302268	1,000.00
	4/15/2025	V04045--NATALIE BEATRIZ RODRIGUEZ	302266	128.00
	4/15/2025	V04044--BRITTANY NICHOLE ORTEGA	302223	119.70
	4/15/2025	V04041--STEPHANIE CORONEL	302292	159.60
	4/15/2025	V03833--MONICA LOPEZ	302264	29.40
	4/15/2025	V03497--ANGEL PEREZ AREVALO	302216	134.40
	4/15/2025	V03496--ANDREW CHAVEZ	302215	200.20
	4/15/2025	V03810--MARTHA ORDUNA	302260	66.50
	4/15/2025	V03599--EDNA QUINONEZ	302239	120.40
	4/15/2025	V03564--CLAUDIA VALENCIA PRECIADO	302231	102.90
	4/15/2025	V03547--CASSANDRA WORTHY	302226	89.60
	4/15/2025	V04396--SANDRA MEJIA ESPARZA	302281	231.00
	4/15/2025	V04363--MICHELLE RUIZ	302262	154.00
	4/15/2025	V04204--JANELL NICOLE GORE	302252	74.90
	4/15/2025	V04102--IRIS LOPEZ	302250	130.90
	4/15/2025	V04103--GABRIELA MORENO	302247	132.30

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	4/15/2025	V04104--LUZ YOUNG	302258	37.10
	4/15/2025	V04096--JUANA CAMACHO	302253	240.80
	4/15/2025	V00215--CITY OF SHAFTER	302230	521.06
	4/15/2025	V00914--SOUTHERN CALIFORNIA EDISON	302283	1,784.89
	4/15/2025	V00987--THERMO KING OF BAKERSFIELD	302293	1,830.00
	4/15/2025	V00923--STAGLER CORPORATION	302290	850.00
	4/15/2025	V00854--SAFEWAY INC VONS DIVISION	302280	21.12
	4/15/2025	V01022--VALLEY PROPANE SERVICE	302302	347.49
	4/15/2025	V03377--ALEJANDRA BAHENA	302214	200.00
	4/15/2025	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	302267	58.27
	4/15/2025	V02985--WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	302304	567.61
	4/15/2025	V00370--FEDEX	302240	130.39
	4/15/2025	V00562--KEITH C PFEFFER	302254	3,362.08
	4/15/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302249	234.14
	4/15/2025	V00912--SOUTH TULARE RICHGROVE REFUSE INC	302282	443.84
	4/15/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	302291	339.49
	4/15/2025	V00374--FERGUSON ENTERPRISES INC #1350	302243	256.77
	4/15/2025	V01022--VALLEY PROPANE SERVICE	302301	58.26
	4/15/2025	V00206--CHRISTOPHER PERCIVAL	302227	1,929.20
	4/15/2025	V04559--MUIZZ RAFIQUE	302265	5,000.00
	4/15/2025	V00683--MCWILLIAMS & WALDEN INC	302261	2,565.42
	4/15/2025	V00374--FERGUSON ENTERPRISES INC #1350	302242	39.96
	4/15/2025	V01022--VALLEY PROPANE SERVICE	302300	411.50
	4/15/2025	V03874--PRIYAMVADA KHULLAR	302271	12,500.00
	4/15/2025	V01003--TRES HOMBRES FENCE COMPANY	302295	455.00
	4/15/2025	V04240--ASHLEY MCALLISTER	302218	9.10
	4/15/2025	V03206--COMMUNITY SERVICES AND EMPLOYMENT TRAINING	302233	10,220.27
	4/15/2025	V00374--FERGUSON ENTERPRISES INC #1350	302241	228.77
	4/15/2025	V03430--SPECTRUM/CHARTER	302289	200.00
	4/15/2025	V03430--SPECTRUM/CHARTER	302288	214.00
	4/15/2025	V03430--SPECTRUM/CHARTER	302287	214.00
	4/15/2025	V03430--SPECTRUM/CHARTER	302286	256.00
	4/15/2025	V00642--MANUEL G BARRIOS	302259	75.00
	4/15/2025	V03165--RAMON TAPIA	302273	675.00
	4/15/2025	V03288--OASIS AIR AND SOLAR	302270	950.00
	4/15/2025	V00624--LOWES COMPANIES INC	302257	1,117.71
	4/15/2025	V00307--DLT SOLUTIONS LLC	302238	5,775.92
	4/15/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	302297	22,372.57
	4/15/2025	V00252--COUNTY OF KERN PUBLIC WORKS	302235	38.60
	4/15/2025	V00207--CINTAS CORPORATION #668	302228	2,695.65
	4/15/2025	V00001--2-1-1 CALIFORNIA	302212	1,820.60
	4/15/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	302294	8,453.58
	4/15/2025	V03245--TIMOTHY SEXTON	122234140002494	1,584.42
	4/15/2025	V03245--TIMOTHY SEXTON	122234140002493	4,860.00
	4/15/2025	V03065--PIUSER STONE AND TILE, INC.	122234140002492	121,265.30
	4/15/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002491	355.00
	4/15/2025	V00226--RLH FIRE PROTECTION, INC.	122234140002490	337.00
	4/15/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140002489	1,521.66
	4/15/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140002488	856.11
	4/15/2025	V03147--SEQUOIA PAINT ENTERPRISE	122234140002487	47.84
	4/15/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140002486	11.58
	4/15/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002485	3,146.00
	4/15/2025	V01064--WIPFLI LLP	122234140002484	11,271.06
	4/15/2025	V01077--YOLANDA OCHOA	122234140002483	470.40
	4/15/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140002482	10,742.08
	4/15/2025	V03334--Pritika Ram	122234140002481	370.40
	4/15/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140002480	105.00

Bank	Date	Vendor	Document no.	Amount
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002479	1,725.00
	4/15/2025	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140002478	210.00
	4/15/2025	V00017--ACTION GLASS INC	122234140002477	360.00
	4/15/2025	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140002476	2,940.00
	4/15/2025	V04069--BOBBI CAMACHO	122234140002475	49.70
	4/15/2025	V04043--ALONDRA MURILLO	122234140002474	50.40
	4/15/2025	V03786--MARIA PINANO	122234140002473	51.80
	4/15/2025	V03742--LILLIAN URREA	122234140002472	55.30
	4/15/2025	V03648--GREGORIA BENAVIDES	122234140002471	21.70
	4/15/2025	V03586--DESIREE JACKSON	122234140002470	163.80
	4/15/2025	V03583--DELORES PATRICIO	122234140002469	101.50
	4/15/2025	V03490--ANABEL JIMENEZ	122234140002468	53.20
	4/15/2025	V03437--LETISHA BROOKS	122234140002467	18.20
	4/15/2025	V03415--STACY MERRIFIELD	122234140002466	2.10
	4/15/2025	V03402--VERLINDA DENWITTY	122234140002465	150.50
	4/15/2025	V03397--MAEGAN ROUSE	122234140002464	379.40
	4/15/2025	V03388--KAREN RIOS	122234140002463	192.50
	4/15/2025	V03385--GABRIELA PADILLA	122234140002462	281.40
	4/15/2025	V03371--LUCERO GONZALEZ	122234140002461	88.90
	4/15/2025	V03255--CYNTHIA BORJON-COSBY	122234140002460	6,750.00
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002459	2,110.44
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002458	1,755.00
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002457	1,164.48
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002456	626.05
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002455	240.00
	4/15/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140002454	60.00
	4/15/2025	V00407--GARDEN PATHWAYS INC	122234140002453	9,445.16
	4/15/2025	V04100--ALEJANDRA TREVINO	122234140002452	61.66
	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002451	715.00
	4/15/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140002450	396.06
	4/15/2025	V00874--SAVE MART SUPERMARKETS	122234140002449	1,852.64
	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002448	1,970.00
	4/15/2025	V02330--JEREMY T TOBIAS	122234140002447	150.00
	4/15/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140002446	162.38
	4/15/2025	V03171--HANSEN'S MOVING AND STORAGE, INC	122234140002445	5,120.00
	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002444	680.00
	4/15/2025	V00820--RAYMOND'S TROPHY AWARDS	122234140002443	10.83
	4/15/2025	V04100--ALEJANDRA TREVINO	122234140002442	45.51
	4/15/2025	V00905--SMART & FINAL	122234140002441	432.63
	4/15/2025	V00694--MICHAEL E BRADLEY	122234140002440	85.51
	4/15/2025	V01044--W W GRAINGER INC	122234140002439	207.04
	4/15/2025	V02330--JEREMY T TOBIAS	122234140002438	150.00
	4/15/2025	V00920--SSD ALARM, INC	122234140002437	169.00
	4/15/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140002436	6,261.66
	4/15/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140002435	370.14
	4/15/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140002434	2,774.43
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002433	75.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002432	25.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002431	25.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002430	25.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002429	25.00
	4/15/2025	V03765--Magaly Witz	122234140002428	5.60
	4/15/2025	V00029--ADVANCED DATA STORAGE	122234140002427	1,297.54
	4/15/2025	V03411--SAVANNAH OATES	122234140002426	111.00
	4/15/2025	V01086--ZOOM VIDEO COMMUNICATIONS, INC	122234140002425	3,549.63
	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002424	1,316.80
	4/15/2025	V00543--JOSEPH J. BLAKE AND ASSOCIATES INC	122234140002423	4,600.00

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	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002422	1,316.80
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002421	25.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002420	25.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002419	870.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002418	2,920.00
	4/15/2025	V00794--PLC SYSTEM SERVICES LLC	122234140002417	1,437.14
	4/15/2025	V00228--COLOMBO CONSTRUCTION COMPANY INC.	122234140002416	26,934.75
	4/15/2025	V03006--GRACE COMMUNITY CHURCH	122234140002415	873.60
	4/15/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140002414	7,413.48
	4/15/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140002413	7,080.00
	4/15/2025	V03341--KARAYA GAGE	122234140002412	23.80
	4/15/2025	V00796--POWER MACHINERY CENTER	122234140002411	906.06
	4/15/2025	V00228--COLOMBO CONSTRUCTION COMPANY INC.	122234140002410	380,737.20
	4/15/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140002409	1,181.57
	4/15/2025	V00182--CDW LLC	122234140002408	7,719.48
	4/15/2025	V00182--CDW LLC	122234140002407	7,719.48
	4/15/2025	V00228--COLOMBO CONSTRUCTION COMPANY INC.	122234140002406	494,413.07
	4/15/2025	V00312--DONAHUE TRUCK CENTERS	122234140002405	1,370.66
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002404	275.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002403	124.00
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002402	791.81
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002401	61.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002400	149.00
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002399	1,276.58
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002398	50.00
	4/15/2025	V04100--ALEJANDRA TREVINO	122234140002397	30.37
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002396	999.07
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002395	1,655.24
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002394	1,942.00
	4/15/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140002393	12.38
	4/15/2025	V00406--GARCIA INDUSTRIES INC	122234140002392	18,164.30
	4/15/2025	V03006--GRACE COMMUNITY CHURCH	122234140002391	873.60
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002390	1,314.33
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002389	61.00
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002388	25.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002387	272.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002386	124.00
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002385	1,378.92
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002384	1,766.26
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002383	835.05
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002382	1,473.42
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002381	1,011.41
	4/15/2025	V03082--IDEAL SPECIALTIES INC	122234140002380	37,564.67
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002379	1,233.84
	4/15/2025	V00128--BRADY INDUSTRIES	122234140002378	26,501.37
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002377	875.54
	4/15/2025	V04180--DIESEL DIRECT LLC	122234140002376	1,319.61
	4/15/2025	V01033--VERNON SORENSON MD INC	122234140002375	250.00
	4/15/2025	V00182--CDW LLC	122234140002374	20.01
	4/15/2025	V03191--VAL-PRO, INC	122234140002373	589.60
	4/15/2025	V03082--IDEAL SPECIALTIES INC	122234140002372	47,399.04
	4/15/2025	V00053--AMERICAN BUSINESS MACHINES	122234140002371	1,213.38
	4/15/2025	V00127--BOOT BARN	122234140002370	151.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002369	61.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002368	149.00
	4/15/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140002367	124.00
	4/15/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140002366	9,696.05

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	4/15/2025	P02835--LORENA QUINTERO	Voided - 301957	-3,107.57
	4/15/2025	V03685--JESSICA HERNANDEZ	Voided - 302128	-84.00
	4/15/2025	V00053--AMERICAN BUSINESS MACHINES	Voided - 122234140001038	-804.57
	4/16/2025	P00402--YOLANDA MUNOZ	302370	13,625.36
	4/16/2025	P02224--ROCIO JOSEFINA HERNANDEZ	302364	13,505.50
	4/16/2025	P00053--GLORIA GARCIA DE MADERA	302332	13,494.75
	4/16/2025	P01544--MARIA B CRUZ DE PULIDO	302349	12,175.94
	4/16/2025	P00735--LAURA A GUTIERREZ	302339	12,104.10
	4/16/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	302348	11,781.62
	4/16/2025	P00485--MARIA P COSIO	302355	8,885.21
	4/16/2025	P02457--MARIA ELENA CORONA DE IBARRA	302350	8,343.84
	4/16/2025	P01754--VERONICA L ESCOBAR	302369	7,260.86
	4/16/2025	P02368--CARMEN SANTOS PACHECO	302315	6,833.28
	4/16/2025	P02053--ANA BERTHA BALLESTEROS JAIME	302309	6,631.88
	4/16/2025	P01805--CONSUELO RAMIREZ DE MAGDALENO	302319	6,391.01
	4/16/2025	P02414--BERTHA NERTO	302313	6,381.81
	4/16/2025	P00769--LETICIA MARIA BOTELLO	302341	6,205.06
	4/16/2025	P01593--MANUELA P MEDINA	302346	6,147.68
	4/16/2025	P01208--MARIA M ANGULO	302354	6,069.26
	4/16/2025	P02032--MARIA F AGUILAR DE SANDOVAL	302352	5,371.26
	4/16/2025	P01775--CECILIA GAYTAN DE ZARATE	302316	4,714.32
	4/16/2025	P02252--ANDREA R RIVERA	302311	4,520.09
	4/16/2025	P00161--ALICIA GARCIA DE LEYVA	302306	4,301.85
	4/16/2025	P02226--LILIA ESQUIVEL MONROY	302342	4,146.76
	4/16/2025	P00801--ROSAURA QUINTERO DE LOPEZ	302365	3,881.23
	4/16/2025	P02560--VERONICA HERNANDEZ	302368	3,691.23
	4/16/2025	P02408--ALL ABOARD PRESCHOOL	302307	2,942.00
	4/16/2025	P02407--GUADALUPE ELIZABETH PENUELAS	302335	2,834.09
	4/16/2025	P02831--CINDY G CORONA	302317	2,761.30
	4/16/2025	P01229--MARIA PICOS DE GARCIA	302356	2,718.31
	4/16/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	302351	2,667.33
	4/16/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	302308	2,638.29
	4/16/2025	P01663--MARCELA CHAVEZ OSEGUERA	302347	2,352.04
	4/16/2025	P00039--GUILLERMINA RAMIREZ	302336	2,336.57
	4/16/2025	P01697--IRMA JIMENEZ CASTANEDA	302337	2,308.06
	4/16/2025	P02564--DIEGO FERREIRA	302323	2,287.85
	4/16/2025	P02770--GUADALUPE AYON DE MENDOZA	302334	1,921.79
	4/16/2025	P02855--CLAUDIA OROZCO CORONA	302318	1,911.90
	4/16/2025	P02494A--Maria Lourdes Moreno Esquivel	302353	1,910.60
	4/16/2025	P02874--DELMA CERVANTES CORTES	302321	1,898.50
	4/16/2025	P02873--GABRIELA IBARRA	302331	1,861.70
	4/16/2025	P02315--CRISTINA SOTO DE MARTINEZ	302320	1,861.70
	4/16/2025	P00833--GLORIA LEMUS DE LEMUS	302333	1,844.38
	4/16/2025	P02887--LAURA IVETH ESQUIVEL	302340	1,837.85
	4/16/2025	P02617--SONIA C LOPEZ DE JUAREZ	302367	1,789.72
	4/16/2025	P00383--PATRICIA H MARTINEZ	302362	1,759.37
	4/16/2025	P00635--ESTELA N. VEGA	302329	1,741.44
	4/16/2025	P02820--ROCIO GARDUNO MAGO	302363	1,684.37
	4/16/2025	P02777--BELEN IZAZAGA MERCADO	302312	1,607.21
	4/16/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	302310	1,419.62
	4/16/2025	P02849--Lucero Amairani Vilasenor Botello	302343	1,371.16
	4/16/2025	P02614--ORELLANA RODIGUEZ TOMASA MARISOL	302361	1,273.98
	4/16/2025	P02791--LUZ A ESQUIVEL MORENO	302344	1,256.50
	4/16/2025	P02883--NORMA TORRES BALLESTEROS	302360	1,246.08
	4/16/2025	P02513--ESMERALDA Y GONZALES	302326	1,241.70
	4/16/2025	P02692--KASANDRA LOPEZ-CORDERO	302338	1,211.40
	4/16/2025	P02880--DIANA OCHOA	302322	1,179.38

Bank	Date	Vendor	Document no.	Amount
	4/16/2025	P02809--DOMINGO I BASURTO	302324	1,093.90
	4/16/2025	P02876--ESPERANZA GALLEGOS-RUIZ	302327	1,037.37
	4/16/2025	P02377--CANYON HILLS PRESCHOOL	302314	1,028.20
	4/16/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	302357	1,020.62
	4/16/2025	P02879--MAYRA A. RAMIREZ	302359	988.32
	4/16/2025	P01972--RUBICELA ALCANTAR DE TORRES	302366	942.55
	4/16/2025	P02854--FERNANDO MARQUEZ ROMERO	302330	895.53
	4/16/2025	P01644--ESTELA LOPEZ	302328	865.68
	4/16/2025	P02643--MARIA V SOSA	302358	622.38
	4/16/2025	P02758--MA DEL CARMEN FLORES VALLECILLO	302345	602.40
	4/16/2025	P02860--EMILY LANDEROS	302325	529.13
	4/16/2025	P02893--GABRIELA OLIVA LOPEZ	122234140002870	1,352.09
	4/16/2025	P02885--ANA RIOS	122234140002869	3,797.33
	4/16/2025	P02882--MARIA MENDOZA	122234140002868	2,039.86
	4/16/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140002867	2,805.11
	4/16/2025	P02871--MIRIAM ELIZABETH JAIME	122234140002866	1,603.00
	4/16/2025	P02870--ANA MARIA MARTINEZ	122234140002865	658.11
	4/16/2025	P02869--DINA GONZALEZ	122234140002864	2,734.86
	4/16/2025	P02868--JOANNA CORTEZ	122234140002863	946.82
	4/16/2025	P02866--BIBIANA LIEZETTE HUERTA ARIAS	122234140002862	1,642.98
	4/16/2025	P02864--REINA SANTIAGO PEREZ	122234140002861	1,749.36
	4/16/2025	P02859--DEISY GUADALUPE FERNANDEZ ARCEO	122234140002860	1,223.03
	4/16/2025	P02857--IRMA VILLA DE OLIVARES	122234140002859	3,096.58
	4/16/2025	P02856--CONSUELO LIRA DE LEMUS	122234140002858	3,823.80
	4/16/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140002857	1,685.95
	4/16/2025	P02852--NORMA HERRERA	122234140002856	1,810.53
	4/16/2025	P02851--MARIA A ROMERO DE CRUZ	122234140002855	982.75
	4/16/2025	P02850--LINDA MAE MUSTIN	122234140002854	1,040.70
	4/16/2025	P02848--ANA LAURA RODRIGUEZ	122234140002853	3,968.19
	4/16/2025	P02847--ELSA LARREYNAGA BATRES	122234140002852	6,266.69
	4/16/2025	P02845--CARLOS ESTEVAN GARCIA	122234140002851	2,582.07
	4/16/2025	P02843--ESMERALDA OSEGUERA HERRERA	122234140002850	997.18
	4/16/2025	P02842--ELIA SANCHEZ	122234140002849	1,886.96
	4/16/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140002848	5,467.27
	4/16/2025	P02839--CARLAANGELA RUIZ	122234140002847	1,386.12
	4/16/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140002846	3,011.26
	4/16/2025	P02835--LORENA QUINTERO	122234140002845	3,031.33
	4/16/2025	P02828--MARIA FERNANDA GARIBAY	122234140002844	2,496.03
	4/16/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140002843	3,453.07
	4/16/2025	P02823--DANIELA ALVAREZ	122234140002842	6,546.63
	4/16/2025	P02821--DANIEL MORENO	122234140002841	626.72
	4/16/2025	P02815--VICTORIA GOMEZ CRUZ	122234140002840	5,538.53
	4/16/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140002839	1,759.37
	4/16/2025	P02810--MARIA R LEMUS OROZCO	122234140002838	3,179.41
	4/16/2025	P02808--MARIELA SANCHEZ	122234140002837	997.18
	4/16/2025	P02806--NANCY MADERA GARCIA	122234140002836	1,094.36
	4/16/2025	P02803--JAQUELINE MATURINO MONARREZ	122234140002835	3,614.40
	4/16/2025	P02802--GUADALUPE DURAN	122234140002834	1,851.36
	4/16/2025	P02798--MARGARITA VALENCIA AVILA	122234140002833	8,256.88
	4/16/2025	P02796--NEREYDA LIRA LOPEZ	122234140002832	2,104.37
	4/16/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140002831	1,907.12
	4/16/2025	P02788--SILVIA MAGALLON DE REYES	122234140002830	5,614.80
	4/16/2025	P02786--MARISOL PEREZ	122234140002829	1,921.88
	4/16/2025	P02783--CELENY SANCHEZ	122234140002828	2,582.07
	4/16/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140002827	693.06
	4/16/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140002826	3,510.12
	4/16/2025	P02776--BRENDA BENAVIDEZ	122234140002825	2,238.75

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	4/16/2025	P02775--NORA E LEMUS	122234140002824	3,784.92
	4/16/2025	P02771--MARIA T HERNANDEZ	122234140002823	1,819.88
	4/16/2025	P02769--BEATRIZ BUENO	122234140002822	1,619.22
	4/16/2025	P02768--ALICIA MONTEJANO PENA	122234140002821	5,585.00
	4/16/2025	P02767--LUCERO L IBARRA	122234140002820	3,195.05
	4/16/2025	P02766--MIREYA GUZMAN CRISTOBAL	122234140002819	3,709.47
	4/16/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140002818	4,215.06
	4/16/2025	P02764--MARGARITA GARIBAY CORTES	122234140002817	7,418.14
	4/16/2025	P02760--JUANA INEZ SALGADO RENTERIA	122234140002816	2,754.50
	4/16/2025	P02754--ANTONIO PERALTA DUQUE	122234140002815	3,462.59
	4/16/2025	P02753--MAYRA ALEJANDRA RIOS	122234140002814	1,900.03
	4/16/2025	P02750--ROSA HILDA NAVARRO	122234140002813	4,016.27
	4/16/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140002812	565.93
	4/16/2025	P02745--FLOR JAZMIN ZACARIAS	122234140002811	4,867.48
	4/16/2025	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140002810	4,400.42
	4/16/2025	P02742--JOANNA ROBLES	122234140002809	909.94
	4/16/2025	P02740--ANA C LUCERO	122234140002808	934.94
	4/16/2025	P02736--CLAUDIA ZAVALA CISNEROS	122234140002807	2,669.31
	4/16/2025	P02733--ANA M HERNANDEZ DE RIOS	122234140002806	8,405.93
	4/16/2025	P02728--AMALIA BUENROSTRO	122234140002805	8,547.12
	4/16/2025	P02722--BRENDA SUJEY MARTINEZ	122234140002804	3,007.91
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	4/16/2025	P02717--JOSELINE ARREDONDO	122234140002802	2,301.92
	4/16/2025	P02716--ESPERANZA RESENDEZ	122234140002801	1,880.88
	4/16/2025	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140002800	7,574.46
	4/16/2025	P02711--MARIA ELIZABETH MARIN	122234140002799	2,584.98
	4/16/2025	P02710--MARIA G TAMAYO DE ZAMORA	122234140002798	1,612.74
	4/16/2025	P02708--SYDNEY GONZALEZ	122234140002797	1,820.24
	4/16/2025	P02704--JANETH G SARABIA	122234140002796	9,457.52
	4/16/2025	P02700--GLADYS ITZEL GALVAN	122234140002795	1,858.90
	4/16/2025	P02699--CONSUELO MEJIA	122234140002794	989.71
	4/16/2025	P02690--STEPHANIE VERDUGO	122234140002793	6,692.48
	4/16/2025	P02689--GUADALUPE OLAZABAL	122234140002792	1,021.49
	4/16/2025	P02687--ELIM RODRIGUEZ	122234140002791	3,324.57
	4/16/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140002790	5,967.24
	4/16/2025	P02682--ELOISA QUINTINO DE MARTINEZ	122234140002789	654.10
	4/16/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140002788	1,931.86
	4/16/2025	P02667--MARIA ANGELA DIAZ	122234140002787	6,110.42
	4/16/2025	P02666--LUCERO MILLAN GARCIA	122234140002786	934.94
	4/16/2025	P02665--LETICIA GARIBAY DE CEJA	122234140002785	1,599.91
	4/16/2025	P02664--LESLIE KARINA TOSCANO CRUZ	122234140002784	917.93
	4/16/2025	P02663--DIANE LOMELI	122234140002783	8,020.88
	4/16/2025	P02661--MARIA TERESA HEREDIA	122234140002782	943.25
	4/16/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140002781	2,296.06
	4/16/2025	P02654--MARIA C CUEVAS DE GARCIA	122234140002780	2,397.63
	4/16/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140002779	4,770.52
	4/16/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140002778	989.71
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	4/16/2025	P02644--YAJAIRA GUZMAN	122234140002776	765.68
	4/16/2025	P02640--TERESA MENDOZA	122234140002775	989.71
	4/16/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140002774	9,842.09
	4/16/2025	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140002773	3,053.82
	4/16/2025	P02635--MARIA E CUARA	122234140002772	1,256.50
	4/16/2025	P02633--CLAUDIA BARAJAS ROGEL	122234140002771	680.04
	4/16/2025	P02623--SCHYIENELL JONES	122234140002770	1,885.10
	4/16/2025	P02620--ARACELI JIMENEZ AVILA	122234140002769	3,110.43
	4/16/2025	P02615--NINFA E. RODRIGUEZ	122234140002768	4,517.87

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	4/16/2025	P02607--SYLVIA MORA	122234140002765	1,279.81
	4/16/2025	P02606--CLARA ACOSTA FERREL	122234140002764	1,821.56
	4/16/2025	P02602--ADRIANA GOMEZ	122234140002763	12,862.39
	4/16/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140002762	12,263.74
	4/16/2025	P02597--INES MARISCAL MACIAS	122234140002761	636.99
	4/16/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140002760	5,311.80
	4/16/2025	P02592--ELDA KARINA IBARRA	122234140002759	8,598.21
	4/16/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140002758	1,382.18
	4/16/2025	P02581--MARIA ELENA ESCOBAR	122234140002757	3,663.44
	4/16/2025	P02579--YOLANDA LIRA LEMUS	122234140002756	7,904.34
	4/16/2025	P02578--MARIA NANCY CRUZ	122234140002755	2,296.06
	4/16/2025	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140002754	1,292.98
	4/16/2025	P02575--MARIA A VARGAS	122234140002753	1,013.18
	4/16/2025	P02574--OLGA NOVELA DE HUERTA	122234140002752	8,142.07
	4/16/2025	P02572--ESTHER NAVARRO	122234140002751	5,289.95
	4/16/2025	P02570--TINA MARIE LOPEZ	122234140002750	10,494.25
	4/16/2025	P02566--GLORIA ISITA MEJIA	122234140002749	1,560.95
	4/16/2025	P02562--IRMA FLORES	122234140002748	2,740.22
	4/16/2025	P02561--JACINTA GLORIA CRUZ	122234140002747	4,926.09
	4/16/2025	P02558--FABIOLA GARCIA AVILES	122234140002746	1,173.76
	4/16/2025	P02557--MARIA A LOPEZ	122234140002745	7,790.82
	4/16/2025	P02555--ORGARIDT ALCANZAR MAGANA	122234140002744	5,086.85
	4/16/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140002743	11,013.61
	4/16/2025	P02553--ELENA OCHOA CONTRERAS	122234140002742	1,256.50
	4/16/2025	P02549--MARIA REINA OROZCO MORA	122234140002741	4,813.51
	4/16/2025	P02547--CLAUDIA GARCIA	122234140002740	3,356.81
	4/16/2025	P02546--SENDY N HERNANDEZ SOSA	122234140002739	1,193.31
	4/16/2025	P02545--ROCIO OROZCO IBARRA	122234140002738	12,363.75
	4/16/2025	P02544--ANABEL A MARTINEZ	122234140002737	1,271.44
	4/16/2025	P02542--LORENA SILVA DE MALDONADO	122234140002736	3,599.54
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	4/16/2025	P02533--LIZET MONSERRAT PRECIADO	122234140002734	3,541.79
	4/16/2025	P02527--DULCE IRASEMA MUNOZ LOPEZ	122234140002733	909.94
	4/16/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140002732	1,711.23
	4/16/2025	P02521--JASMIN ALEJANDRA ARANDA	122234140002731	2,215.62
	4/16/2025	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140002730	11,502.50
	4/16/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140002729	7,386.02
	4/16/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140002728	7,550.80
	4/16/2025	P02507--LETICIA HERNANDEZ	122234140002727	1,930.74
	4/16/2025	P02505--YANELY GARCIA	122234140002726	1,548.10
	4/16/2025	P02504--VIRGINIA RUELAS DE LEYVA	122234140002725	4,505.36
	4/16/2025	P02502A--JUANITA FAY GALVAN	122234140002724	1,773.34
	4/16/2025	P02500--CYNTHIA E CASTILLO	122234140002723	2,640.04
	4/16/2025	P02499--MARIA DOLORES ARIAS	122234140002722	3,605.65
	4/16/2025	P02498--YESENIA ESCOTO MURILLO	122234140002721	1,858.90
	4/16/2025	P02489--VANESSA NICOLE MEJIA	122234140002720	5,579.68
	4/16/2025	P02487--BERTHA ALICIA QUIROA	122234140002719	233.80
	4/16/2025	P02486--ROSALINDA VARGAS MATA	122234140002718	2,946.38
	4/16/2025	P02483--JASMINE CANCHOLA	122234140002717	1,864.58
	4/16/2025	P02479--ORALIA QUIROZ	122234140002716	4,503.95
	4/16/2025	P02477--MAGANA IRIS FCC LLC	122234140002715	10,406.52
	4/16/2025	P02476--DOLORES M PLATERO	122234140002714	5,473.23
	4/16/2025	P02468--DAVID PANTOJA	122234140002713	8,700.32
	4/16/2025	P02467--Karla Elizabeth Huling	122234140002712	3,859.76
	4/16/2025	P02466--Rosa Elena Arellano	122234140002711	1,807.88

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	4/16/2025	P02455--LUCIA MENDOZA OCHOA	122234140002709	3,530.33
	4/16/2025	P02454--INOCENCIA SALAS ROJAS	122234140002708	3,821.66
	4/16/2025	P02453--LORENA TRUJILLO ESCOBEDO	122234140002707	2,586.44
	4/16/2025	P02450--RUBICEL RUIZ SOLORIO	122234140002706	5,091.00
	4/16/2025	P02448--JANET RODRIGUEZ	122234140002705	5,668.18
	4/16/2025	P02446--MARIA DOLORES GOMEZ	122234140002704	6,203.38
	4/16/2025	P02443--MONICA VEGA	122234140002703	5,407.30
	4/16/2025	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140002702	4,509.62
	4/16/2025	P02432--LILIANA SOLORIO	122234140002701	2,512.96
	4/16/2025	P02424--DALILA J CAVAZOS	122234140002700	8,216.23
	4/16/2025	P02422--ELIZABETH DIAZ	122234140002699	5,402.34
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	4/16/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140002697	5,072.88
	4/16/2025	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140002696	9,747.69
	4/16/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140002695	3,400.13
	4/16/2025	P02411--MAYRA ELENA GONZALEZ MORALES	122234140002694	6,516.61
	4/16/2025	P02403--JANETH REYNOSA CASILLAS	122234140002693	1,642.98
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	4/16/2025	P02397--ELVIRA GAMBOA	122234140002691	711.55
	4/16/2025	P02396--ANA MARIA RAMIREZ MEJIA	122234140002690	2,740.25
	4/16/2025	P02393--ADRIANA CEJA GONZALEZ	122234140002689	7,965.11
	4/16/2025	P02389--SANDRA RODRIGUEZ	122234140002688	909.94
	4/16/2025	P02386--GREGORIA GALLEGOS	122234140002687	7,776.13
	4/16/2025	P02385--TEODORA GIRON MORALES	122234140002686	890.74
	4/16/2025	P02380--ZEFERINO GONZALEZ	122234140002685	1,173.76
	4/16/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140002684	7,449.30
	4/16/2025	P02374--SUNSHINE CENTER	122234140002683	1,012.91
	4/16/2025	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140002682	3,706.15
	4/16/2025	P02347--RAQUEL G DE IZARRARAS	122234140002681	3,270.05
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	4/16/2025	P02336--PAULA GARCIA	122234140002679	10,585.38
	4/16/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140002678	4,427.35
	4/16/2025	P02331--PAULA LARA VALDOVINOS	122234140002677	8,028.83
	4/16/2025	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140002676	1,617.82
	4/16/2025	P02327--REYNA TORRES DE CASTRO	122234140002675	2,869.24
	4/16/2025	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140002674	10,944.64
	4/16/2025	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140002673	5,983.34
	4/16/2025	P02320--LILIANA REYES GONZALEZ	122234140002672	909.95
	4/16/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140002671	4,731.24
	4/16/2025	P02318--MILCA REBEKAH PEREZ	122234140002670	1,881.76
	4/16/2025	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140002669	9,184.04
	4/16/2025	P02303--MARTHA A ANGUIANO REYES	122234140002668	1,861.70
	4/16/2025	P02296--DOLORES SANCHEZ LOPEZ	122234140002667	1,445.65
	4/16/2025	P02287--SILVIA BAHENA OCAMPO	122234140002666	1,210.57
	4/16/2025	P02280--NORMA MENDOZA	122234140002665	9,496.45
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	4/16/2025	P02276--MARIA E CORONA HEREDIA	122234140002663	925.68
	4/16/2025	P02271--Guadalupe Carrizoza De Castillo	122234140002662	11,858.63
	4/16/2025	P02267--MARTHA SALGADO	122234140002661	12,691.96
	4/16/2025	P02266--ELIZABETH CHAVEZ	122234140002660	6,827.69
	4/16/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140002659	9,570.31
	4/16/2025	P02263--MARISOL GONZALEZ	122234140002658	4,538.18
	4/16/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140002657	6,782.05
	4/16/2025	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140002656	3,508.67
	4/16/2025	P02258--MARISOL MEDINA	122234140002655	6,568.74
	4/16/2025	P02249--ADRIANA AGUIRRE GAONA	122234140002654	5,381.92

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	4/16/2025	P02244--MA TERESA NAVA DE FRANCO	122234140002652	529.73
	4/16/2025	P02241--ANA PATRICIA CAMARGO	122234140002651	6,871.85
	4/16/2025	P02240--MARIA SANTOS DE LOPEZ	122234140002650	8,653.94
	4/16/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140002649	2,445.59
	4/16/2025	P02236--ROSEMARY ZAVALA	122234140002648	8,574.71
	4/16/2025	P02235--GABRIELA ARREGUIN	122234140002647	3,419.58
	4/16/2025	P02222--MARIA GARCIA	122234140002646	6,794.52
	4/16/2025	P02214--CECILIA ATAI PEREZ	122234140002645	4,835.75
	4/16/2025	P02210--ANA HERMELINDA SANTOS PACHECO	122234140002644	10,694.21
	4/16/2025	P02209--MARYPAZ MAGANA	122234140002643	4,688.60
	4/16/2025	P02208--CELFIDA SANTOS DE RUIZ	122234140002642	4,408.43
	4/16/2025	P02201--BERTHA GOMEZ NUNEZ	122234140002641	14,135.84
	4/16/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140002640	1,845.33
	4/16/2025	P02190--ESPERANZA TORRES	122234140002639	892.56
	4/16/2025	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140002638	9,967.55
	4/16/2025	P02174--NORMA M. ZARAZUA	122234140002637	4,626.36
	4/16/2025	P02172--Maria Ledesma De Garcia	122234140002636	7,049.12
	4/16/2025	P02163--ALICIA DE LA GARZA	122234140002635	2,682.14
	4/16/2025	P02161--SANDRA MARTINEZ VARELA	122234140002634	1,920.34
	4/16/2025	P02152--EDELMIRA L VIVEROS	122234140002633	3,382.72
	4/16/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140002632	3,948.75
	4/16/2025	P02146--RAQUEL SANCHEZ	122234140002631	5,187.31
	4/16/2025	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140002630	4,023.17
	4/16/2025	P02138--JACOBA C DE ANDRACA	122234140002629	10,624.88
	4/16/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140002628	14,195.80
	4/16/2025	P02128--MARIA ARACELI CRUZ	122234140002627	763.29
	4/16/2025	P02125--AUDELIA RIOS	122234140002626	9,324.15
	4/16/2025	P02122--JOANNA GONZALEZ	122234140002625	1,015.49
	4/16/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140002624	10,594.90
	4/16/2025	P02109--JACLYN PRADO	122234140002623	5,748.54
	4/16/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140002622	4,821.18
	4/16/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140002621	6,956.96
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	4/16/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140002619	5,683.13
	4/16/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140002618	2,816.70
	4/16/2025	P02083--MARIA PAZ	122234140002617	8,371.56
	4/16/2025	P02078--GUADALUPE AVILES LEYVA	122234140002616	2,934.90
	4/16/2025	P02051--ANA MARTINEZ	122234140002615	982.75
	4/16/2025	P02044--AYDE JAIME	122234140002614	5,141.22
	4/16/2025	P01999--BERENICE IBARRA	122234140002613	2,678.82
	4/16/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140002612	3,688.76
	4/16/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140002611	2,356.39
	4/16/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140002610	6,514.86
	4/16/2025	P01968--LOURDES PEREZ DE GARCIA	122234140002609	8,250.69
	4/16/2025	P01963--ELVIRA OCHOA GOMEZ	122234140002608	5,367.49
	4/16/2025	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140002607	5,438.21
	4/16/2025	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140002606	6,426.10
	4/16/2025	P01951--IRENE R SIXTOS	122234140002605	9,778.30
	4/16/2025	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140002604	3,155.98
	4/16/2025	P01936--ALMA E PEREZ	122234140002603	2,582.07
	4/16/2025	P01934--MARIA A MAGALLON OROZCO	122234140002602	5,097.20
	4/16/2025	P01928--ANGELINA VASQUEZ	122234140002601	1,853.00
	4/16/2025	P01917--DAISY ALMIDA GONZALEZ	122234140002600	7,767.69
	4/16/2025	P01908--ADELA JAIMES	122234140002599	7,105.06
	4/16/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140002598	8,015.88
	4/16/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140002597	2,910.94

Bank	Date	Vendor	Document no.	Amount
	4/16/2025	P01889--MARIA SANDRA L DE ESTRADA	122234140002596	7,351.42
	4/16/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140002595	12,841.07
	4/16/2025	P01867--IRMA AYALA CONTRERAS	122234140002594	3,507.02
	4/16/2025	P01865--DINA BEATRIZ GONZALEZ	122234140002593	3,847.44
	4/16/2025	P01853--MARIA C ZEPEDA DE NUNEZ	122234140002592	3,334.59
	4/16/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140002591	3,783.43
	4/16/2025	P01843--MARIANELA G ORTIZ	122234140002590	4,275.23
	4/16/2025	P01837--ISABEL C MEDINA DE GARCIA	122234140002589	1,513.14
	4/16/2025	P01809--CONSUELO PUGA	122234140002588	3,803.19
	4/16/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140002587	4,737.93
	4/16/2025	P01804--CECILIA ZAMORA	122234140002586	3,839.65
	4/16/2025	P01802--SAIDY LORENA MAYEN	122234140002585	6,282.91
	4/16/2025	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140002584	2,867.60
	4/16/2025	P01789--MARIA G AYALA	122234140002583	5,793.13
	4/16/2025	P01782--MONICA MARTINEZ	122234140002582	1,911.90
	4/16/2025	P01759--MARIBEL MEDINA VARGAS	122234140002581	890.74
	4/16/2025	P01755--BEATRIZ JACQUEZ NUNEZ	122234140002580	1,726.04
	4/16/2025	P01735--MARGARITA PADILLA BARAJAS	122234140002579	6,728.86
	4/16/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140002578	12,441.45
	4/16/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140002577	3,736.14
	4/16/2025	P01718--ONOFRE ZAMORA	122234140002576	10,074.89
	4/16/2025	P01702--ALICIA SANCHEZ	122234140002575	3,018.06
	4/16/2025	P01692--MARIA PAZ RUIZ	122234140002574	4,745.99
	4/16/2025	P01666--PATRICIA SANCHEZ	122234140002573	4,607.86
	4/16/2025	P01664--ELIDA CRUZ	122234140002572	4,253.57
	4/16/2025	P01654--HILDA ARACELI ARAMBULA MORENO	122234140002571	2,817.06
	4/16/2025	P01652--TRINIDAD TINOCO	122234140002570	3,237.48
	4/16/2025	P01638--ELIZABETH GONZALEZ	122234140002569	4,210.03
	4/16/2025	P01628--DORA LUZ RIVERA	122234140002568	5,935.26
	4/16/2025	P01612--DOLORES VERDUZCO GALINDO	122234140002567	1,950.68
	4/16/2025	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140002566	1,938.95
	4/16/2025	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140002565	7,979.05
	4/16/2025	P01555--NORMA PATRICIA AVILA MOLINA	122234140002564	1,685.95
	4/16/2025	P01522--ALIDA MERCADO DE GARNICA	122234140002563	1,725.22
	4/16/2025	P01508--ROCELIA OROZCO LEMUS	122234140002562	4,174.30
	4/16/2025	P01507--MARIANA NAVA	122234140002561	4,329.35
	4/16/2025	P01493--NORMA LISA GUZMAN	122234140002560	4,508.76
	4/16/2025	P01484--LILIBETH GODOY	122234140002559	1,524.40
	4/16/2025	P01482--ROSA ANGELA ORTIZ	122234140002558	7,411.08
	4/16/2025	P01465--ESMERALDA ALCANTARA	122234140002557	4,673.31
	4/16/2025	P01460--MARILU GARZA	122234140002556	9,182.99
	4/16/2025	P01456--ESTHER MELENDREZ	122234140002555	1,386.12
	4/16/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140002554	14,035.95
	4/16/2025	P01382--LUZ MARIA VILLAGOMEZ	122234140002553	12,341.39
	4/16/2025	P01373--ELOISA LEMUS	122234140002552	2,996.03
	4/16/2025	P01366--MARIA R GARCIA DE ARAMBULA	122234140002551	7,872.05
	4/16/2025	P01353--CARMEN BELTRAN	122234140002550	8,909.79
	4/16/2025	P01318--MARIA CONCEPCION CEJA	122234140002549	3,721.76
	4/16/2025	P01307--MELANEA FIERROS HIDALGO	122234140002548	4,296.71
	4/16/2025	P01304--MARIA GUADALUPE JAYME	122234140002547	4,660.40
	4/16/2025	P01298--LETICIA MORALES	122234140002546	7,073.14
	4/16/2025	P01288--DOLORES PALACIOS DE GUZMAN	122234140002545	13,657.47
	4/16/2025	P01285--ADELA GARCIA DE SOSA	122234140002544	9,584.45
	4/16/2025	P01280--SILVIA MEJIA	122234140002543	10,913.48
	4/16/2025	P01266--MARIA CARRILLO DE GUTIERREZ	122234140002542	6,427.69
	4/16/2025	P01256--ALMA R RANGEL	122234140002541	3,881.23
	4/16/2025	P01189--RAQUEL POSADAS DE GIRON	122234140002540	6,515.35

Bank	Date	Vendor	Document no.	Amount
	4/16/2025	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140002539	5,645.81
	4/16/2025	P01177--SARA ESTELA POSADA	122234140002538	11,774.41
	4/16/2025	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140002537	4,397.63
	4/16/2025	P01128--VIRGINIA RANGEL	122234140002536	6,590.37
	4/16/2025	P01114--ROCIO SALAZAR	122234140002535	913.30
	4/16/2025	P01108--IMELDA MARIN DE JUAREZ	122234140002534	8,229.08
	4/16/2025	P01106--HILDA BARAJAS JUAREZ	122234140002533	1,572.68
	4/16/2025	P01105--ANGELICA MAGANA MARES	122234140002532	5,640.32
	4/16/2025	P01096--LAURA A RODRIGUEZ	122234140002531	5,881.37
	4/16/2025	P01091--BIVIANA MANRIQUEZ	122234140002530	11,406.30
	4/16/2025	P01075--ROSALBA GONZALEZ	122234140002529	10,801.81
	4/16/2025	P01067--ANNA V MENDEZ	122234140002528	1,134.39
	4/16/2025	P01054--IRMA VERONICA OSEGUERA	122234140002527	3,885.60
	4/16/2025	P01050--LILIA YAZMIN JUAREZ	122234140002526	8,810.75
	4/16/2025	P01027--MA L MONROY DE SEVILLA	122234140002525	1,881.76
	4/16/2025	P01024--MACARMEN LUCATERO	122234140002524	1,578.38
	4/16/2025	P01013--SUSIE MARIA REYNA	122234140002523	3,693.77
	4/16/2025	P00966--ELIDIA O RANGEL	122234140002522	2,064.25
	4/16/2025	P00931--CARMEN MORALES DIAZ	122234140002521	6,589.85
	4/16/2025	P00903--PATRICIA HERNANDEZ	122234140002520	12,091.03
	4/16/2025	P00852--ELISA GONZALES	122234140002519	6,374.61
	4/16/2025	P00837--AGUSTINA MORENO	122234140002518	1,885.10
	4/16/2025	P00808--MERCEDES RODRIGUEZ	122234140002517	949.66
	4/16/2025	P00805--ELVA BORUNDA FLORES	122234140002516	9,339.48
	4/16/2025	P00716--ELIZABETH MARTINEZ	122234140002515	922.19
	4/16/2025	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140002514	10,422.34
	4/16/2025	P00608--ISABEL GARCIA	122234140002513	6,181.88
	4/16/2025	P00593--RITA GARCIA	122234140002512	10,555.41
	4/16/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140002511	3,633.36
	4/16/2025	P00489--ESPERANZA B TOBAR	122234140002510	1,847.11
	4/16/2025	P00478--VIRGINIA PEREZ	122234140002509	946.82
	4/16/2025	P00435--PATRICIA MUNOZ VASQUEZ	122234140002508	11,638.88
	4/16/2025	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140002507	1,712.50
	4/16/2025	P00399--REMEDIOS MORENO ZAVALA	122234140002506	889.11
	4/16/2025	P00349--YOLANDA JUAREZ	122234140002505	5,446.35
	4/16/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140002504	11,147.40
	4/16/2025	P00251--EVANGELINA CERVANTES DE RAMOS	122234140002503	1,037.37
	4/16/2025	P00241--MARIA ELENA RODRIGUEZ	122234140002502	1,615.48
	4/16/2025	P00163--LETICIA G HERNANDEZ	122234140002501	6,572.13
	4/16/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140002500	5,519.66
	4/16/2025	P00090--MARIA ELENA CEJA	122234140002499	2,510.51
	4/16/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140002498	4,657.22
	4/16/2025	P00021--ANA ROSA M SANCHEZ	122234140002497	9,560.12
	4/16/2025	P00019--TERESA CAROLINA OROPEZA	122234140002496	5,798.25
	4/16/2025	P02835--LORENA QUINTERO	122234140002495	3,107.57
	4/16/2025	V04570--KIMBERLY ALVARADO AMAYA	302305	197.53
	4/17/2025	P02507--LETICIA HERNANDEZ	302372	405.06
	4/17/2025	P02507--LETICIA HERNANDEZ	302371	1,893.55
	4/18/2025	V03419--LOUIS GILL	302374	2,580.24
	4/18/2025	V03419--LOUIS GILL	302373	5,158.57
	4/22/2025	V03958--VALERIE CAFFESE	302538	1,700.04
	4/22/2025	V01005--TULARE COUNTY OFFICE OF EDUCATION	302523	500.00
	4/22/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	302423	4,882.85
	4/22/2025	V04579--VANESSA DENEIL WEBSTER	302531	7,813.13
	4/22/2025	V04580--VIRGININA BASURTO ESPINO	302535	928.43
	4/22/2025	V03157--KERN ISLAND INVESTORS, GP	302442	7,022.35
	4/22/2025	V03124--1020 CECIL LLC	302375	930.00

Bank	Date	Vendor	Document no.	Amount
	4/22/2025	V00947--SUNRISE VILLA PARTNERS	302513	700.00
	4/22/2025	V00932--STELLAR PLAZA LLC	302512	3,253.61
	4/22/2025	V00689--MERCED COUNTY OFFICE OF EDUCATION	302459	253.67
	4/22/2025	V02479--RONALD SHELAN	302492	5,538.00
	4/22/2025	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	302458	100.00
	4/22/2025	V02973--OMNI FAMILY HEALTH	302478	6,267.00
	4/22/2025	V02967--MORE THAN ONE DIMENSION, INC.	302463	1,800.00
	4/22/2025	V02227--CITY OF ARVIN	302394	652.38
	4/22/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302439	2,200.00
	4/22/2025	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	302402	950.00
	4/22/2025	V00798--PREWITT FAMILY DECEDENTS TRUST	302482	925.00
	4/22/2025	V01041--VINELAND SCHOOL DISTRICT	302534	375.00
	4/22/2025	V02690--HEARTS & LIVES	302428	550.00
	4/22/2025	V02796--MARK AND HELENE MCELYEA	302455	4,000.00
	4/22/2025	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	302519	700.00
	4/22/2025	V00738--NORTH OF THE RIVER RECR & PARK DIST	302467	4,797.00
	4/22/2025	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	302385	3,700.00
	4/22/2025	V00953--TAFT CITY SCHOOL DISTRICT	302514	4,923.64
	4/22/2025	V00365--FAIRFAX SCHOOL DISTRICT	302419	3,303.00
	4/22/2025	V02680--G STREET PLAZA LLC	302425	444.57
	4/22/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302411	485.00
	4/22/2025	V03814--MAURA SANDOVAL	302456	111.00
	4/22/2025	V04576--LILIANA SANTIAGO	302447	1,500.00
	4/22/2025	V02994--CLEMMER AND COMPANY	302400	2,550.00
	4/22/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302410	324.00
	4/22/2025	V00366--FAMILY RESOURCE & REFERRAL CENTER	302420	50.00
	4/22/2025	V04578--TERESA D CEDENO CASILLAS	302516	3,714.00
	4/22/2025	V04577--INTERSTATE 2010-1 LLC	302431	3,675.00
	4/22/2025	V03314--VESTIS GROUP, INC	302532	71.81
	4/22/2025	V01012--UNITED RENTALS INC	302525	204.70
	4/22/2025	V00187--CERTIFIX INC	302390	416.00
	4/22/2025	V01022--VALLEY PROPANE SERVICE	302530	209.65
	4/22/2025	V03430--SPECTRUM/CHARTER	302506	214.00
	4/22/2025	V00389--FLYERS ENERGY LLC	302424	1,125.56
	4/22/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	302415	87.30
	4/22/2025	V00582--KIMBERLITE CORPORATION	302443	295.02
	4/22/2025	V00302--DINGO ENTERPRISES INC	302412	894.40
	4/22/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302409	746.00
	4/22/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	302520	1,860.79
	4/22/2025	V00477--INDIAN WELLS VALLEY WATER DISTRICT	302430	1,123.35
	4/22/2025	V00902--SIERRA SANDS UNIFIED SCHOOL DIST	302493	2,547.00
	4/22/2025	V04528--RELIANCE FENCE COMPANY INC	302484	10,260.00
	4/22/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	302536	11,413.46
	4/22/2025	V00090--AT&T	302384	3,304.40
	4/22/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	302414	1,127.66
	4/22/2025	V00194--CHARTER COMMUNICATIONS	302391	126.25
	4/22/2025	V03427--LANEISHA HAMMOND	302444	61.66
	4/22/2025	V03157--KERN ISLAND INVESTORS, GP	302441	2,429.71
	4/22/2025	V03157--KERN ISLAND INVESTORS, GP	302440	1,089.50
	4/22/2025	V00229--COMCAST CORPORATION	302401	347.20
	4/22/2025	V00216--CITY OF STOCKTON	302399	59.00
	4/22/2025	V03288--OASIS AIR AND SOLAR	302469	17,300.00
	4/22/2025	V00216--CITY OF STOCKTON	302398	63.57
	4/22/2025	V00216--CITY OF STOCKTON	302397	57.36
	4/22/2025	V01022--VALLEY PROPANE SERVICE	302529	89.44
	4/22/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	302404	8,484.13
	4/22/2025	V00960--TEHACHAPI UNIFIED SCHOOL DISTRICT	302515	816.00

Bank	Date	Vendor	Document no.	Amount
	4/22/2025	V00544--JOSEPH REYES	302435	225.00
	4/22/2025	V03266--HALL LETTER SHOP, INC.	302427	871.20
	4/22/2025	V00207--CINTAS CORPORATION #668	302392	869.24
	4/22/2025	V00290--DELTA LIQUID ENERGY	302406	789.80
	4/22/2025	V03172--OFFICE1 LEASING	302477	181.87
	4/22/2025	V03172--OFFICE1 LEASING	302476	219.67
	4/22/2025	V03172--OFFICE1 LEASING	302475	296.27
	4/22/2025	V03172--OFFICE1 LEASING	302474	278.08
	4/22/2025	V03172--OFFICE1 LEASING	302473	2,629.04
	4/22/2025	V00914--SOUTHERN CALIFORNIA EDISON	302496	194.07
	4/22/2025	V00907--SOCALGAS	302495	407.37
	4/22/2025	V00216--CITY OF STOCKTON	302396	8.04
	4/22/2025	V00216--CITY OF STOCKTON	302395	20.14
	4/22/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302438	8,148.25
	4/22/2025	V00294--DEPARTMENT OF JUSTICE	302408	633.00
	4/22/2025	V00370--FEDEX	302421	55.80
	4/22/2025	V00787--PG&E	302481	7,604.94
	4/22/2025	V00092--AT&T	302383	287.15
	4/22/2025	V03346--MIRELLA RUBIO	302461	236.70
	4/22/2025	V04001--MAYRA ZAMBRANO TORRES	302457	161.47
	4/22/2025	V03172--OFFICE1 LEASING	302472	899.35
	4/22/2025	V03172--OFFICE1 LEASING	302471	448.01
	4/22/2025	V02977--SOUTHERN KERN UNIFIED SCHOOL DISTRICT	302497	3,885.00
	4/22/2025	V00282--DELANO UNION SCHOOL DISTRICT	302405	4,800.00
	4/22/2025	V00093--AT&T	302382	131.88
	4/22/2025	V04560--JORDAN TURNER	302434	47.60
	4/22/2025	V00249--COUNTRY CLUB SERVICE	302403	352.22
	4/22/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	302462	1,331.25
	4/22/2025	V02944--ESTHER REYES-GARZA	302417	180.60
	4/22/2025	V00599--LANGUAGE LINE SERVICES INC	302445	445.43
	4/22/2025	V02786--MARIA LAURA GONZALEZ	302452	65.10
	4/22/2025	V03396--MICHELLE OLIVEROS	302460	158.90
	4/22/2025	V03377--ALEJANDRA BAHENA	302377	232.40
	4/22/2025	V03403--VALERIA VALDEZ LOPEZ	302527	133.70
	4/22/2025	V03387--JAZMYN REDICK	302433	135.10
	4/22/2025	V03364--IRIS GONZALEZ	302432	190.40
	4/22/2025	V03360--TERESA LARA	302517	95.90
	4/22/2025	V02996--DEPARTMENT OF HUMAN RESOURCES	302407	5,085.97
	4/22/2025	X0329--LEARA LEANNE SPROTT	302446	256.20
	4/22/2025	V04173--MARIA MARTINEZ	302453	128.10
	4/22/2025	V04036--NANCY COSTA	302465	163.80
	4/22/2025	V03886--RIGOBERTO REYES	302485	109.20
	4/22/2025	V03881--RAYJEAN STONE	302483	18.20
	4/22/2025	V03870--PAULINO CRUZ	302480	70.00
	4/22/2025	V03862--OSCAR W MARTINEZ	302479	158.20
	4/22/2025	V03858--OCTAVIO OJEDA	302470	11.20
	4/22/2025	V03840--NALLELY SANCHEZ	302464	137.20
	4/22/2025	V04021--NATASHA CHUDY	302466	75.60
	4/22/2025	V03498--ANGEL TEJEDA	302381	28.00
	4/22/2025	V03453--ADILENE NAVA	302376	100.80
	4/22/2025	V03750--LORENA JUAREZ	302449	29.40
	4/22/2025	V03745--LISA MORENO	302448	77.70
	4/22/2025	V04095--KATERINA GONZALEZ-ROSARIO	302436	232.40
	4/22/2025	V04097--VICTORIA FLORES	302533	196.70
	4/22/2025	V04136--MARIA OJEDA	302454	3.50
	4/22/2025	V04094--ANA MARTINEZ	302380	101.50
	4/22/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	302526	9,014.49

Bank	Date	Vendor	Document no.	Amount
	4/22/2025	V04159--Estela Corrales	302416	146.30
	4/22/2025	V00646--MARIA AGUILAR	302451	42.22
	4/22/2025	V04430--CALIFORNIA WATER SERVICE COMPANY	302388	99.32
	4/22/2025	V00992--TOKAY PRESS INC	302522	804.03
	4/22/2025	V00169--CALIFORNIA WATER SERVICE	302387	1,650.61
	4/22/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	302511	85.41
	4/22/2025	V01009--ULINE	302524	8,918.02
	4/22/2025	V00158--CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	302386	504.68
	4/22/2025	V04498--DOMINIQUE BASSI	302413	37.92
	4/22/2025	V04090--ALEJANDRA VERDUZCO	302378	30.10
	4/22/2025	V04566--CISNEROS RESTAURANTS, INC	302393	615.38
	4/22/2025	V04493--THE BAKERSFIELD COLLEGE FOUNDATION	302518	217.00
	4/22/2025	V02479--RONALD SHELAN	302491	436.26
	4/22/2025	V02673--FIRST 5 MADERA COUNTY	302422	1,480.70
	4/22/2025	V03430--SPECTRUM/CHARTER	302505	180.00
	4/22/2025	V03430--SPECTRUM/CHARTER	302504	220.00
	4/22/2025	V03444--ST. MICHAEL'S EPISACOPAL CHURCH	302510	150.00
	4/22/2025	V03430--SPECTRUM/CHARTER	302503	945.00
	4/22/2025	V00906--SNIDERS	302494	161.40
	4/22/2025	V04529--CENTRALIZE HR, LLC	302389	29.00
	4/22/2025	V03303--NSA OP, LP - SECURE CARE SELF STORAGE	302468	293.00
	4/22/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	302509	156.25
	4/22/2025	V03625--EVELIN HERNANDEZ	302418	111.00
	4/22/2025	V03430--SPECTRUM/CHARTER	302502	200.00
	4/22/2025	V03430--SPECTRUM/CHARTER	302501	219.99
	4/22/2025	V03430--SPECTRUM/CHARTER	302500	219.99
	4/22/2025	V03430--SPECTRUM/CHARTER	302499	499.00
	4/22/2025	V03430--SPECTRUM/CHARTER	302498	301.11
	4/22/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302429	10,838.28
	4/22/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	302508	156.25
	4/22/2025	V03429--TiYONNA MITCHELL	302521	111.00
	4/22/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	302507	246.25
	4/22/2025	V00565--KERN COMMUNITY COLLEGE DISTRICT	302437	40,713.20
	4/22/2025	V01063--WESTERN PROPANE SERVICE	302537	887.84
	4/22/2025	V00429--GRIMMWAY ENTERPRISES, INC.	302426	3,760.00
	4/22/2025	V00624--LOWES COMPANIES INC	302450	1,925.37
	4/22/2025	V02479--RONALD SHELAN	302490	436.66
	4/22/2025	V02479--RONALD SHELAN	302489	435.96
	4/22/2025	V03190--ALPHA MEDIA LLC	302379	4,875.00
	4/22/2025	V02479--RONALD SHELAN	302488	170.00
	4/22/2025	V02479--RONALD SHELAN	302487	438.77
	4/22/2025	V02479--RONALD SHELAN	302486	433.84
	4/22/2025	V01022--VALLEY PROPANE SERVICE	302528	403.30
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003043	117.32
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003042	60.53
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003041	1,335.52
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003040	2,292.87
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003039	1,293.51
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003038	1,237.09
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003037	1,140.76
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003036	585.37
	4/22/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003035	208.37
	4/22/2025	V01072--YABITO CORPORATION	122234140003034	1,548.00
	4/22/2025	V01087--ZREP LLC	122234140003033	3,950.17
	4/22/2025	V02150--5905 NILES ST LLC	122234140003032	3,629.00
	4/22/2025	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140003031	3,532.50
	4/22/2025	V02653--EAST HILLS ROADWAY ASSOCIATION	122234140003030	514.73

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	4/22/2025	V03006--GRACE COMMUNITY CHURCH	122234140003029	5,578.80
	4/22/2025	V03007--JANET Y YU	122234140003028	700.00
	4/22/2025	V03159--JOHN REY	122234140003027	1,875.00
	4/22/2025	V03155--MH 3101 MALL VIEW ROAD, LLC	122234140003026	6,000.00
	4/22/2025	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140003025	44,367.81
	4/22/2025	V03191--VAL-PRO, INC	122234140003024	258.10
	4/22/2025	V03278--LODI MUSLIM MOSQUE	122234140003023	5,000.00
	4/22/2025	V03295--RANCHO DE STINE LLC	122234140003022	14,175.00
	4/22/2025	V00718--M-R PROPERTIES	122234140003021	7,091.00
	4/22/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140003020	10,225.00
	4/22/2025	V00808--PROTEUS INC	122234140003019	500.00
	4/22/2025	V00770--PAPER CONNECTION INC	122234140003018	699.40
	4/22/2025	V03191--VAL-PRO, INC	122234140003017	204.30
	4/22/2025	V03958--VALERIE CAFFESE	122234140003044	1,700.04
	4/22/2025	V03247--BKAT, INC	122234140003016	11,247.60
	4/22/2025	V03245--TIMOTHY SEXTON	122234140003015	5,696.00
	4/22/2025	V01040--VILLATORO POWER WASHING	122234140003014	325.00
	4/22/2025	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH	122234140003013	6,335.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003012	9.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003011	56.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003010	57.60
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003009	96.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003008	132.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003007	228.00
	4/22/2025	V00697--MICROSOFT CORPORATION	122234140003006	3,018.75
	4/22/2025	V00979--THE MARCOM GROUP, INC.	122234140003005	187.50
	4/22/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003004	1,460.29
	4/22/2025	V00883--SEIU LOCAL 521	122234140003003	19,503.90
	4/22/2025	V03295--RANCHO DE STINE LLC	122234140003002	1,670.23
	4/22/2025	V03191--VAL-PRO, INC	122234140003001	220.95
	4/22/2025	V00182--CDW LLC	122234140003000	25.69
	4/22/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002999	355.54
	4/22/2025	V00979--THE MARCOM GROUP, INC.	122234140002998	95.00
	4/22/2025	V00979--THE MARCOM GROUP, INC.	122234140002997	95.00
	4/22/2025	V00182--CDW LLC	122234140002996	110.75
	4/22/2025	V03191--VAL-PRO, INC	122234140002995	825.80
	4/22/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002994	3,079.54
	4/22/2025	V00286--DELL TECHNOLOGIES, INC.	122234140002993	1,272.15
	4/22/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140002992	175.87
	4/22/2025	V00522--JORGE GALINDO	122234140002991	45.00
	4/22/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002990	820.75
	4/22/2025	V03191--VAL-PRO, INC	122234140002989	607.15
	4/22/2025	V03191--VAL-PRO, INC	122234140002988	282.60
	4/22/2025	V03328--Hometown Plumbing	122234140002987	197.00
	4/22/2025	V03328--Hometown Plumbing	122234140002986	185.00
	4/22/2025	V03328--Hometown Plumbing	122234140002985	385.00
	4/22/2025	V03328--Hometown Plumbing	122234140002984	485.00
	4/22/2025	V00182--CDW LLC	122234140002983	2,781.74
	4/22/2025	V03082--IDEAL SPECIALTIES INC	122234140002982	47,399.04
	4/22/2025	V00820--RAYMOND'S TROPHY AWARDS	122234140002981	23.54
	4/22/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140002980	7,382.05
	4/22/2025	V03191--VAL-PRO, INC	122234140002979	171.85
	4/22/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002978	766.70
	4/22/2025	V02504--SUSANA R MAGANA	122234140002977	580.50
	4/22/2025	V02658--ELSA NAVARRETE	122234140002976	487.20
	4/22/2025	V03191--VAL-PRO, INC	122234140002975	881.70
	4/22/2025	V03328--Hometown Plumbing	122234140002974	185.00

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	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002973	633.20
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002972	3.67
	4/22/2025	V03239--AMAROK, LLC	122234140002971	3,069.00
	4/22/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140002970	85.28
	4/22/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140002969	912.08
	4/22/2025	V03925--SAVANNAH FLORES	122234140002968	443.10
	4/22/2025	V03867--PATRICIA ROBLES WESLEY	122234140002967	185.50
	4/22/2025	V03866--PATRICIA MEXICANO	122234140002966	112.00
	4/22/2025	V03863--PALOMA SANDOVAL	122234140002965	137.90
	4/22/2025	V03832--MONICA CASTANEDA	122234140002964	23.80
	4/22/2025	V03822--MELISSA DELA GARZA	122234140002963	84.00
	4/22/2025	V03620--ESTEFANIE VIDAURY	122234140002962	158.20
	4/22/2025	V03584--DENISE COOPER	122234140002961	140.00
	4/22/2025	V03493--ANDREA MARQUEZ	122234140002960	143.50
	4/22/2025	V03414--ALMA SANCHEZ	122234140002959	0.70
	4/22/2025	V03407--CINDY RUIZ	122234140002958	100.80
	4/22/2025	V03401--TRINO LOPEZ	122234140002957	161.70
	4/22/2025	V03384--GLORIA GONZALEZ	122234140002956	166.60
	4/22/2025	V03382--DENA WALKER	122234140002955	196.70
	4/22/2025	V03380--CARITINA PEREZ	122234140002954	200.90
	4/22/2025	V03376--ANGELICA PALMA	122234140002953	182.00
	4/22/2025	V03374--ADRIANA LOPEZ	122234140002952	157.50
	4/22/2025	V03365--MANUEL BALTIER	122234140002951	245.00
	4/22/2025	V03339--ANGELICA NELSON	122234140002950	208.60
	4/22/2025	V03191--VAL-PRO, INC	122234140002949	699.60
	4/22/2025	V03057--CSG-NAM, LLC	122234140002948	1,134.78
	4/22/2025	V02958--MARIA D FLORES TORRES	122234140002947	396.20
	4/22/2025	V02955--LOANA LUGO	122234140002946	158.90
	4/22/2025	V02778--MARIA C VARELA	122234140002945	215.60
	4/22/2025	V02411--MARISELA GONZALEZ	122234140002944	186.20
	4/22/2025	V01077--YOLANDA OCHOA	122234140002943	228.20
	4/22/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140002942	15.51
	4/22/2025	V00905--SMART & FINAL	122234140002941	892.26
	4/22/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140002940	1,169.55
	4/22/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140002939	594.80
	4/22/2025	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140002938	4,718.00
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002937	156.63
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002936	97.64
	4/22/2025	V00182--CDW LLC	122234140002935	1,042.09
	4/22/2025	V03080--AZUGA, INC.	122234140002934	495.00
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002933	161.64
	4/22/2025	V00024--ADP, LLC.	122234140002932	25,115.79
	4/22/2025	V03692--JOSEPH AGUILAR	122234140002931	360.00
	4/22/2025	V03804--MARLENE RUIZ HERNANDEZ	122234140002930	360.00
	4/22/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140002929	36,670.71
	4/22/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140002928	4,986.73
	4/22/2025	V03421--REBECCA MORENO	122234140002927	360.00
	4/22/2025	V00585--KNIGHT'S SITE SERVICES INC	122234140002926	4,250.70
	4/22/2025	V04527--SB360 HOLDINGS LLC	122234140002925	25,012.50
	4/22/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140002924	1,566.50
	4/22/2025	V03718--KELLY LOWERY	122234140002923	496.10
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002922	319.90
	4/22/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140002921	327.45
	4/22/2025	V00874--SAVE MART SUPERMARKETS	122234140002920	170.69
	4/22/2025	V00047--ALTEC	122234140002919	62.04
	4/22/2025	V00182--CDW LLC	122234140002918	774.25
	4/22/2025	V04070--TERRIVA PORTER	122234140002917	410.90

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	4/22/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140002916	487.50
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002915	54.11
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002914	206.96
	4/22/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140002913	375.00
	4/22/2025	V03191--VAL-PRO, INC	122234140002912	257.50
	4/22/2025	V03186--BLUETRITON BRANDS INC	122234140002911	5,054.53
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002910	1,079.08
	4/22/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140002909	12,286.37
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002908	1,564.35
	4/22/2025	V03939--SULEMA GARCIA	122234140002907	602.96
	4/22/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140002906	1,251.20
	4/22/2025	V04100--ALEJANDRA TREVINO	122234140002905	162.40
	4/22/2025	V03492--Andrea Chavez	122234140002904	494.38
	4/22/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140002903	3,313.50
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002902	352.82
	4/22/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140002901	1,350.00
	4/22/2025	V00312--DONAHUE TRUCK CENTERS	122234140002900	11,019.10
	4/22/2025	V00543--JOSEPH J. BLAKE AND ASSOCIATES INC	122234140002899	4,600.00
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002898	1,022.84
	4/22/2025	V01033--VERNON SORENSON MD INC	122234140002897	25.00
	4/22/2025	V00182--CDW LLC	122234140002896	1,606.30
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002895	1,771.32
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002894	337.80
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002893	572.96
	4/22/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140002892	26,515.37
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002891	305.21
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002890	305.21
	4/22/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140002889	423.01
	4/22/2025	V00640--MANAGEMENT INFORMATION TECHNOLOGY USA	122234140002888	75,077.00
	4/22/2025	V01044--W W GRAINGER INC	122234140002887	849.54
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002886	1,172.48
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002885	1,573.53
	4/22/2025	V00796--POWER MACHINERY CENTER	122234140002884	84.63
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002883	829.81
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002882	947.62
	4/22/2025	V00721--NARAMA INC. - TREK IMAGING	122234140002881	486.04
	4/22/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140002880	3,704.81
	4/22/2025	V00704--MISSION LINEN SUPPLY	122234140002879	80.89
	4/22/2025	V03188--ACCO ENGINEERED SYSTEMS, INC.	122234140002878	3,631.00
	4/22/2025	V00406--GARCIA INDUSTRIES INC	122234140002877	8,253.70
	4/22/2025	V04180--DIESEL DIRECT LLC	122234140002876	736.61
	4/22/2025	V03295--RANCHO DE STINE LLC	122234140002875	2,177.03
	4/22/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140002874	1,455.96
	4/22/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140002873	96,150.72
	4/22/2025	V01033--VERNON SORENSON MD INC	122234140002872	25.00
	4/22/2025	V01033--VERNON SORENSON MD INC	122234140002871	25.00
	4/22/2025	V00543--JOSEPH J. BLAKE AND ASSOCIATES INC	Voided - 122234140002423	-4,600.00
	4/22/2025	P02350--ESCUELITA HERNANDEZ LITTLE SCHOOL	Voided - 301733	-12,286.37
	4/23/2025	P00383--PATRICIA H MARTINEZ	302571	762.19
	4/23/2025	P02351--ALMA DELIA WENCES	122234140003143	2,438.97
	4/23/2025	P02284--ANDREA GUADALUPE DIAZ	122234140003142	1,886.56
	4/23/2025	P01033--BLANCA ESTELA JIMENEZ	122234140003141	892.56
	4/23/2025	P02326--MARIA J MARTINEZ DE GARCIA	302563	2,558.01
	4/23/2025	P02300--ELOISA MONTES DE ROMERO	302550	1,326.93
	4/23/2025	P01069--HERLINDA NOLASCO DE GONZALEZ	302553	984.41
	4/23/2025	P02261--JUANA MORILLON GUILLEN	302558	4,193.68
	4/23/2025	P00705--AMPARO MAGANA	302541	1,844.38

Bank	Date	Vendor	Document no.	Amount
	4/23/2025	P00582--JUANA H PIMENTEL	302557	7,932.87
	4/23/2025	P02160--ROSALBA CABRAL	302567	999.69
	4/23/2025	P02154--GUADALUPE CABRERA	302551	12,813.48
	4/23/2025	P02100--SOCORRO LARA DE GOVEA	302569	989.71
	4/23/2025	P02431--ROCIO VERONICA MUNIZ CERECEDA	302566	2,593.22
	4/23/2025	P02426--ANNA DELFINA REYES	302544	11,770.17
	4/23/2025	P01884--BLANCA NELLY VERA	302545	1,962.49
	4/23/2025	P02377--CANYON HILLS PRESCHOOL	302547	2,025.82
	4/23/2025	P01849--LORI MACIAS CERNA	302559	2,740.89
	4/23/2025	P02523--MARCELINA PERALTA	302562	1,251.31
	4/23/2025	P02819--JAQUILINA GARCIA OSORIO	302554	622.38
	4/23/2025	P02832--ANDREA MOHAMMED	302543	2,230.12
	4/23/2025	P02833--MANUEL VILLAGOMEZ	302561	2,691.65
	4/23/2025	P02840--MAURA J CHAVOLLA	302564	3,187.99
	4/23/2025	P02865--JENNIFER REYES	302555	1,124.65
	4/23/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	302542	2,825.27
	4/23/2025	P00444--LUZ E VENEGAS	302560	8,841.13
	4/23/2025	P00325--YOLANDA SALDANA MORENO	302570	992.65
	4/23/2025	P02861--GUADALUPE LARA GONZALEZ	302552	514.87
	4/23/2025	P02881--PERLA GUADALUPE DAIZ MORENO	302565	1,223.87
	4/23/2025	P02774--JOSEFA HERNANDEZ DE RODRIGUEZ	302556	2,499.15
	4/23/2025	P02874--DELMA CERVANTES CORTES	302549	95.00
	4/23/2025	P02639--CARMELITA JACINTA MORALES MEJIA	302548	622.38
	4/23/2025	P02596--BRIGHT FUTURES PRESCHOOL 2	302546	1,012.91
	4/23/2025	P02679--ROSELIA MADERA CALDERA	302568	2,087.72
	4/23/2025	P02676--ALMA YANETH NUNEZ GUTIERREZ	302540	603.48
	4/23/2025	P02894--MARIBEL GARCIA RAMIREZ	122234140003140	365.53
	4/23/2025	P02889--KIDS RAINBOW INC	122234140003139	2,413.16
	4/23/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140003138	2,600.18
	4/23/2025	P02863--LAURA ANDRADE	122234140003137	2,879.58
	4/23/2025	P02799--ARACELI CASTRO BARRAZA	122234140003136	1,007.12
	4/23/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140003135	96.24
	4/23/2025	P02780--MARISSA LOPEZ LOPEZ	122234140003134	4,670.57
	4/23/2025	P02755--LORRAINE DIAZ	122234140003133	2,634.36
	4/23/2025	P02739--CELESTINA ANDREAH CONTRERAS	122234140003132	584.68
	4/23/2025	P02725--BAUDELINA SANTOS PACHECO	122234140003131	7,454.12
	4/23/2025	P02721--OLGA LIRA DE GALLARDO	122234140003130	2,834.09
	4/23/2025	P02707--MAGDALENA GUERRERO DE PARRA	122234140003129	6,059.58
	4/23/2025	P02701--LOURDES DE MOYA DE CAMILO	122234140003128	2,798.24
	4/23/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140003127	2,211.55
	4/23/2025	P02690--STEPHANIE VERDUGO	122234140003126	140.00
	4/23/2025	P02652--MARIA ESTELA ARROYO	122234140003125	1,820.24
	4/23/2025	P02637--DEANNA RAMIREZ	122234140003124	1,911.90
	4/23/2025	P02634--EVA DILMA VARGAS	122234140003123	7,817.71
	4/23/2025	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	122234140003122	5,930.73
	4/23/2025	P02609--ROSAURA IBARRA OROZCO	122234140003121	4,486.61
	4/23/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140003120	3,221.54
	4/23/2025	P02584--NORMA PULIDO CRUZ	122234140003119	2,661.73
	4/23/2025	P02567--LORENA PEREZ MELGOZA	122234140003118	8,466.37
	4/23/2025	P02552--AZUCENA C ESCAMILLA-MARTINEZ	122234140003117	3,186.42
	4/23/2025	P02551--ANGELICA VALIENTE DE BARRAGAN	122234140003116	5,803.03
	4/23/2025	P02543--MARISOL PEREZ	122234140003115	2,883.85
	4/23/2025	P02537--MIRIAM GOMEZ ZARATE	122234140003114	2,834.09
	4/23/2025	P02535--JESSICA MICHELLE ANDRADE	122234140003113	2,892.13
	4/23/2025	P02529--ROSA M SALAZAR	122234140003112	636.99
	4/23/2025	P02526--MARTINA RANGEL	122234140003111	4,913.62
	4/23/2025	P02516A--EVANY MURILLO	122234140003110	997.18

Bank	Date	Vendor	Document no.	Amount
	4/23/2025	P02510A--NUBIA IVETTE ACEVES RODRIGUEZ	122234140003109	661.22
	4/23/2025	P02503--YESENIA SALAZAR-PENA	122234140003108	3,579.11
	4/23/2025	P02481--Maricela Munoz Sanchez	122234140003107	4,813.51
	4/23/2025	P02468--DAVID PANTOJA	122234140003106	549.24
	4/23/2025	P02464--Gladys Isela Rodriguez	122234140003105	3,107.05
	4/23/2025	P02463--Yadira Rebolledo	122234140003104	3,460.22
	4/23/2025	P02435--JANET GARCIA-ALAPIZCO	122234140003103	9,792.80
	4/23/2025	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140003102	4,502.65
	4/23/2025	P02387--MARIA G SANCHEZ ESCALERA	122234140003101	3,521.58
	4/23/2025	P02386--GREGORIA GALLEGOS	122234140003100	248.11
	4/23/2025	P02370--MARIA C ARELLANO DE CONTRERAS	122234140003099	916.76
	4/23/2025	P02334--SILVIA E ZUNIGA	122234140003098	12,260.38
	4/23/2025	P02329--JULISSA MARIE ARAGON	122234140003097	3,214.62
	4/23/2025	P02324--Luz Maria Ramirez	122234140003096	851.60
	4/23/2025	P02323--SONIA PANTOJA	122234140003095	4,669.07
	4/23/2025	P02314--KENDAHL ROSE ROWE	122234140003094	9,467.92
	4/23/2025	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140003093	892.56
	4/23/2025	P02295--EDUVIJES SUAREZ	122234140003092	3,160.37
	4/23/2025	P02278--HAYDEE ESTEBAN	122234140003091	1,627.78
	4/23/2025	P02275--GUADALUPE PEREZ DOMINGUEZ	122234140003090	1,911.90
	4/23/2025	P02237--IRMA SANDOVAL ROBLES	122234140003089	6,944.33
	4/23/2025	P02232--DEYSI ISELA ESQUIVEL	122234140003088	4,383.85
	4/23/2025	P02217--MARIA LUISA CASAS	122234140003087	9,918.93
	4/23/2025	P02215--ERIKA L CENTENO	122234140003086	7,118.98
	4/23/2025	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140003085	5,852.69
	4/23/2025	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140003084	7,793.09
	4/23/2025	P02189--MARIA ELENA CASTILLO	122234140003083	2,009.88
	4/23/2025	P02173--BERTHA CONTRERAS	122234140003082	8,299.31
	4/23/2025	P02158--CASA DE ADORACION TULARE	122234140003081	11,328.70
	4/23/2025	P02080--MARIA F MARTINEZ	122234140003080	4,810.61
	4/23/2025	P02036--VIRGINIA FERREIRA	122234140003079	8,165.14
	4/23/2025	P01981--EDITH DE LEON	122234140003078	2,068.99
	4/23/2025	P01943--GLORIA MORENO DE HERNANDEZ	122234140003077	1,822.99
	4/23/2025	P01941--JUANA RAMOS MUNOZ	122234140003076	1,386.12
	4/23/2025	P01919--MARIA FRANCISCA MENA	122234140003075	9,469.61
	4/23/2025	P01917--DAISY ALMIDA GONZALEZ	122234140003074	425.27
	4/23/2025	P01910--ANDREA BUENROSTRO	122234140003073	8,976.72
	4/23/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140003072	174.97
	4/23/2025	P01850--RUTH CARINA PAREDES	122234140003071	6,000.69
	4/23/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140003070	237.27
	4/23/2025	P01806--MARIA E SANCHEZ DE GOMEZ	122234140003069	6,691.75
	4/23/2025	P01765--VERONICA ALVAREZ	122234140003068	1,482.87
	4/23/2025	P01685--SILVIA PRECIADO	122234140003067	1,685.95
	4/23/2025	P01561--ANA M. DAVILA	122234140003066	3,948.75
	4/23/2025	P01518--ROMELIA MORENO DE ESPINOZA	122234140003065	7,149.13
	4/23/2025	P01414--MARIA SALOME IBARRA	122234140003064	1,009.10
	4/23/2025	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140003063	3,743.07
	4/23/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140003062	1,784.08
	4/23/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140003061	4,539.28
	4/23/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140003060	1,354.71
	4/23/2025	P00818--MARICELA CORTEZ	122234140003059	9,757.62
	4/23/2025	P00810--MAGDA F. SALDIVAR	122234140003058	5,723.19
	4/23/2025	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140003057	8,331.30
	4/23/2025	P00773--ROSALINDA G. OCHOA	122234140003056	13,408.16
	4/23/2025	P00718--JUANA CORTEZ DE PEREZ	122234140003055	8,627.22
	4/23/2025	P00682--Bertha Moreno	122234140003054	5,152.13
	4/23/2025	P00661--SOCORRO A MENDOZA	122234140003053	4,016.27

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	4/23/2025	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140003051	13,241.04
	4/23/2025	P00446--OLGA ZAMAGO	122234140003050	1,796.50
	4/23/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140003049	251.74
	4/23/2025	P00043--MARIA TERESA ALANIS	122234140003048	4,443.94
	4/23/2025	P00014--LILIA ISORDIA DE RANGEL	122234140003047	4,154.91
	4/23/2025	P00004--EMILY RAMIREZ - KIDS N US DAYCARE	122234140003046	946.82
	4/23/2025	P00003--CATALINA CASTRO AYALA	122234140003045	11,069.94
	4/23/2025	V04581--AMBERLY NICOLE CATALAN	302539	1,514.24
	4/23/2025	V03958--VALERIE CAFFESE	Voided - 122234140003044	-1,700.04
	4/25/2025	V04328--LEONOR CASILLAS MAGALLON	302572	1,217.82
	4/25/2025	V04583--MARIAH RENE ESTRADA	302573	1,042.24
	4/29/2025	V04544--ELAN	45748	62,945.03
	4/29/2025	V04585--NORMAN D ALEXANDER	302607	3,150.00
	4/29/2025	V01809--BGA PROPERTIES INC	302578	2,997.00
	4/29/2025	V00801--PRODUCERS DAIRY FOODS INC	302626	2,805.37
	4/29/2025	V00213--CITY OF MANTECA	302584	1,381.05
	4/29/2025	V00611--LEVEL 3 FINANCING INC	302599	1,616.98
	4/29/2025	V03152--PAYROLLORG	302620	305.00
	4/29/2025	V00992--TOKAY PRESS INC	302643	142.84
	4/29/2025	V00801--PRODUCERS DAIRY FOODS INC	302625	660.20
	4/29/2025	V03288--OASIS AIR AND SOLAR	302610	15,800.00
	4/29/2025	V00813--QUADIENT LEASING USA, INC	302627	198.02
	4/29/2025	V00252--COUNTY OF KERN PUBLIC WORKS	302585	20.85
	4/29/2025	V01009--ULINE	302644	6,526.17
	4/29/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	302639	1.12
	4/29/2025	V00801--PRODUCERS DAIRY FOODS INC	302624	1,974.08
	4/29/2025	V00014--Accrue Solutions Holding Co, LLC	302574	40.00
	4/29/2025	V04161--LORENA ORTIZ IBARRA	302601	407.40
	4/29/2025	V04429--BS& E INC	302579	65.09
	4/29/2025	V00801--PRODUCERS DAIRY FOODS INC	302623	395.91
	4/29/2025	V03053--CAL KERN CABINETS, INC	302581	185.00
	4/29/2025	V00906--SNIDERS	302633	37.89
	4/29/2025	V00370--FEDEX	302590	70.70
	4/29/2025	V00914--SOUTHERN CALIFORNIA EDISON	302637	30.30
	4/29/2025	V00907--SOCALGAS	302634	27.29
	4/29/2025	V01069--WY CONSULTING GROUP	302648	1,687.50
	4/29/2025	V00801--PRODUCERS DAIRY FOODS INC	302622	2,490.08
	4/29/2025	V00914--SOUTHERN CALIFORNIA EDISON	302636	1,571.06
	4/29/2025	V00914--SOUTHERN CALIFORNIA EDISON	302635	102.89
	4/29/2025	V00092--AT&T	302577	1,561.86
	4/29/2025	V00821--REGION IX HEAD START ASSOCIATION	302628	1,960.00
	4/29/2025	V03314--VESTIS GROUP, INC	302646	71.81
	4/29/2025	V03217--KARADANIS SURVIVORS TRUST	302595	595.00
	4/29/2025	V00015--ACCUCUT, LLC	302575	110.00
	4/29/2025	V03288--OASIS AIR AND SOLAR	302609	950.00
	4/29/2025	V00968--THE BAKERSFIELD CALIFORNIAN, INC. (DBA THE TEHACHAPI NEWS)	302642	869.40
	4/29/2025	V00624--LOWES COMPANIES INC	302602	20,146.91
	4/29/2025	V00592--LAKESHORE EQUIPMENT COMPANY	302598	1,739.58
	4/29/2025	V00576--KERN RIVER PROPANE INC	302596	6,474.00
	4/29/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302588	453.00
	4/29/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302587	453.00
	4/29/2025	V00290--DELTA LIQUID ENERGY	302586	799.80
	4/29/2025	V03172--OFFICE1 LEASING	302618	171.00
	4/29/2025	V03172--OFFICE1 LEASING	302617	171.00
	4/29/2025	V03172--OFFICE1 LEASING	302616	171.00
	4/29/2025	V03172--OFFICE1 LEASING	302615	170.61

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	4/29/2025	V03172--OFFICE1 LEASING	302612	125.39
	4/29/2025	V03172--OFFICE1 LEASING	302611	125.97
	4/29/2025	V00885--SEQUOIA SANDWICH COMPANY	302630	673.75
	4/29/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	302649	2,124.02
	4/29/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	302619	3,375.00
	4/29/2025	V00683--MCWILLIAMS & WALDEN INC	302605	5,211.99
	4/29/2025	V00903--SIGNAL SERVICE INC	302632	225.00
	4/29/2025	V03280--JEREMY MARRS	302593	4,598.00
	4/29/2025	V00953--TAFT CITY SCHOOL DISTRICT	302640	3,660.00
	4/29/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302591	5,635.74
	4/29/2025	V00642--MANUEL G BARRIOS	302603	75.00
	4/29/2025	V03056--UNITED METHODIST CHURCH OF RIDGECREST	302645	600.00
	4/29/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	302647	1,006.92
	4/29/2025	V04572--ERICA FRIAS	302589	32.20
	4/29/2025	V00896--SHEVADA DOVE-WILLIAMS	302631	352.80
	4/29/2025	V00646--MARIA AGUILAR	302604	183.40
	4/29/2025	V03389--LIGIA JOHNSON	302600	20.30
	4/29/2025	P02514--JESSICA CERVANTES	302594	58.80
	4/29/2025	V04322--KIMIKA PORTER	302597	65.80
	4/29/2025	V03303--NSA OP, LP - SECURE CARE SELF STORAGE	302608	43.95
	4/29/2025	V00139--BUCK OWENS PRODUCTION CO. , INC	302580	3,000.00
	4/29/2025	V02178--ANGELICA HERALDEZ	302576	102.65
	4/29/2025	V02946--ICELA GUTIERREZ CUEVAS	302592	102.65
	4/29/2025	V04520--NEW GEN ENGINEERING GROUP, INC.	302606	5,150.00
	4/29/2025	V00787--PG&E	302621	12,993.14
	4/29/2025	V04459--SPECIALTY TRIM AND AWNING INC	302638	925.53
	4/29/2025	V03360--TERESA LARA	302641	814.80
	4/29/2025	X0386--SAGASER WATKINS & WIELAND PC	302629	5,348.66
	4/29/2025	V00207--CINTAS CORPORATION #668	302583	958.67
	4/29/2025	V04432--CAZADOR CONSULTING GROUP INC	302582	3,974.97
	4/29/2025	V00312--DONAHUE TRUCK CENTERS	122234140003342	864.94
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003341	2,105.78
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003340	35,132.36
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003339	4,292.28
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003338	1,460.29
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003337	56.88
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003336	32.21
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003335	33.14
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003334	37.38
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	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003329	50.00
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	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003320	156.40
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003319	157.73
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003318	175.90

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	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003316	593.42
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	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003314	573.47
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003313	527.00
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003312	485.79
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003311	439.23
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003310	410.44
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003309	282.98
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003308	255.17
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003307	237.16
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003306	203.59
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003305	203.26
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003304	186.86
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003303	20,548.30
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003302	232.57
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	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003300	317.12
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	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003297	527.02
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	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003295	268.88
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003294	836.55
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003293	1,092.86
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003292	36.62
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003291	1,299.49
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	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003289	13,248.35
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003288	16,204.39
	4/29/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003287	99.70
	4/29/2025	V03411--SAVANNAH OATES	122234140003286	342.00
	4/29/2025	V00522--JORGE GALINDO	122234140003285	45.00
	4/29/2025	V03191--VAL-PRO, INC	122234140003284	268.20
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003283	1,279.69
	4/29/2025	V03422--LOIS HANNIBLE	122234140003282	53.97
	4/29/2025	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140003281	137.00
	4/29/2025	V00284--DELK PEST CONTROL	122234140003280	720.00
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003279	1,583.30
	4/29/2025	V00905--SMART & FINAL	122234140003278	227.40
	4/29/2025	V00937--STINSON STATIONERS	122234140003277	471.80
	4/29/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140003276	75,146.30
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003275	256.52
	4/29/2025	V03191--VAL-PRO, INC	122234140003274	176.05
	4/29/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003273	1,213.63
	4/29/2025	V00704--MISSION LINEN SUPPLY	122234140003272	55.68
	4/29/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003271	140.00
	4/29/2025	V01033--VERNON SORENSON MD INC	122234140003270	100.00
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003269	98.65
	4/29/2025	V00522--JORGE GALINDO	122234140003268	300.00
	4/29/2025	V00697--MICROSOFT CORPORATION	122234140003267	228.00
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003266	122.95
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003265	382.47
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003264	234.68
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003263	154.56
	4/29/2025	V00384--FIVE9 INC	122234140003262	5,010.00
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003261	55.41

Bank	Date	Vendor	Document no.	Amount
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003260	28.57
	4/29/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003259	24,480.00
	4/29/2025	V03866--PATRICIA MEXICANO	122234140003258	39.75
	4/29/2025	V00312--DONAHUE TRUCK CENTERS	122234140003257	2,942.04
	4/29/2025	V00595--LAMONT GENERAL STORE	122234140003256	36.77
	4/29/2025	V00182--CDW LLC	122234140003255	310.48
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003254	1,713.66
	4/29/2025	V03328--Hometown Plumbing	122234140003253	135.00
	4/29/2025	V00182--CDW LLC	122234140003252	376.03
	4/29/2025	V00704--MISSION LINEN SUPPLY	122234140003251	55.68
	4/29/2025	V00478--INDOFF INCORPORATED	122234140003250	425.00
	4/29/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140003249	3,084.95
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003248	291.35
	4/29/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003247	40,000.00
	4/29/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003246	80.00
	4/29/2025	V03328--Hometown Plumbing	122234140003245	129.00
	4/29/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003244	330.00
	4/29/2025	V03147--SEQUOIA PAINT ENTERPRISE	122234140003243	45.23
	4/29/2025	V03328--Hometown Plumbing	122234140003242	155.00
	4/29/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140003241	61.25
	4/29/2025	V01044--W W GRAINGER INC	122234140003240	673.16
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003239	447.91
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003238	449.65
	4/29/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003237	20,491.63
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003236	1,117.28
	4/29/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003235	6,600.00
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003234	103.11
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003233	93.50
	4/29/2025	V00182--CDW LLC	122234140003232	199.26
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003231	180.07
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003230	534.37
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003229	752.27
	4/29/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003228	140.00
	4/29/2025	V00029--ADVANCED DATA STORAGE	122234140003227	275.62
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003226	1,922.50
	4/29/2025	V00182--CDW LLC	122234140003225	2,781.74
	4/29/2025	V00236--COMMUNITY PRODUCTS LLC	122234140003224	1,331.48
	4/29/2025	V00770--PAPER CONNECTION INC	122234140003223	574.73
	4/29/2025	V02330--JEREMY T TOBIAS	122234140003222	75.00
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003221	14.78
	4/29/2025	V03316--YESENIA MONTOYA	122234140003220	3,750.00
	4/29/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003219	2,778.53
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003218	67.52
	4/29/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140003217	3,510.41
	4/29/2025	V00182--CDW LLC	122234140003216	1,293.14
	4/29/2025	V00128--BRADY INDUSTRIES	122234140003215	16,286.71
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003214	1,084.69
	4/29/2025	V04034--RINGCENTRAL INC.	122234140003213	21,095.43
	4/29/2025	V03239--AMAROK, LLC	122234140003212	1,745.00
	4/29/2025	V03174--OFFICE IMAGING, INC	122234140003211	186.02
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003210	91.56
	4/29/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140003209	26,683.20
	4/29/2025	V03344--ANNELISA PEREZ	122234140003208	138.60
	4/29/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140003207	30,009.39
	4/29/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140003206	15,157.65
	4/29/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140003205	846.81
	4/29/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140003204	247.55

Bank	Date	Vendor	Document no.	Amount
	4/29/2025	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140003203	28,156.57
	4/29/2025	V03341--KARAYA GAGE	122234140003202	26.60
	4/29/2025	V03088--INNOVATIVE HEALTH CARE SOLUTIONS	122234140003201	112.00
	4/29/2025	V02888--SUSIE E MARTINEZ	122234140003200	50.40
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003199	18,520.82
	4/29/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003198	142.65
	4/29/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003197	536.33
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003196	405.68
	4/29/2025	V03276--CRAIG A. LAMOND	122234140003195	68,752.05
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003194	59.10
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003193	396.95
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003192	291.59
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003191	956.13
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003190	170.87
	4/29/2025	V04490--KINDER SYSTEMS INC.	122234140003189	16,044.30
	4/29/2025	V00182--CDW LLC	122234140003188	522.09
	4/29/2025	V04490--KINDER SYSTEMS INC.	122234140003187	14,348.23
	4/29/2025	V03297--RESTAURANT SUPPLY, LLC	122234140003186	14,799.59
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003185	1,126.67
	4/29/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003184	475.00
	4/29/2025	V00182--CDW LLC	122234140003183	316.69
	4/29/2025	V00182--CDW LLC	122234140003182	1,148.80
	4/29/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003181	77.28
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003180	2,034.83
	4/29/2025	V03301--COLLETTE ROYAL	122234140003179	8,250.00
	4/29/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003178	653.47
	4/29/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003177	1,267.55
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003176	759.01
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003175	39.19
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003174	117.75
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003173	1,331.48
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003172	872.67
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003171	521.35
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003170	96.10
	4/29/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140003169	1,178.91
	4/29/2025	V04180--DIESEL DIRECT LLC	122234140003168	1,476.40
	4/29/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003167	1,232.77
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003166	274.27
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003165	25.98
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003164	125.53
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003163	86.84
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003162	8.23
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003161	640.78
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003160	90.09
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003159	111.26
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003158	646.73
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003157	434.85
	4/29/2025	V00721--NARAMA INC. - TREK IMAGING	122234140003156	1,535.26
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003155	148.04
	4/29/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140003154	725.04
	4/29/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003153	2,337.92
	4/29/2025	V03174--OFFICE IMAGING, INC	122234140003152	21.85
	4/29/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140003151	27,018.45
	4/29/2025	V00182--CDW LLC	122234140003150	1,870.81
	4/29/2025	V00182--CDW LLC	122234140003149	101.81
	4/29/2025	V03174--OFFICE IMAGING, INC	122234140003148	128.00
	4/29/2025	V00452--HEWLETT-PACKARD COMPANY	122234140003147	1,274.42

Bank	Date	Vendor	Document no.	Amount
	4/29/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140003146	2,801.98
	4/29/2025	V01077--YOLANDA OCHOA	122234140003145	102.20
	4/29/2025	V00796--POWER MACHINERY CENTER	122234140003144	507.47
	4/30/2025	V02939--DIVERSIFIED PROJECT SERVICES INTERNATIONAL, INC.	302652	18,832.00
	4/30/2025	V01760--Able Property Management	Voided - 301792	-40.00
	4/30/2025	P02514--JESSICA CERVANTES	Voided - 302594	-58.80
	4/30/2025	V03346--MIRELLA RUBIO	302650	1,483.00
	4/30/2025	V03360--TERESA LARA	302651	407.40
	4/30/2025	V03360--TERESA LARA	Voided - 302641	-814.80
Total for CBB - Operating Acct				**7,929,263.50**

MEMORANDUM

To: Board of Directors

From: Annelisa Perez, Community Development Supervisor

Date: June 25, 2025

Subject: *Agenda Item IV(f)*: Development Status of the Strategic Plan 2025-29 - **Info Item**

As we continue progress toward the development of CAPK's 2025–2029 Strategic Plan, we want to share an update with the Board on activities completed to date and the emerging direction of the plan.

Following the Board's earlier informational briefing on October 30, 2024, our agency officially launched the strategic planning process in partnership with Government Leadership Solutions (GLS), a consulting firm selected for their experience in strategic planning, data-informed facilitation, and frameworks such as PESTLE (Political, Economic, Social, Technological, Legal, Environmental) and SMARTIE (Specific, Measurable, Action-Oriented, Relevant, Time-Bound, Inclusive, Equitable). Their team is currently guiding CAPK through an inclusive, multi-phase journey that will culminate in a completed plan by Fall 2025.

Planning Activities Completed to Date:

- Kickoff Meetings were held with staff in January 2025 to build awareness, ownership, and momentum across departments.
- A Strategic Planning Team comprised of cross-departmental staff and leadership was formed to participate in structured discovery and design sessions.
- GLS introduced CAPK to their four-stage planning model: Discovery, Dream, Design, and Destiny, which continues to guide this process.

Meeting Breakdown

Purpose	Responsibility Matrix	Quantity
Administrative Meetings	Community Dev. Admin Team	12
Internal Focus Groups	Staff and Board Members	8
External Focus Groups	Private, CBO's, Gov. & Donor partners	4
One on One Meetings	All Chief Officers	6
Planning Sessions	Planning Team (Leadership staff)	5
Tweet Activities	Key Strategic Priority Groups	25
Executive Meetings	Executive Leadership (Chiefs and Directors)	6
	Total Meetings	**66**

Emerging Strategic Priorities:
Through staff and leadership input, four Strategic Priorities have emerged and are being further refined through the planning process:

- Community Investments – Advance pathways out of poverty by investing in transformational services that support self-sufficiency through education, employment, housing, health, and basic needs.

- Strategic Partnerships – Strengthen and expand cross-sector partnerships to support community-wide transformation.

- Organizational Culture – Foster a high-performing, learning-focused work culture that attracts, retains, and develops talent.

- Data-Driven Decision Making – Increase data utilization to drive operational efficiency, fiscal stewardship, and program performance.

These strategic priorities are informed by CAPK's mission and values and shaped by internal insights and external community needs. The planning process remains collaborative and data-informed, ensuring that the final plan will reflect both CAPK's operational realities and bold aspirations for the communities we serve.

Next Steps:
Over the next several months, the strategic planning team will finalize goal areas, measurable objectives, and timelines. A draft plan is anticipated later this summer, with a formal staff recommendation to the Board for adoption in fall of 2025.

This memo is provided for informational purposes only. A formal action item will be presented to the Board in the coming months.

Please feel free to reach out with any questions or input. We thank the Board for its continued support and engagement in shaping the future of CAPK.

Attachments:
Priority B1- Investments –Goal Planning Worksheet
Priority B2 – Partnerships – Goal Planning Worksheet
Priority C1- Agency Culture – Goal Planning Worksheet
Priority C2-Data Driven Decisions- Goal Planning Worksheet

Strategic Priority B1 (Community Investments)

Advance pathways out of poverty by making targeted, community-centered investments that expand access to education, employment, housing, health, and basic needs. We aim to support transformational services that help individuals and families achieve lasting stability, economic mobility, and the ability to meet their needs without ongoing public or charitable assistance, our benchmark for self-sufficiency. Resilient communities are built by strengthening systems, honoring lived experience, and empowering people to define and pursue their own vision of success.

Why is This Priority Important?

At CAPK, we are committed to supporting pathways out of poverty through community-centered investments, transformational services, and building resilient communities. It's about empowering individuals and families to achieve their own version of self-sufficiency and break the cycle of dependency on social services.

Affordable housing solutions are crucial to CAPK's vision as they promote housing stability, which is essential for self-sufficiency. By collaborating with housing authorities and utilizing diverse funding streams, we can explore both new construction and renovations of existing infrastructures. It's important to offer on-site support services that assist individuals in maintaining their housing, especially with issues like rental assistance and evictions. Through technology and strategic partnerships, we can remove barriers to accessing resources, helping to create a self-sufficient community where individuals are empowered to improve their circumstances.

To achieve these goals, we aim to align our services with our mission and prioritize workforce development so that clients and communities can achieve independence. This includes maximizing income not only through employment but also by leveraging mainstream services. Financial literacy education will be an integral part of our offering, enabling individuals to make informed decisions about their finances. Moreover, as we seek new funding opportunities, we will consider investments in resources for comprehensive on-site services and after-care case management to track progress and provide ongoing support to families even after they exit our programs. These investments will better support our community and ensure families have what they need to remain self-sufficient.

Key Goal #1	Expand access to affordable housing and supportive services by investing in sustainable housing initiatives April 2028.
Objective 1	Strengthen housing partnerships by increasing affordable housing options, new housing developments, and existing infrastructure by April 2026.
Objective 2	Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, eviction prevention, and case management by April 2028.
Key Goal #2	Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029
Objective 1	Expand Workforce Development Funding & Partnerships to identify and pursue at least two new funding sources to begin and support workforce development initiatives by August 2028
Objective 2	*Increase on-the-job training opportunities by partnering with two or more agencies to provide workforce placement for at least 50% of participants annually*
Objective 3	Develop a job placement pathway that connects participants with apprenticeships and job opportunities within CAPK programs by May 2028.
Objective 4	Develop a financial literacy and life skills training/curriculum as a component of an existing program by March 2028.
Key Goal #3	Support the health and well-being of clients by expanding access to essential holistic services through enhanced care management (ECM) by August 2029.
Objective 1	Implement a quarterly assessment of food deserts for trends that improve our resource allocation and access to strengthen effective communities by August 2028.
Objective 2	Strengthen support for Mental Health and Substance Abuse Services by partnering with at least two mental health and substance abuse organizations and providing on-site support and referrals for clients facing barriers to become self-sufficient. by April 2027.

Key Goal #4	**Enhance the overall health and well-being of low-income households in CAPK's service areas by improving their nutritional knowledge and skills and strategically reducing food insecurity annually.**
Objective 1	*Improve the health of low-income individuals by enhancing their nutritional knowledge and skills annually.*
Objective 2	*Reduce food insecurity by identifying communities with the highest need and strategically aligning resources to improve their service gap by 5% annually.*

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Key Goal #1: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives April 2028.				
Objective 1: Strengthen housing partnerships by increasing affordable housing options, new housing developments, and existing infrastructure by April 2026.				
Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Create a list of existing and new partners.	09/25 – 12/25	Partner List	Community Development (CD)	
2. Identify underserved populations in need of housing and avoid duplication of services.	09/25 - 12/25	Housing service report is completed.	CD, Housing Support Services (HSP), California Veterans Assistance Foundation (CVAF)	Coordinate with Data & Evaluation
3. Create a list of funding sources for development and program services, including local, state, federal, and philanthropic sources	01/26 – 03/26	Funding resource guide completed	CD, HSP, CVAF	

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Objective 2: Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, eviction prevention, and case management by April 2028.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Identify community partners to provide services (i.e. rental assistance, prevention, case management).	03/26 – 09/26	Create the list report.	CD, CVAF, Housing Supportive Services (HSP)	
2. Reach out to the community partners and begin developing the MOUs and contracts with community partners.	10/26 - 10/27	Create contracts and MOU's	CD, HSP, CVAF, Finance Department (FD)	
3. Identify the level of support needed in a CAPK case manager (Enhance Case Management Services).	03/26 - 09/26	Job scope written and FTE recommendations	CD, HSP, CVAF, Human Resource (HR),	
4. Develop on-site program model and service delivery schedule.	03/26 – 10/26	Pilot ready	CD, CVAF, HSP, HR, Information Systems (IS)	
5. Work with IS to develop a program that will help capture service data and assist with enhance case management goals.	10/26 - 03/28	The system is created and tested.	HSP, CVAF, (IS), All programs	

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Key Goal #2: Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029
Objective 1: Expand Workforce Development Funding & Partnerships *to identify and pursue at least two new funding sources to begin and support workforce development initiatives by August 2028*

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Research and compile a list of federal, state, and private funding sources.	10/25 – 3/26	List of resources	CD, Community Support Services (CS), CVAF, HSP	
2. Develop concepts/boiler plate language for proposals for workforce initiatives aligned with CAPK services. (identify social enterprises for job opportunities)	01/26 – 3/28	2 proposals written (minimum)	CD, CS, CVAF, HSP, HR	
3. Establish partnerships with at least two workforce or job readiness organizations .	4/26 – 03/28	MOUs signed	CD, CS, CVAF, HSP,HR	
4. Submit at least two funding applications.	01/26 – 08/28	2 submissions	CD, CS, CVAF, HSP	

Objective 2: Increase on-the-job training opportunities by partnering with two or more agencies to provide workforce placement for at least 50% of participants annually.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders

1. Identify high-demand sectors and align with state/regional workforce boards.	01/27 – 06/27	Sector alignment plan	CD, CVAF, CS, HSP	
2. Develop partnerships with industry leaders for OJT (On-the-Job Training) and placement.	07/27 – 07/28	2 partnerships developed	CD, CVAF, CS, HSP	

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Objective 2 continues: Increase on-the-job training opportunities by partnering with two or more agencies to provide workforce placement for at least 50% of participants annually.				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
3. Implement training-to-placement tracking system.	07/27 – 7/28	The system is developed and the staff are trained	IS, CVAF, CS, CD, HSP	
4. Create and provide a literacy program that includes financial, resume, and educational workshops for workforce participants.	8/28 - 8/29	Workshops created and conducted	CVAF, CD, CS, HR, HSP,	
Objective 3: Develop a job placement pathway that connects participants with apprenticeships and job opportunities within CAPK programs by May 2028.				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Assess internal departments for entry-level placement potential.	04/26 – 7/27	Department placement map	HR, CD, CS, CVAF, HSP, Operations (OPS)	
2. Design an internal apprenticeship pathway and application process.	07/26 – 7/27	Pathway framework completed	IS, HR, CD, OPS, HSP, CS, CVAF	

Objective 3 continues: Develop a job placement pathway that connects participants with apprenticeships and internal job opportunities within CAPK programs by May 2028.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
3. Pilot program with initial cohort of 5–10 clients.	08/27 – 04/28	Pilot launched and tracked	CS, HSP, OPS, CVAF	

Objective 4: Develop a financial literacy and life skills training/curriculum as a component of an existing program by March 2028

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Develop a survey questionnaire to identify areas of skill-building interest/resource assistance for employees and community members	02/26 – 06/26	Approved questionnaire	CD	Check existing HS data
2. Develop programming and determine implementation strategies for new project.	06/26-03/27	Program design and implementation	CD, IS, and all programs	

3. Recruit and pilot the program with a small cohort	03/27-03/28	Training completed	CD, IS, and all programs	
4. Replicate, expand, and promote sustainability	03/28-08/29	Expanded program	CD, IS, and all programs	

Key Goal #3: Support the health and well-being of clients by expanding access to essential holistic services through enhanced care management (ECM) by August 2029.

Objective 1: Implement a quarterly assessment of food deserts for trends that improve our resource allocation and access to strengthen effective communities by August 2028.

	Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1.	Develop a process to continuously collect food insecurity data and map outcomes.	01/26 – 1/28	Process detailed	Food Bank (FB), CD, IS, CS, HSP, CVAF	
2.	Conduct surveys and map food deserts based on the developed process.	02/28 – 07/28	Data updated quarterly	CD, FB, IS, CS, CVAF, HSP, CalFresh Healthy Living (CFHL)	
3.	Adjust food distribution plans based on findings.	09/28 – 8/29	Service reallocation plans	FB, CD, IS, Finance	

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Objective 2: Strengthen support for Mental Health and Substance Abuse Services by partnering with at least two mental health and substance abuse organizations and providing on-site support and referrals for clients facing barriers to become self-sufficient. by April 2027.				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Identify mental health service gaps geographically throughout Kern County.	1/26 - 6/26	Gap Analysis	CD, CVAF, CS, HSP	
2. Identify mental health and substance abuse providers.	01/26 - 6/26	Providers Report	HSP, CS, CD, CVAF,	
3. Establish 2 MOUs for onsite services based on the geographic gaps identified.	4/26 - 4/27	Executed MOUs	CD, HSP, CVAF, CS, FD	
4. Launch onsite services at one new CAPK location.	4/27 - 8/29	Services implemented	CD, HSP, CVAF, CS	

Key Goal #4: Enhance the overall health and well-being of low-income households in CAPK's service areas by improving their nutritional knowledge and skills and strategically reducing food insecurity annually.
Objective 1: Improve the health of low-income individuals by enhancing their nutritional knowledge and skills August 2029.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Conduct nutrition education workshops and cooking classes to teach low-income individuals about balanced diets and healthy eating habits.	01/26 – 06/29	Schedule of workshops and classes	WIC, Head Start and Cal Fresh Healthy Living	*Pre and post assessment
2. Distribute educational materials that provide information on nutritious food choices, meal planning, and cooking techniques.	01/26 - 06/29	Material distributed	Direct client service programs within CAPK	
3. Collaborate within CAPK programs to integrate nutrition education into family case management, ensuring that children and their families receive consistent and comprehensive information.	09/27 - 6/29	Increased enrollment in CFHL and WIC	CFHL and WIC	
4. Evaluate the effectiveness of nutrition education programs annually through surveys and assessments to measure improvements in participants' knowledge and skills.	06/29 - 08/29	Skills and knowledge Metric: program enrollments	CFHL, WIC and IS team	
Objective 2: Reduce food insecurity by identifying communities with the highest need and strategically aligning resources to improve their service gap by 5% annually.				
	Action Steps	Dates	Milestones	Responsibility	*Note or Reminders

		(00/00 – 00/00)	/Targets	Matrix	
1. Identify and evaluate communities/regions with the highest need for food assistance.		1/26-8/29	Communities identified , gap metrics	Food Bank Staff , IT	
2. Strategically collaborate with local partners to ensure effective resource allocation and maximize impact.		01/26-8/29	Identify hubs per region	Food Bank Staff	
3. Expand food resources to underserved areas based on assessment findings.		7/27- 06/29	Metrics identified and tracked	Food Bank Staff	

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Strategic Priority B2 (Partnerships)

Strengthen our communities by building and expanding strategic partnerships that will enhance collaboration and support community-wide transformation.

Why Is this Important?

Partnerships are essential for executing our work effectively, as they enable us to achieve a larger reach and diversify our programs. By forming alliances with various organizations, we tap into different funding streams and build valuable connections that enhance our overall impact. A holistic approach that addresses the needs of the whole person necessitates collaboration, as each program seeks unique partnerships tailored to specific goals. Grants and contracts alone are insufficient to provide all the necessary services, which underscores the importance of collaborating with others to fill those gaps.

Additionally, partnerships allow us to leverage the areas of expertise that other organizations offer, enriching the services we provide and avoid overlapping work. Having multiple partners involved can significantly strengthen our overall efforts, making our initiatives more competitive and impactful in the funding landscape. This collaborative approach not only enhances our capacity to deliver comprehensive services but also fosters a spirit of shared responsibility and collective impact within the community.

Key Goal #1	**Establish Key Strategic Partnerships for vulnerable programs by August 2029.**
Objective 1	Secure 2-3 partners to support CAPK programs with diversified financial or in-kind contributions by December 2027
Objective 2	Secure new private and public funds to increase each vulnerable program's operational budget by at least 5% annually.
Objective 3	Complete and execute an internal review to assess funding gaps and financial vulnerabilities to create a long-term funding roadmap for CAPK programs by June 2027.
Objective 4	Identify sustainable funding that can support internal program services by increasing Advocacy Efforts at the City, County, and State levels by meeting with elected officials by August 2029
Key Goal #2	**Expand CAPK's services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June 2028.**
Objective 1	Integrate additional services into existing programs by establishing at least two new partnerships by December 2027
Objective 2	Equip Program Managers with tools to build partnerships using a partnership development toolkit for Program Managers and Administrators by June 2027.
Objective 3	Increase community reach through strategic partnerships to expand service delivery by at least 5% for more unduplicated household annually.
Key Goal #3	**Assess all agency partnerships on effectiveness, accountability and return on investment by May 2027.**
Objective 1	Implement a Partnership Evaluation Framework to assess partnership effectiveness, including financial contributions, service impact, and in-kind ROI by April 2027.
Key Goal #4	**Increase CAPK's visibility by offering wraparound services to support individuals and families by July 2027.**
Objective 1	Develop and implement an all-program CAPK commercial/ad in multiple languages by March 2027.

Key Goal #1: Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 1: Secure 2-3 partners to support CAPK programs with diversified financial or in-kind contributions by December 2027.				
Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	Note or Reminders*
1. Identify existing funding gaps among all current CAPK programs	9/25-10/25	List of non-S-S programs with funding gaps	Finance	
2. Assess vulnerable programs in relation to community needs, environmental impact, and agency mission.	1/26-12/26	Program evaluation report	Community Development, Program Administrators, Finance	
3. Prioritize vulnerable programs according to greatest need and agency alignment.	01/26 – 12/27	Program evaluation report	Community Development/ Finance, program Admins	
4. Identify strategic financial partnerships to support non-self-sufficient programs for ongoing operational needs and enhancement of reach	01/26 – 8/29	Consistent Funding increase	Community Development, Foundation, Program Admins	

Objective 2: Secure new private and public funds to increase each vulnerable programs operational budget by at least 5% annually.				
Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders*
1. Identify current ongoing and one time funding for the Food Bank.	9/25-10/25	Financial report	Finance	
2. Identify individual and company donor relationships with the Food Bank.	9/25-11/25	Donor report	Foundation	
3. Develop compelling funding proposals that clearly outline the impact and benefits of supporting the CAPK Food Bank.	10/25 – 8/29	Case for support	CD/Foundation /Food Bank	
4. Implement a capital campaign to support the operating costs of the Food Bank.	01/26 – 12/26	Capital campaign	CD/Foundation /Food Bank	
5. Implement a tracking system to monitor outreach efforts, funding commitments,	01/26 – 12/26	Tracking dashboard	IS/CD/ Food bank	

and progress towards the 5% annual increase goal.				
6. Review the effectiveness of the outreach strategy and make necessary adjustments to improve outcomes.	04/26 – 8/29	Comparison: strategies vs. key success	CD/Foundation /Food Bank	

Objective 3: Complete and execute an internal review to assess funding gaps and financial vulnerabilities to create a long-term funding roadmap for CAPK programs by June 2027.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders*
1. Assign roles and responsibilities for the sustainability review.	09/25-12/25	List with names or positions	Goal Group – Partnership Priority (SWG)	
2. Research sustainability strategies used by similar organizations or programs to identify potential solutions or frameworks.	10/25 – 8/29	Some Best Practices Strategies	Community Development, Program Admins	
3. Compile a report summarizing funding gaps, financial risks, and areas for improvement based on collected data.	1/26 –12/26	Detailed Report	Community Development, Finance, Program Admins	
4. Share preliminary findings with key stakeholders for feedback and input on priorities.	01/27 – 04/27	Annual Report/Board presentation	Community Development, Program Admins	

5. Create a detailed funding plan to address gaps and secure long-term funding, with defined milestones and KPIs to track progress.	06/26 – 6/27	Funding Plan	Community Development, Finance, Program Admins	

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Objective 3 continues: Complete and execute an internal review to assess funding gaps and financial vulnerabilities to create a long-term funding roadmap for CAPK programs by DECEMBER 2027

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
6. Execute the strategies outlined in the roadmap, such as pursuing new funding opportunities, optimizing current resources, or building partnerships.	02/27 – 12/27	Strategies executed	Community Development, Finance, Program Admin	
7. Conduct a quarterly review of the effectiveness of the funding roadmap and update it as needed to ensure continuous program continuity.	02/27-08/29	Quarter review schedule	Community Development, Finance, Program Admins	

Objective 4: Identify sustainable funding that can support internal program services by increasing Advocacy Efforts at the City, County, and State levels by meeting with elected officials by August 2029

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Actively participate in at least two county-level advocacy efforts per year	01/26-8/29	Participation documented	Community Development, Executive Leadership, Program Admins	

2. Prioritize policy changes that increase support CAPK's current mission and vision	01/26 - 8/29	A public comment/support letter submitted	Community Development, Executive Leadership, Program Admins	
2. Research and secure at least two new partnerships	01/26 – 12/26	New partnerships (minimum of one)	Community Development, Program Admins	
3. Collaborate with partners to design a seamless integration plan.	01/26 – 12/26 01/26 - 8/29	Detailed Plan Events attended. (publish via social media)	Community Development, Program Admins Community Development, Housing and Supportive Services, CVAF Program Admins	
4. Run a pilot program to test new services on a small scale and refine as needed.	01/27 – 12/27	Pilot Program		
5. Fully integrate and make services accessible to participants	01/27 – 12/27	Services available	Program Admins	
6. Monitor impact and gather feedback for continuous improvement.	01/28 – 06/28	Improvements	Program	

oping strategic partnerships that enhance existing programs, increase
ry by June of 2028.
xisting programs by establishing at least two new partnerships by December

Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
9/25 – 12/25	List of Opportunities	Community Development, Program Admins	

1. Identify opportunities to enhance CAPK programs with additional services.

Objective 3: Increase community reach through strategic partnerships to expand service delivery by at least 5% for more unduplicated household annually.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Use data analysis and community feedback to pinpoint underserved households and their specific needs.	1/26-4/26	Surveys and GIS mapping Survey	Community Development and IS Community Development	
2. Identify potential partners whose missions and resources align with CAPK's goals for reaching underserved communities.	01/26 – 06/26 6/26-9/26	Planning Document Toolkit	Directors and Administrators Community Development	
3. Collaborate with partners to design culturally relevant and accessible outreach plans tailored to the identified communities.	01/26 – 01/27 9/26-10/26	Planning Document Toolkit	Administrators and Managers, Community Development Community Development	
4. Implement collaborative programs with new partners to expand service delivery and track annual household growth.	07/26 – 6/27 1/27 – 3/27	PRE Report Conduct Training Sessions	Program Admins and IS Community Development	
5. Assess the effectiveness of outreach and program participation, making data-driven adjustments to ensure continuous improvement.	01/27 – 12/27 4/27-6/27	PRE Report Surveys and PRE Report, Database	Program Admins Community Development, IS	

Key Goal #4: Increase CAPK's visibility by offering wraparound services to support individuals and families by July 2027.				
Objective 1: Develop and implement an all-program CAPK campaign in multiple languages by March 2027.				
Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Establish a Partnership Evaluation Framework committee to develop a tool to evaluate partnership effectiveness.	07/26 – 09/26	Committee formed (Consider a Special Work Group for this action .)	Partnership Evaluation Framework Committee	
2. Create clear metrics to assess the impact of each partnership on CAPK programs, focusing on accessibility, quality, and program outcomes.	09/26 – 12/26	Partnership Metrics	Partnership Evaluation Framework Committee	
3. Create an evaluation return on investment (ROI) form to track and measure contributions live, funds and resources.	1/27 – 4/27	Form created	Partnership Evaluation Framework Committee	
1. Allocate indirect funds for an agency awareness campaign	10/25 – 03/26	Approval of funds	Community Development, Finance, Program Admins	Check on cost estimates

2. Integrate an evaluation metric in every program's intake form to determine awareness success.	03/26 – 05/26	Increase in inquiries	Program Managers/Administrators	
3. Conduct a focus group to gather feedback from all CAPK programs.	03/26 – 05/26	Feedback from focus groups	Community Development and Program Admins	
4. Design a CAPK agency-wide awareness campaign.	05/26 – 08/26	Design development	Community Development	
5. Record and produce agency campaign (s) (commercial, sound bites, radio, etc.)	08/26 – 10/26	Approval of production	Community Development	
6. Launch an agency-wide awareness campaign	11/26 – 2/27	Campaign goes live	Community Development	
7. Evaluate CAPK agency-wide awareness campaign.	03/27 – 04/27	Response rates	Community Development	
8. Review effectiveness of campaign (s) based on metrics and feedback; implement changes.	05/27 – 06/27	Metrics compared; changes implemented	Community Development	

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Strategic Priority C1 (Culture)

Be an employer of choice by fostering a learning-focused work culture that drives continuous growth, while attracting and retaining a high-quality, engaged le attracting and retaining a high-quality, engaged workforce.

Why is This Priority Important?

At CAPK, we believe in the power of positive intent to foster a strong and inclusive workforce. By ensuring everyone feels valued and supported, we promote a better work-life balance and improved wellbeing for all employees. Our commitment to nurturing opportunities for growth and promotions is a key aspect of our workplace culture. We understand the importance of attracting and retaining high-quality staff to reduce turnover while ensuring that every employee is treated with respect, dignity, and grace. This foundation allows us to create an environment that embraces individuals from all walks of life, reflecting the demographic we serve and enhancing our ability to serve the community effectively.

Our leadership remains dedicated to supporting staff development and prioritizing employee satisfaction through comprehensive benefits and training programs. By emphasizing fair compensation and manageable workloads via tools, such as Performance Pro. The relaunch of our employment website aims to further our recruitment efforts by highlighting our total compensation reports and reinforcing our mission-driven approach, which strengthens agency stability and amplifies our positive impact on the community. Through these initiatives, we stand firm in our commitment to fostering an environment of dignity and respect both internally and externally.

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Key Goal #1	Establish a Leadership Academy that reinforces CAPK's core values and fosters a strong and inclusive agency by August 2029.
Objective 1	*Provide training to ensure program staff are knowledgeable with all CAPK programs by January 2027.*
Objective 2	Clearly define and document CAPK's agency culture September 2027.
Objective 3	*Launch an internal communication strategy to disseminate and promote CAPK'S agency culture across all departments by December 2027.*
Objective 4	*Develop a tiered curriculum for the Leadership academy that aligns with staff career pathways by March 2028.*
Objective 5	*Implement the Leadership Academy pilot program agency wide by August 2028.*
Key Goal #2	Continue to invest in attracting and retaining a high-quality and engaged workforce by August 2029.
Objective 1	*Enhance recruitment strategies and increase agency visibility by March 2027.*
Objective 2	*Utilize data-driven decision making to improve employee retention and engagement by August 2029.*
Objective 3	*Optimize employee benefits and compensation to support retention and satisfaction by August 2029.*
Objective 4	*Roll out the new performance evaluation tool (Performance Pro) agency wide by June 2028.*

Key Goal #1: Establish a Leadership Academy that reinforces CAPK's core values and fosters a strong and inclusive agency by August 2029.				
Objective 1: *Provide training to ensure program staff are knowledgeable in all CAPK programs by January 2027.)*				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Add training material on CAPK programs and services inside the Leadership Management System (LMS)	05/26 – 5/27	One-sheet integrated in Intake Form	Information Systems (IS) Team	
2. Integrate program information PowerPoint slides through ADP and LMS	09/26 - 08/29	Program Info Slides	Program Manager, HR	
3. Conduct Open House Events for CAPK employees to visit and learn about specific programs.	01/27 - 08/29	Event conducted	Program Managers	

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Objective 2: Clearly define and document CAPK's agency culture September 2027.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Collaborate with leadership and HR to define CAPK's organizational culture.	1/26 – 3/26	Develop Survey Questionnaire	HR/Chiefs and Directors	
2. Conduct focus groups and surveys for all staff to gather insights into their current perceptions of agency culture, professional development opportunities; relevance, Benefit utilization.	01/26 - 03/26	Survey released	Community Development (Outreach) and HR	Use (Microsoft Forms)
3. Compile survey results and prepare report to disseminate to staff	03/26 – 8/26	Final release report	IS/HR/Marketing	
4. Present survey data to Leadership Team to develop a response plan	10/26-12/26	Draft plan	Chiefs and Directors	
5. Share response plan with remaining leadership staff (Program administrators and managers) before launching to all staff	1/27-2/27	PowerPoint presentation	HR/Community Development/ Marketing	

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Objective 3: Launch an internal communication strategy to disseminate and promote CAPK'S agency culture across all departments by December 2027.				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Create a communications toolkit (videos, presentations, one-pagers) explaining the agency's culture and its relevance.	03/27 - 10/27	SharePoint Page	Community Development (Outreach/ Marketing) and HR	
2. Integrate culture messaging into staff newsletters, staff meetings, and orientation materials, fun acronyms, etc.	10/27 – 12/27	Newsletter	Community Development (Outreach) /Marketing & HR	This is ongoing after integration

Objective 4: Develop a tiered curriculum for the Leadership academy that aligns with staff career pathways by JUNE 2027				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Study LMS, learning how to navigate system.	09/25 - 12/25	LMS Training	HR	Study LMS, learning how to navigate system.

Objective 4 continues: Develop a tiered curriculum for the Leadership academy that aligns with staff career pathways by March 2028.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
2. Develop a matrix of core competencies for staff (e.g., frontline, supervisory, management).	1/26 – 9/26	The Matrix	HR	
3. Capture all curriculum content and resources in LMS system	10/26 – 06/27	Finalize Content Library	HR	
4. Develop the mentorship framework aligned with staff career pathways.	10/26 – 3/28	Framework Approval	HR	

Objective 5: Implement the Leadership Academy pilot program agency wide by JULY 2027.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Communicate Academy launch a. Eligibility Criterium b. Discuss goals, purpose	4/28 – 6/28	Newsletter Campaign(s)	HR/Community Development	
2. Identify pilot departments and select participants/cohorts. a. Develop eligibility criteria for participants.	04/26 – 06/28	Cohort Meetup	HR/ Department Manager	

Objective 5 continues: Implement the Leadership Academy pilot program agency wide by August 2028.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
3. Pilot a cross-departmental job rotation program by 2027, allowing employees to gain experience in different roles while maintaining employment within CAPK. a. Connects employees across departments to support professional growth. b. Provide employees with opportunities to express interest in new roles or skill development	8/28 – 8/29	Rotation Begins	HR/ Dept Management	
4. Survey pilot participants for feedback towards final implementation.	8/28-8/29	Feedback Analysis Report	HR/ Executive Team	

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Key Goal #2: Continue to invest in attracting and retaining a diverse and engaged workforce August 2029.				
Objective 1: Enhance recruitment strategies and increase agency visibility by March 2027.				
Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Develop partnerships with local colleges and trade schools for temps, interns, and/or volunteers under a CAPK intern program.	01/26 – 08/29	Identification of taskforce	HR/ Potential Talent Taskforce	Ongoing
2. Update CAPK Now-Hiring Page to include more engaging, informative, and interactive content (e.g. Skill paths w/ potential salary, training opportunities, and total comp for example positions.	11/25 -12/26	Launch of new page	Workgroup, HR, Community Development	
3. Improve agency staff visibility (e.g. social media presence/kudos, employee spotlights, "Why I work here "videos, radio spots/interviews.)	1/26 – 3/27	Newsletter highlights	HR/Community Development	This will be "ongoing' until the end of this plan.
4. Identify at least three major online job platforms (e.g. LinkedIn) to increase CAPK's presence on major talent search platforms.	09/25 – 12/25	Contracts w/ 3 providers	HR/Community Development	

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Objective 2: Utilize data-driven decision making to improve employee retention and engagement August 2029.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Establish/identify steering committees based on high turnover to develop retention strategies based on exit report findings.	01/26 – 3/26	Committee Charter	HR/Management, special work group (SWG)	
2. Analyze exit interview data and report key findings to executive team	04/26 – 7/26	Analyze/Present 1/26-12/26 Data	Employee Retention SWG	
3. Report and develop retention strategies with each division/department management team	8/26-8/29	Strategy plan	HR/Program management	

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Objective 3: Optimize employee benefits and compensation to support retention and satisfaction August 2029				
Action Steps	**Dates (00/00 – 00/00)**	**Milestones /Targets**	**Responsibility Matrix**	***Note or Reminders**
1. Assess CAPK's optional benefit packages, observing market trends and employee survey data. a. Assess CAPK's major medical and ancillary benefits and options.	6/26-8/29	post evaluation of benefits package reception	HR	The process of reviewing and assessing benefits will be ongoing.
2. Present ideas for improvements to the agency's benefits package.	01/26-08/29	Personnel Presentation	HR/ ERSWG	
3. Gain approval for additional benefits and create implementation plan	01/26-08/29	Board Approval	HR/Finance	

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Objective 4: Roll out the new performance evaluation tool (Performance Pro) agency wide by JUNE 2028.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Integrate the tool with existing HR systems and workflows.	04/27 - 08/27	Performance Pro Launch	HR	
2. Provide training sessions for managers and staff on how to use Performance Pro effectively.	01/27 - 05/27	100% training/rollout	HR/Program Management	Training will be ongoing/required for new hires.
3. Monitor completion rates and collect user feedback after the initial rollout.	06/27-12/27	Completion Reports	HR	Ongoing
4. Develop leadership performance metrics that assess how well managers support staff growth, remove barriers, and accommodate individual needs. a. Include servant leadership principles in annual staff evaluations	05/28 – 06/28	Completed Matrix	HR/ Workgroup	Ongoing

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Strategic Priority C2 (Data Driven Decisions)

Increase utilization of data-driven decision-making processes to improve capacity, program performance and ensure efficient fiscal stewardship to achieve organizational goals.

Commented [AP1]: Remove fiscal language.

Commented [AP2R1]: Improve capacity, program performance, and fiscal stewardship

Why is This Priority Important?

In assessing our performance, it is essential to tell the story of our impact while identifying both gaps for improvement and areas where we are excelling. One critical area for enhancement is our reporting for grants and funders, which is not only a requirement of specific funders but also aligned with program standards like those of Head Start. Improved reporting will facilitate better decision-making regarding strategic growth, enabling us to adapt and pivot as necessary based on the insights gleaned from our data. It's important for us to not only measure the effectiveness of individual programs but also to evaluate our overall agency impact on the households we serve.

Furthermore, maintaining clarity and transparency are vital components that distinguish us from other community-based organizations (CBOs). By focusing on more comprehensive data analysis at the agency level, we can rigorously assess whether we are truly making a difference with our services. Establishing a high level of transparency will not only validate our efforts but also foster greater trust and accountability with our stakeholders. This sets the stage for future growth, continuous improvement, and sharing the story of both our successes and areas for growth

Commented [AP3]: reword

DRAFT

Key Goal #1	**Ensure all programs have access to relevant data and tools to support data-driven decision making for operational improvement by August 2029.**
Objective 1:	Establish program-specific dashboards that provide real-time access to key performance indicators for 30% of programs by March 2026.
Objective 2	Increase dashboard utilization rates through Power BI by 25% across all programs, ensuring staff engagement through training and usage tracking by September 2026.
Objective 3	Develop and implement a data access process ensuring at least 75% of CAPK's programs use internal data to identify service gaps and improve resource distribution, particularly in underserved communities by August 2029.
Key Goal #2:	**Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026.**
Objective 1	Ensure that program leaders are trained to use the available tools necessary to enhance financial stewardship and resource planning by December 2026.
Objective 2	Established a continuous process to digitize 100% of grant contract details to ensure seamless integration of new and expiring contracts to enhance progress analysis and report generation by December 2026.
Key Goal #3	**Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.**
Objective 1	Implement a Universal client Intake Form to standardize data collection across all programs and improve cross-departmental coordination by August 2029.
Objective 2	Improve service delivery and data-sharing by enhancing the existing Interagency Referral Management System ensuring all programs can participate while adhering to grantor sharing and disclosure guidelines by December 2026.

Commented [AP4]: T.W. has established dashboards in Sage. Training is available from accounting. or reach out to T.W.

Commented [AP5R4]: Mapping for Power BI and Sage

Commented [AP6R4]: Rework this goal and objective with T.W.

Commented [AP7]: Moved from goal#3

DRAFT

Key Goal #1: Ensure all programs have access to relevant data and tools to support data-driven decision making for operational improvement by August 2029.

Objective 1: Establish program-specific dashboards that provide real-time access to key performance indicators for 30% of digitized programs by March 2026.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Identify which programs need real-time dashboards. Identify what dashboards are currently in use and how to integrate and improve data.	10/25 -12/25	List of programs	Information Systems (IS), Program administrators/ managers	
2. Identify which programs will be selected for pilot group of dashboard implementation.	01/26 - 03/26	Selected program list	IS, Program administrators/ Managers	

Objective 2: Increase dashboard utilization rates through Power BI by 25% across all programs, ensuring staff engagement through training and usage tracking by September 2026.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Conduct monthly check- in meetings with Information System (IS) and program teams to review data trends and identify operational challenges.	01/26 - 8/29	Monthly meetings	IS,	
2. Establish base line usage rates	01/26 - 06/26	Program Report	IS	

3. Track ongoing usage by program	06/26 - 09/26	Monthly usage reports	IS	Add to Program, Review and Evaluation (PRE) Committee

Objective 3: Develop and implement a data access process ensuring at least 75% of CAPK's programs use internal data to identify service gaps and improve resource distribution, particularly in underserved communities by August 2029.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Ensure current and new funders allow for data collection. In cases when data sharing is prohibited, program data collected method and funding source will need to be re-evaluated.	10/25-08/29	Consent form/MOUs from funders.	IS/Program Administrators	
2. Develop internal live and digitized program performance reports.	10/25-7/26	PRE and Annual Report	IS, Program Administrators	
3. Assessing existing resources and re-allocating to high-need areas.	01/26-8/29	Leadership and Program Staff Meeting	Program Leadership (Chiefs, Directors and Administrators)	

4. Using needs assessment data to identify access points.	01/26-8/29	Survey results	Program Leadership	

Key Goal #2: Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026.

Objective 1: Ensure that program leaders have the tools necessary to enhance financial stewardship and resource planning by December 2026.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Train program leadership to access program BTA reports in Sage Intact	01/26 – 12/26	Training and process and procedures	Finance and Program Administrators	
2. Integrate financial data dashboards into program reporting, enabling staff to monitor contract expenditures, funding gaps, and revenue diversification.	01/26- 12/26	Dashboards	IS, Finance, Program Administrators	

Objective 2: Established a continuous process to digitize 100% of grant contract details to ensure seamless integration of new and expiring contracts to enhance progress analysis and report generation by December 2026.

Action Steps	Dates (00/00 – 00/00)	Milestones/ Targets	Responsibility Matrix	*Notes or reminders
1. Transfer data from Grant Hub to new grant management platforms	01/26-12/26	Management Platform	Community Development, IS	

2. Meeting with program when new grant opportunities airse.	01/26-8/29	VIZIO flowchart	Community Development, Program Admins, IS	

Key Goal #3: Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.

Objective 1: Implement a Universal client Intake Form to standardize data collection across all programs and improve cross-departmental coordination by August 2029

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders
1. Identify programs that need a client intake form	01/27 - 12/27	List	IS/ Program Administrators	
2. Develop universal intake form and map out program intake process.	01/28 - 06/28	Inake form, Vizio Diagram	IS/ Program Administrators	
3. Digitize intake process for programs	07/28-8/29	Application	IS/Program Administrators	

Objective 2: Improve service delivery and data-sharing by enhancing the existing Interagency Referral Management System ensuring all programs can participate while adhering to grantor sharing and disclosure guidelines by December 2026.

Action Steps	Dates (00/00 – 00/00)	Milestones /Targets	Responsibility Matrix	*Note or Reminders

1. Identify gaps in IRMS usage and check eligibility for programs	01/26 – 12 /26	Meeting with programs	IS/Program Administrators	
2. Establish a process and procedure for updating programs or adding new programs in IRM	01/26-12/26	P&P	IS	
3. Training program to use IRMS	01/26 - 12/26	Training	IS/Program Administrators	
4. Provide bi-annual Information and Technology (IT) and IS professional development training to enhance staff capacity in data management and analytics	01/26-8-29	Training	IS/IT	

DRAFT

MEMORANDUM

To: Board of Directors

From: Sylvia Ortega, Quality Assurance Administrator

Date: June 25, 2025

Subject: *Agenda Item IV(g):* FY 2025 Office of Head Start Focus Area One Final Report- **Info Item**

The Head Start/State Child Development program had their Office of Head Start (OHS) Focus Area One (FA1) monitoring review from May 5, 2025, to May 7, 2025. The FA1 review is an opportunity for programs to describe their approach and plan for providing high-quality services to children and families. This review determines if programs meet the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The review lead looked across program services and functions including staffing structure, program design and governance, education, health and family services, and fiscal infrastructure.

It has been determined that the program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements. There were no Areas of Noncompliance (ANC)/Deficiencies (DEF) reported. The report indicated the following two areas of concern, which indicates an area in which the agency needs to improve performance:

- Child Health and Oral Health Status and Care: The program should improve its effort to obtain medical and oral health determinations from a health care professional for all children within 90 calendar days after the children first attend the program.
    - Program created a system for determining child health status. A health determination event will be added to ChildPlus for tracking and monitoring.

- Supporting Family Well-Being and Family Engagement: The program should improve its efforts to ensure all family services staff members have the required qualifications within 18 months of hire.
    - Quarterly monitoring with management and enhanced communication between program staff has been established to ensure clarity of expectations and responsibilities. Tailored assistance will also be offered to staff who require further guidance and/or resources to complete their program successfully.

This is an informational item. The full report is attached to the memo.

Attachment:
FY 2025 Office of Head Start Focus Area One Final Report

Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Mr. Fred Plane
Community Action Partnership of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301 - 4510

From: Responsible HHS Official

Date: 05/16/2025

Tala Hooban
Deputy Director, Office of Head Start

From May 5, 2025 to May 7, 2025, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Community Action Partnership of Kern. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, Improving Head Start for School Readiness Act of 2007.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact the OHS Oversight Division at ohsmonitoringteam@acf.hhs.gov with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:
Ms. Heather Wanderski, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director

Grant(s) included as part of this review

Grant Recipient Name	Grant Number(s)
Community Action Partnership of Kern	09CH012489

Glossary of Terms

Term	Definition
Area of Concern (AOC)	An area in which the agency needs to improve performance. This status is considered additional feedback and should be discussed with the agency's Regional Office for possible technical assistance.
Area of Noncompliance (ANC) ⚠	An area in which the agency is out of compliance with Federal requirements (including but not limited to the Head Start Act or one or more of the regulations) in one or more areas of performance. This status requires a written timeline of correction and possible technical assistance or guidance from the agency's program specialist. If not corrected within the specified timeline, this status becomes a deficiency.
Deficiency ⚠	As defined in the Head Start Act, the term "deficiency" means: (A) a systemic or substantial material failure of an agency in an area of performance that the Secretary determines involves: (i) a threat to the health, safety, or civil rights of children or staff; (ii) a denial to parents of the exercise of their full roles and responsibilities related to program operations; (iii) a failure to comply with standards related to early childhood development and health services, family and community partnerships, or program design and management; (iv) the misuse of funds received under this subchapter; (v) loss of legal status (as determined by the Secretary) or financial viability, loss of permits, debarment from receiving Federal grants or contracts, or the improper use of Federal funds; or (vi) failure to meet any other Federal or State requirement that the agency has shown an unwillingness or inability to correct, after notice from the Secretary, within the period specified; (B) systemic or material failure of the governing body of an agency to fully exercise its legal and fiduciary responsibilities; or (C) an unresolved area of noncompliance.

How To Read This Report

The Focus Area One (FA1) report includes the following sections:

- **Program Overview** provides a summary describing the grant recipient.
- **Performance Summary** provides a table view of compliance by Performance Area.
- **Review Details** provides details on the grant recipient's performance in each Content Area, Performance Area, and Performance Measure. The following icons may be used in this section to describe the grant recipient's performance:

Icon	Description
✓	Compliant (C)
🔊	Area of Concern (AOC)
⚠	Area of Noncompliance (ANC)/ Deficiency (DEF)

Program Overview

Since 1965, Community Action Partnership of Kern has supported families from its rural catchment area in the central valley of California. The grant recipient is funded to provide 1,689 children and expectant families with Head Start and Early Head Start services. Children are offered home-based, family child care, and part- and full-day center-based options.

Performance Summary

This section contains an overview of the grant recipient's performance determined through this review. Detailed information can be found in the Review Details section.

Content Area	Performance Area	Grant Number(s)	Review Outcome	Applicable Standards	Timeframe for Correction
Program Design, Management, and Improvement	-	09CH012489	Compliant	-	-
Education and Child Development Services	-	09CH012489	Compliant	-	-
Health Services	Child Health and Oral Health Status and Care	09CH012489	Area of Concern	-	Follow up with Regional Office for support
Family and Community Engagement	Supporting Family Well-Being and Family Engagement	09CH012489	Area of Concern	-	Follow up with Regional

Services					Office for support
Fiscal Infrastructure	-	09CH012489	Compliant	-	-
Eligibility, Recruitment, Selection, Enrollment, and Attendance	-	09CH012489	Compliant	-	-

Review Details

This section of the report provides details on the grant recipient's performance in each Content Area, Performance Area, and Performance Measure.

- Each Performance Area includes the compliant Performance Measures monitored in this review.
- If there are any findings or Areas of Concern, they will be listed within that Performance Area.

Program Design, Management, and Improvement

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Program Design and Strategic Planning	C		
Program Governance	C		
Staffing and Staff Member Supports	C		

Performance Area: Program Design and Strategic Planning

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's program structure and systems are designed to be responsive to community needs and are informed by community strengths and resources.
- The grant recipient has an established process for using data to monitor performance and progress toward goals and to inform continuous improvement.

Performance Area: Program Governance

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes program governance with sufficient expertise and representation that supports effective program oversight and engagement with families and the community.
- The grant recipient has strategies to support collaboration across program staff members, the governing body, and the policy council to facilitate effective program governance.

Performance Area: Staffing and Staff Member Supports

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's leadership and management team has clearly defined, manageable roles and responsibilities and the appropriate experience to execute Head Start program operations.
- The grant recipient has a defined approach for ongoing supervision and support of staff members.

Education and Child Development Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Curricula, Screening, and Assessment Tools	C		
Teaching Strategies and Learning Environments	C		
Qualifications, Professional Development, and Coaching	C		

Performance Area: Curricula, Screening, and Assessment Tools

✓ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses research-based and culturally appropriate curricula to support child outcomes.
- The grant recipient uses appropriate screening tools to refer children for evaluation as indicated.
- The grant recipient uses appropriate ongoing child assessment tools to support children's progress and to individualize for every child.

Performance Area: Teaching Strategies and Learning Environments

✓ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient's staff members identify effective teaching strategies that are responsive to children's needs.
- The grant recipient develops engaging learning environments that promote healthy development for children.
- The grant recipient uses home visits and group socializations to promote parent engagement and extend children's learning.

Performance Area: Qualifications, Professional Development, and Coaching

✓ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has qualified education staff members.
- The grant recipient establishes a professional development system to support delivery of quality education and child development services.
- The grant recipient uses a research-based coaching strategy to support education staff members in using effective teaching practices.

Health Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Child Health and Oral Health Status and Care			AOC
Mental Health and Social and Emotional Well-Being	C		
Safe and Sanitary Environments	C		

Performance Area: Child Health and Oral Health Status and Care

Area of Concern Information

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to obtain medical and oral health determinations from a health care professional for all children within 90 calendar days after the children first attend the program.
- The grant recipient should continue to explore strategies to mitigate barriers to the timely collection of health determinations.

Performance Area: Mental Health and Social and Emotional Well-Being

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- In partnership with a qualified mental health consultant, the grant recipient develops a positive program environment that promotes the mental health and social and emotional well-being of children.
- The grant recipient develops practices that prohibit the use of expulsion and severely limit suspension.

Performance Area: Safe and Sanitary Environments

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient completes background checks prior to hire for all staff members.
- The grant recipient has an approach to maintain safe environments through staff member training and ongoing oversight of facilities, equipment, and materials.

Family and Community Engagement Services

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Supporting Family Well-Being and Family Engagement			AOC
Family Partnerships	C		
Promoting Strong Parent-Child Relationships and Engagement in Children's Learning	C		
Community Partnerships	C		

Performance Area: Supporting Family Well-Being and Family Engagement

Area of Concern Information

The monitoring review found the following Area(s) of Concern that reflect areas of performance that are at risk of becoming noncompliant in subsequent reviews. This additional feedback should be addressed to support compliance in this Performance Area.

- The grant recipient should improve its efforts to ensure all family services staff members have the required qualifications within 18 months of hire.
    - The grant recipient indicated that of its 52 family services staff members, 1 hired in January 2017 had not obtained the required credential.
    - The program should continue supporting the family services staff member in obtaining their certification.

Performance Area: Family Partnerships

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a family partnership process that supports family-driven goals.

Performance Area: Promoting Strong Parent-Child Relationships and Engagement in Children's Learning

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient builds on parents' knowledge and offers parents the opportunity to practice parenting skills.

Performance Area: Community Partnerships

Compliance Information

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops community partnerships that meet the needs and interests of families.

Fiscal Infrastructure

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Budget Development, Implementation, and Oversight	C		
Comprehensive Financial Management Structure and System	C		

Performance Area: Budget Development, Implementation, and Oversight

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient establishes a transparent, data-informed process to develop and maintain a budget that aligns with program goals and circumstances.

Performance Area: Comprehensive Financial Management Structure and System

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a system for maintaining financial records and generating information needed to manage and safeguard Federal funds.
- The grant recipient develops a system to ensure effective control over all funds, property, and assets to avoid theft, fraud, waste, and abuse.
- The grant recipient develops a system to ensure that only allowable costs are charged to the Head Start award in accordance with Federal statutes, regulations, and the terms and conditions of the Federal award.

Eligibility, Recruitment, Selection, Enrollment, and Attendance

The table below summarizes the performance within the Content Area. Beneath the table is a list of all Performance Areas and compliant Performance Measures monitored in this Content Area, with details on findings or Areas of Concern, as applicable.

Performance Area	Compliant	Finding	Area of Concern
Recruitment	C		
Selection	C		
Eligibility	C		
Enrollment	C		

Performance Area: Recruitment

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its recruitment strategy to locate the families with the greatest need.

Performance Area: Selection

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient uses knowledge about the community it serves to develop its selection criteria.

Performance Area: Eligibility

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient has an established process for enrolling eligible families and supporting compliance with eligibility requirements.

Performance Area: Enrollment

✔ ***Compliance Information***

During the review event the OHS monitoring team identified the following Performance Measures as compliant:

- The grant recipient develops a process to maintain full enrollment and track current enrollment, including the percentage of enrolled children eligible for services under the Individuals with Disabilities Education Act (IDEA).

---------- End of Report ----------

MEMORANDUM

To: Board of Directors

From: Catherine Anspach; Director of Development

Date: June 25, 2025

Subject: *Agenda Item V(a):* CAPK Foundation Report – **Action Item**

The CAPK Foundation Board met in person on Tuesday, May 27, 2025 and approved the minutes from the March 25, 2025 Foundation Board meeting.

Tracy Webster reviewed the financial reports categorized by purpose for the period from January 1, 2025 through April 30, 2025 which reflected significant support for the Foundation's annual fundraiser, Gourmet for Good.

Pritika Ram and Alex Dominguez from Klein DeNatale Goldner discussed a possible new structure for the Foundation, possibly moving from the open meeting "Brown Act" governance style to a private non-profit governance style and reviewed its implications. This change would give the Foundation increased fundraising flexibility, the ability to recruit board members from outside Kern County, offering increased funding connections, and would build visibility and growth to support our mission. To move this idea forward, the Foundation will be developing an ad hoc committee to further look into this suggestion.

Catherine reviewed the budgeted fundraising goals and projected allocations to the programs for the 2nd annual Gourmet for Good scheduled for June 7, 2025. She also reported additional updates stating that the event was almost sold out with 390 guests that will be in attendance with a total of 20 sponsorships sold and 10 in-kind sponsors confirmed and the current total of $177,000 sold in Sponsorships and ticket sales.

Catherine also reported on the upcoming fundraising highlights including the Feed Kern Now campaign to benefit the Food Bank as well as a new Huggy Heart Campaign starting with Alta One Bank in July. Catherine added that the Friendship House Advisory board will be hosting its annual Casino Night fundraiser again this fall. Catherine reviewed the sponsorship packet with the Board. She said the Advisory Board will start to solicit sponsorships in June after the Foundation event.

Recommendation:

Staff recommend the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:

Minutes from March 25, 2025 Board of Directors meeting
CAPK Foundation Financial Reports

DATE	March 25, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair called the meeting to order at 12:02pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Denise Boshers, Ariana Joven (Arrived at 12:08pm) Traco Matthews (Arrived at 12:09pm), Chase Nunneley, Fred Plane, Janea Roberts, Chei Whitmore.

Absent: Michael Bowers, Lillian Brust, Don Bynum, Nila Hogan.

Others Present: Jeremy Tobias; Chief Executive Officer, Pritika Ram; Chief Business Development Officer, Tracy Webster; Chief Financial Officer, Lisa McGranahan; Chief Human Resources Officer, Susana Magana; Director of Health & Nutrition, Yolanda Gonzales; Director of HeadStart, Maria Contreras; Director of Facilities, Catherine Anspach; Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

Janea Roberts noted that her name was misspelled in the previous minutes and requested that it be corrected moving forward.

A Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Roberts/Plane).

V. New Business

a. Financial Reports & In-Kind Donations – Tracy Webster, Chief Financial Officer & Catherine Anspach, Director of Development – ***Action Item***

Tracy Webster presented the financial report for the period of January 2025 through February 2025. She began by highlighting the contribution report, noting that the Foundation raised $70,913 in donations. She

added that the report breaks down donations by purpose. Next, Tracy reviewed the balance sheet and income statement, noting that the report currently shows a loss, which is typical for this time of year. She then walked through the fund activity summary categorized by funding source, followed by a review of the budget-to-actual report.

Denise Boshers asked about the accounting system the Foundation uses. Tracy responded that the Foundation uses Aplos under a separate tax ID. She explained that while the parent agency uses Sage, the Foundation currently does not because Aplos offers more donor tracking capabilities.

Janea Roberts asked why the salaries appear inconsistent in the report. Tracy explained that the issue is due to timing. Since the parent agency's fiscal year ends in February, vacation time and salaries are accrued in February and then balanced out in March. She added that the next reporting cycle should show a more consistent distribution.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Boshers/Roberts).

b. Guest Presentation: JJO Food and Toy Drive – Jimmy Olson, JJO Charities – ***Info Item***

Catherine Anspach started by addressing the board and introducing Jimmy Olson from JJO charities. Since 2017, he has held food drive twice a year to support the CAPK Food Bank. To date, he has brought in over 30,000 pounds of food.

Jimmy Olson thanked the board for their time and started off his presentation by stating that he has been doing this as a partner over the years and looks forward to continuing to do it. Adding that he has one coming up in April. Jimmy also said that volunteers are super important for these events if anyone wants to volunteer.

Catherine asked Jimmy if he could explain his process for getting volunteers and how the shifts work. Jimmy said that 12 volunteers per shift is ideal. Adding that the shifts are from 8:00am to noon. Noon to 4:00pm and 4:00pm to 8:00pm. He said that volunteers will sign up but not always show up, so 12 is ideal to make up for those that do not show up. He added that churches and schools are great for extra help.

Catherine and Kevin thanked Jimmy for his time and said they look forward to having him back in Bakersfield. Kevin also asked Catherine to send out the volunteer information to the board.

c. Board Governance and Composition – Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram provided an oral update on her observations since the creation of the Foundation. She noted that the current board structure mirrors that of the parent agency, with an emphasis on reporting rather than focusing on fundraising. Pritika expressed interest in revisiting the Foundation board's structure to better align with its true purpose—fundraising and building relationships that benefit the agency.
She also emphasized the need to review board term limits and the requirement to follow the Brown Act in consultation with CAPK's legal counsel. Pritika explained that when the Foundation was initially established, its structure was modeled after the parent agency without fully considering the specific goals and needs of a fundraising-focused board. She suggested that transitioning away from the Brown Act

structure could allow for less formal meetings and an increase in board members. This shift would open the door to recruiting individuals both within Kern County and from outside Kern County, which could strengthen fundraising efforts across the programs.

Kevin Burton agreed with Pritika's assessment and said it's important to periodically reevaluate the board's structure. He added that having board members with fundraising expertise is essential for a successful Foundation. Pritika assured the board that even if the Foundation transitions away from Brown Act requirements, it will continue to uphold the same level of transparency currently in place.

Janea Roberts added that although it feels like the Foundation has been around for a long time, it's still relatively new. She stated that any proposed changes should be considered, as both the board and CAPK staff are still working to identify the most effective structure. Pritika concluded by stating that all updates will be brought back to the board and that she may invite CAPK's legal counsel to give a presentation at a future meeting.

d. Community Action Month – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared that Community Action Month takes place in May. She encouraged the Foundation Board to participate in the upcoming events to help support the agency. Catherine added that more information about the various events and fundraising activities will be shared soon.

e. Gourmet for Good Review – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach shared that she needs to update the memo in the board packet to reflect new sponsorships that came in after the agenda was posted. The total raised has increased from $90,425 to $125,225. She noted that Anthem joined as the presenting sponsor, with Insurica and Dignity Health Medical Network also coming on as sponsors. Catherine thanked the board members who have sent introductory emails to connect the Foundation with potential sponsors, emphasizing that warm introductions and personal outreach are critical to successful solicitation. She also mentioned that the Foundation is still actively seeking auction items. If any board members would like to contribute an item or have a sponsor in mind, Catherine has event invitations available to share. She added that she is personally writing notes to various donors and asked each board member to invite at least two new guests to the event to help raise awareness of the organization.

Kevin Burton asked if Catherine could share a list of individuals who have already been solicited. Catherine responded that she would be happy to send that information again and mentioned that she also has an email template available. She offered to meet one-on-one with any board member to discuss prospective sponsors they might have in mind.

f. Gourmet for Good Sponsorship Discussion – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach noted that she had unintentionally covered the sponsorship updates during the previous agenda item. She added that if any board members would like to schedule a meeting with a potential sponsor, they should feel free to email or text her.

g. Fundraising Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach began by highlighting recent external fundraisers. She shared that the Gentlemen's Club hosted a "Tips for Charity" event, which raised $3,000 for the Food Bank. Additionally, the CalPortland Golf Tournament raised $8,678.61 for the East Kern Family Resource Center. Catherine noted that external fundraisers like these are especially helpful, as the Foundation operates with a small team of two and doesn't have the capacity to organize large-scale events on their own.

She then discussed the Huggy Hearts campaign in partnership with Valley Strong, which has raised $15,000 so far for the Friendship House and Shafter Youth Center. The campaign will continue through the month of April. Catherine also mentioned a new partnership with Bland Solar and the CAPK Energy Program, which will provide a new roof, solar panels, or an air conditioning unit to a CAPK client every month. She thanked Janea Roberts for helping make this partnership possible.

Catherine also announced the upcoming Condors Night with the Food Bank, noting that about 50 tickets remain. The goal of this fundraiser is to raise $10,000 for the Food Bank, and she expressed gratitude to Anthem for sponsoring the event.

Pritika Ram announced that Martha Leon is no longer with the CAPK Foundation. She explained that the position will not be filled immediately.

VII. Board Member Comments

Kevin Burton asked for an update on CAPK's new Veterans Program. Pritika Ram shared that the governing board approved the merger of the two organizations in February, and as a result, approximately 22 employees officially became CAPK staff on March 10th. She highlighted Covey Cottages, a project under the new services, which will provide 12 housing units for homeless veterans in Kern County. Pritika noted that the project is about 90% complete and has received generous in-kind donations from various community organizations. The goal is to have clients move in by July.

Pritika also mentioned that another grant is currently being considered to fund additional housing units for both homeless veterans and non-veterans. She added that the City of Bakersfield approached CAPK with this opportunity, and the city owns the property in question.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, May 27, 2025
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 12:46 pm.

BOARD MEETING

MAY 27, 2025

FINANCIAL REPORT

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Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2025 to 04/30/2025

Purpose	Amount	# Contributions
General	$1,695.86	31
M Street Navigation Center - Homeless Center	$115.00	3
East Kern Family Resource Center	$8,678.61	1
Shafter Youth Center	$16.00	5
Volunteer Income Tax Assistance - VITA	$5,498.00	6
Food Bank	$103,744.64	171
Gourmet for Good	$50,417.00	35
Total	$170,165.11	252

Community Action Partnership of Kern Foundation

Balance Sheet
as of 04/30/2025

Account Number	Account Name	Amount
Assets		
1000	Checking	$455,822.75
1010	Money Market	$72,655.87
1101	Stripe Payments	$9.41
1400	Prepaid Expenses	$6,500.00
Total Assets		$534,988.03
Liabilities		
2100	Accounts Payable	$331.80
Total Liabilities		$331.80
Equity		
3000	General Fund - Fund Balance	$484,141.45
3101	Food Bank - Fund Balance	$1,340.78
3103	Volunteer Income Tax Assistance - VITA - Fund Balance	$495.00
3104	Friendship House Community Center - Fund Balance	$-500.00
3105	Shafter Youth Center - Fund Balance	$10.00
3110	Head Start - Fund Balance	$6,761.59
3112	Gourmet for Good - Fund Balance	$42,402.91
3114	Veterans Services - Fund Balance	$4.50
Total Equity		$534,656.23
Total Liabilities + Total Equity		$534,988.03

Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2025 to 04/30/2025

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	$125,872.46	$476,508.21	$118,239.22	$358,268.99	$0.00	$358,268.99	$484,141.45	$125,872.46
Food Bank	$6,338.80	$86,489.54	$91,487.56	$-4,998.02	$0.00	$-4,998.02	$1,340.78	$6,338.80
Volunteer Income Tax Assistance - VITA	$0.00	$5,495.00	$5,000.00	$495.00	$0.00	$495.00	$495.00	$0.00
Friendship House Community Center	$0.00	$0.00	$500.00	$-500.00	$0.00	$-500.00	$-500.00	$0.00
Shafter Youth Center	$0.00	$16.00	$6.00	$10.00	$0.00	$10.00	$10.00	$0.00
East Kern Family Resource Center	$0.00	$8,678.61	$8,678.61	$0.00	$0.00	$0.00	$0.00	$0.00
Oasis Family Resource Center - Ridgecrest	$145.35	$0.00	$145.35	$-145.35	$0.00	$-145.35	$0.00	$145.35
M Street Navigation Center - Homeless Center	$200.00	$115.00	$315.00	$-200.00	$0.00	$-200.00	$0.00	$200.00
Head Start	$6,761.59	$0.00	$0.00	$0.00	$0.00	$0.00	$6,761.59	$6,761.59
Gourmet for Good	$3,235.43	$50,417.00	$11,249.52	$39,167.48	$0.00	$39,167.48	$42,402.91	$3,235.43
Veterans Services	$0.00	$4.50	$0.00	$4.50	$0.00	$4.50	$4.50	$0.00
Total	$142,553.63	$627,723.86	$235,621.26	$392,102.60	$0.00	$392,102.60	$534,656.23	$142,553.63

Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2025 to 04/30/2025

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$102,293.01
4230	Fundraising	$50,417.00
4310	Interest Earned	$30.85
4900	CAPK Agency Contribution	$474,983.00
Total Income		$627,723.86
Expense		
5105	Salaries	$63,189.83
5205	Benefits	$21,969.34
6135	Per Diem - Staff	$100.25
6140	Per Diem - Board	$100.25
6210	Repair/Maintenance/Incidental Alterations	$558.06
6235	Utilities	$889.23
6305	Office Supplies	$2,968.70
6505	Legal Fees	$675.00
6520	Consultant Services	$4,049.80
6605	Communications	$429.83
6610	Postage	$147.38
6615	Printing	$2,477.00
6625	Hiring Costs	$0.75
6645	Tuition/Registration Fees - Staff	$908.93
6675	Outreach	$9,668.55
6685	Meeting Expenses	$673.67
6690	Membership Fees	$242.00
6695	Bank Fees	$320.11
6990	Contribution - CAPK	$110,481.24
7127	Client Incidentals	$977.19
7910	Facility Use	$416.66
9999	Indirect Expense	$14,377.49
Total Expense		$235,621.26
Net Income (Loss)		$392,102.60

Community Action Partnership of Kern Foundation

Budget: Year to Date
for the period of 01/01/2025 to 04/30/2025

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	$102,293.01	$165,833.32	$-63,540.31
4230	Fundraising	$50,417.00	$58,333.32	$-7,916.32
4310	Interest Earned	$30.85	$0.00	$30.85
4900	CAPK Agency Contribution	$474,983.00	$187,606.32	$287,376.68
Total Income		$627,723.86	$411,772.96	$215,950.90
Expense				
5105	Salaries	$63,189.83	$101,720.36	$-38,530.53
5205	Benefits	$21,969.34	$35,157.68	$-13,188.34
6105	Local Travel - Staff	$0.00	$233.36	$-233.36
6120	Out of Town Travel - Staff	$0.00	$7,500.00	$-7,500.00
6135	Per Diem - Staff	$100.25	$583.32	$-483.07
6140	Per Diem - Board	$100.25	$0.00	$100.25
6150	Vehicle Gasoline	$0.00	$183.32	$-183.32
6210	Repair/Maintenance/ Incidental Alterations	$558.06	$0.00	$558.06
6235	Utilities	$889.23	$0.00	$889.23
6305	Office Supplies	$2,968.70	$6,283.32	$-3,314.62
6505	Legal Fees	$675.00	$0.00	$675.00
6520	Consultant Services	$4,049.80	$2,000.00	$2,049.80
6605	Communications	$429.83	$1,333.32	$-903.49
6610	Postage	$147.38	$0.00	$147.38
6615	Printing	$2,477.00	$5,000.00	$-2,523.00
6625	Hiring Costs	$0.75	$150.00	$-149.25
6630	Employee Costs	$0.00	$400.00	$-400.00
6635	Board Costs	$0.00	$1,000.00	$-1,000.00
6645	Tuition/Registration Fees - Staff	$908.93	$2,583.32	$-1,674.39
6675	Outreach	$9,668.55	$35,333.32	$-25,664.77
6680	Training Expenses	$0.00	$2,500.00	$-2,500.00
6685	Meeting Expenses	$673.67	$1,333.32	$-659.65
6690	Membership Fees	$242.00	$500.00	$-258.00
6695	Bank Fees	$320.11	$0.00	$320.11
6990	Contribution - CAPK	$110,481.24	$190,923.32	$-80,442.08
7127	Client Incidentals	$977.19	$0.00	$977.19
7910	Facility Use	$416.66	$0.00	$416.66
9999	Indirect Expense	$14,377.49	$17,055.00	$-2,677.51
Total Expense		$235,621.26	$411,772.96	$-176,151.70
Total		$392,102.60	$0.00	$392,102.60

DATE	April 30, 2025
TIME	11:30 am
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Board Vice Chair, Denise Boshers, called the meeting to order at 11:32 am at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

II. Roll Call

Roll call was taken with a quorum present.

Present: Denise Boshers, Lee'o Whisenant, and Fred Plane.

Absent: None.

Others Present: Jeremy Tobias, Chief Executive Officer, Tracy Webster, Chief Financial Officer, Deborah Johnson, President of Veterans Services-CVAF (Veterans & Supportive Services Director), and other CAPK Staff.

III. Approval of the Agenda

No changes were requested by the Board. Motion was made and seconded to approve. Carried by unanimous vote (Plane/ Boshers).

IV. New Business

a. Financial Reports – January 1, 2025 – March 31, 2025, presented by Tracy Webster - ***Action Item***

Tracy Webster reviewed the Financial Reports and presented the Balance Sheet and Profit and Loss Statement as of March 31, 2025, for the entire Agency and included a Profit and Loss Donations report, previously requested by the CVAF Board, and there was nothing to report. Tracy will provide additional financial reports at a special meeting on May 14, 2025.

Tracy Webster said in terms of outstanding grants, the team is getting ready, and work on Covey Cottages is nearing completion. Deb Johnson will request the last draw from Kern Health Systems and a 2nd from the County.

Motion was made and seconded to approve the Financial Reports – January 1, 2025 – March 31, 2025. Carried by unanimous vote (Whisenant/Plane).

b. Conflict of Interest Policy Approval, presented by Deborah Johnson - ***Action Item***

For the Federal grants, the Board is required to sign a Conflict of Interest form. Due to the recent board transition, the previous practice was for the Board to review the conflict-of-interest policy, with the chair signing one form and the rest of the board signing two forms. These signed documents are submitted for audit and must be kept on file for grant compliance.

Motion was made and seconded to approve the Conflict of Interest Form. Carried by unanimous vote (Whisenant/Plane).

c. CAPK / CVAF Merger Update presented by Deborah Johnson – ***Info Item (Verbal Report)***

Deborah Johnson reported that CVAF is the Supportive Services Provider for the Homekey+ project, including renovation and new construction of the Ramkabir Hotel, with CVAF added as a development partner due to the Covey development. A meeting with BKRHC, the City, and the County is scheduled for May 7th to discuss the merger and HHAP funding, with HHAP County funds to be expended by May 31, 2025. The HHAP 4 contract with BKRHC is under review. In collaboration with the CAPK Community Development Department, the Stand Down grant will be submitted, and the team is exploring additional grant opportunities to support the event.

Other significant items to report include the ongoing 2024 audit, the resignation of Programs Officer Vanessa Webster (04/25/25), her replacement by Carlos Clemente-Juarez (04/28/25), and the successful inspection and receipt of Certificates of Occupancy for Covey Cottages on 04/15/25, with occupancy to be achieved within 120 days. Work is continuing on policies, procedures, and the lease agreement.

PRE will be completed by May or June. The signers for Tri Counties and Citizens Bank accounts have been updated to new signers. Deb will close out the Wells Fargo account and request account closure; no changes to the bylaws are needed based on today's actions.

V. Board Member Comments

Denise Boshers inquired about the previous year's Directors & Officers insurance coverage. Tracy Webster will verify the coverage and provide the board with additional information regarding the policy period for 2024.

Additionally, Deb Johnson shared that she has compiled a list of Veterans to fill a table at the upcoming Gourmet for Good event. The list includes Dick Taylor, other members, and two managers.

VI. Next Scheduled Meeting

CVAF Board of Directors Meeting
11:30 am
May 28, 2025
CAPK Administrative Office, Executive Conference Room
1300 18th St., Suite 200
Bakersfield, CA 93301

VII. Adjournment

The meeting was adjourned at 11:53 am.

California Veterans Assistance Foundation, Inc.

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	**$909,045.84**
Accounts Receivable	**$222,432.84**
Other Current Assets	**$7,600.00**
Total Current Assets	**$1,139,078.68**
Fixed Assets	**$1,852,325.25**
Other Assets	**$303,860.17**
TOTAL ASSETS	**$3,295,264.10**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	**$0.00**
Credit Cards	**$0.00**
Other Current Liabilities	**$268,073.24**
Total Current Liabilities	**$268,073.24**
Long-Term Liabilities	
501 Notes Payable	**61,551.57**
520 Operating Lease Liability	138,396.10
Total Long-Term Liabilities	**$199,947.67**
Total Liabilities	**$468,020.91**
Equity	
30000 Opening Balance Equity {4}	0.00
32000 Retained Earnings	1,101,090.43
600 Unrestricted net assets	1,673,818.79
601 Opening Bal Equity	0.00
Net Income	52,333.97
Total Equity	**$2,827,243.19**
TOTAL LIABILITIES AND EQUITY	**$3,295,264.10**

California Veterans Assistance Foundation, Inc.

Profit and Loss

January - March, 2025

	TOTAL
Income	
050 Other Income - Total	**10,999.73**
051 Bank Interest	1,397.00
054 SSVF Grant (USDVA)	**271,661.71**
055 Per Diem (USDVA)	135,392.40
063 Donated Funds	**234,141.15**
Services	42,274.50
Total Income	**$695,866.49**
GROSS PROFIT	**$695,866.49**
Expenses	
022-1 Fraud Charges	0.00
035 HHAP - YS	**25,274.30**
036 HHAP - Case Management	**16,939.74**
039-1 Cash Box	-82.43
044 SSVF Grant	**239,765.62**
060 Funds transfer	6,519.36
071 Covey Cottages	**174,017.13**
1000 Grant and Per Diem	**180,213.42**
294 CARP	
Total Expenses	**$642,647.14**
NET OPERATING INCOME	**$53,219.35**
Other Expenses	
297 REH	**885.38**
Total Other Expenses	**$885.38**
NET OTHER INCOME	**$ -885.38**
NET INCOME	**$52,333.97**

California Veterans Assistance Foundation, Inc.

Profit and Loss - Donations

January - March, 2025

	TOTAL
Income	
050 Other Income - Total	**8,634.00**
063 Donated Funds	-1,302.02
063-10 Donations - unrestricted	35,443.17
063-20 Donations - restricted	
063-21 Covey Cottages	200,000.00
Total 063-20 Donations - restricted	**200,000.00**
Total 063 Donated Funds	**234,141.15**
Services	12,386.82
Total Income	**$255,161.97**
GROSS PROFIT	**$255,161.97**
Expenses	
022-1 Fraud Charges	0.00
044 SSVF Grant	**13.00**
060 Funds transfer	6,519.36
071 Covey Cottages	**174,017.13**
1000 Grant and Per Diem	**32,433.66**
Total Expenses	**$212,983.15**
NET OPERATING INCOME	**$42,178.82**
NET INCOME	**$42,178.82**

California Veterans Assistance Foundation, Inc.
Conflict of Interest Policy

Effective governance requires deliberate, thoughtful and unbiased decision-making by directors and staff members. At the same time, the ability to make wise decisions for the California Veterans Assistance Foundation, Inc. (CVAF) is strengthened by each individual's personal and professional interests.

Directors and staff members have the duty of complete, undivided allegiance to CVAF's mission when acting on behalf of CVAF. This duty requires that directors and staff members recognize and respond appropriately to any real or perceived conflict of interest. A conflict may exist when a director or staff member participates in the deliberation and resolution of an issue on behalf of CVAF while the individual has or previously had other professional, business or volunteer responsibilities outside of CVAF that could cause such individuals to address the issue with less than complete, undivided allegiance to CVAF.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Granting funds to a charitable nonprofit organization on which a director or staff member or their families are serving as staff, board members or volunteers.
- Participating on fund raising committees or in fund raising efforts for an organization seeking a grant from CVAF.
- Investing CVAF funds.
- Employing a director or a relative of a director or staff as staff or as a consultant for a project.
- Divesture of prohibited financial interests.
- Disclosure of financial interests.
- Outside activities.
- Awards

It is CVAF's policy to deal with such conflicts in an open and direct manner. In accord with this policy, all directors and staff members are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or decision-making by CVAF. However, a director or staff member may, if requested by the Board or a committee of the Board, provide factual information that may assist the Board or committee in its deliberations. A director or staff member may seek guidance from the Board or a committee of the Board as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all prospective directors and staff members. By accepting appointment as a director or employment as a staff member, an individual agrees to strictly adhere to this policy.

This policy was reviewed and approved by the CVAF Board on April 30, 2025 .

_____ April 30, 2025
Board Chair Date

DATE	May 14, 2025
TIME	1:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Board of Directors Special Meeting Minutes

I. Call to Order

Board Vice Chair, Denise Boshers, called the special meeting to order at 1:02 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

II. Roll Call

Roll call was taken with a quorum present.

Present: Denise Boshers, Lee'o Whisenant, and Fred Plane.

Absent: None.

Others Present: Jeremy Tobias, Chief Executive Officer, Tracy Webster, Chief Financial Officer, Deborah Johnson, President of Veterans Services-CVAF (Veterans & Supportive Services Director), and other CAPK Staff.

III. Approval of the Agenda

No changes were requested by the Board. Motion was made and seconded to approve. Carried by unanimous vote (Plane/ Boshers).

IV. New Business

a. Review and Approve the CVAF Financial Statements with Independent Auditors Report for December 31, 2024 – Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster reported that Financial Statements were provided with no findings, indicating the audit is satisfactory. The 990 form is included with the financial statements, and the Board is required to approve the financial statements today.

Motion was made and seconded to approve the CVAF Financial Statements with the Independent Auditors Report for December 31, 2024. Carried by unanimous vote (Plane/Boshers).

V. Board Member Comments

On Page seven (7) of the Financials Denise Boshers asked why outdated Board Members were included. Tracy Webster responded that the list reflects the board as of that specific point in time and emphasized the importance of transparency by providing an accurate Board roster. Tracy also mentioned that there will be a subsequent audit

for the period ending September 2025, covering a partial year. Deb Johnson thanked everyone involved in the audit process, acknowledging that it was a team effort.

VI. Next Scheduled Meeting

CVAF Board of Directors Meeting
11:30 am
May 28, 2025
CAPK Administrative Office, Executive Conference Room
1300 18th St., Suite 200
Bakersfield, CA 93301

VII. Adjournment

The meeting was adjourned at 1:09 pm.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.

FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT

DECEMBER 31, 2024

DRAFT

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
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DRAFT

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
California Veterans Assistance Foundation, Inc.

Opinion

We have audited the accompanying financial statements of California Veterans Assistance Foundation, Inc. (a nonprofit organization), which comprise the statements of financial position as of December 31, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of California Veterans Assistance Foundation, Inc. as of December 31, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of California Veterans Assistance Foundation, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about California Veterans Assistance Foundation, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate,

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they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about California Veterans Assistance Foundation, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated May 15, 2025 on our consideration of California Veterans Assistance Foundation, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering California Veterans Assistance Foundation, Inc.'s internal control over financial reporting and compliance.

La Crosse, Wisconsin
May 15, 2025

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2024 AND 2023

ASSETS	2024	2023
Current Assets		
Cash and cash equivalents	$ 642,105	$ 569,016
Receivables	362,854	218,426
Pledges receivable	200,000	426,080
Prepaid expenses	22,750	21,924
Total Current Assets	1,227,709	1,235,446
Property and Equipment		
Land	278,250	278,250
Buildings	1,386,789	1,386,789
Vehicles	77,233	175,140
Equipment	40,619	40,619
Total	1,782,891	1,880,798
Less: Accumulated depreciation	(990,248)	(1,045,734)
Net Property and Equipment	792,643	835,064
Other Assets		
Lease right of use asset	509,004	504,561
Less accumulated amortization	(205,144)	(157,285)
Net lease right of use asset	303,860	347,276
Construction in progress	1,068,482	254,658
Security deposits	7,600	7,600
Total Other Assets	1,379,942	609,534
TOTAL ASSETS	**$ 3,400,294**	**$ 2,680,044**

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The accompanying notes are an integral part of these financial statements.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENTS OF FINANCIAL POSITION
DECEMBER 31, 2024 AND 2023

LIABILITIES AND NET ASSETS	2024	2023
Current Liabilities		
Accounts payable	$ 107,761	$ 23,106
Accrued expenses	47,922	56,350
Unearned revenue	73,591	73,591
Current maturities of lease liabilities	122,259	100,914
Current maturities of notes payable	6,908	6,556
Total Current Liabilities	358,441	260,517
Non-Current Liabilities		
Notes payable - net of current maturities	56,367	63,349
Lease liabilities - net of current maturities	178,082	251,735
Total Non-Current Liabilities	234,449	315,084
Total Liabilities	592,890	575,601
Net Assets		
Without donor restrictions:		
Undesignated/unrestricted	1,532,774	1,401,416
With donor restrictions - Purpose restricted	1,274,630	703,027
Total Net Assets	2,807,404	2,104,443
TOTAL LIABILITIES AND NET ASSETS	**$ 3,400,294**	**$ 2,680,044**

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The accompanying notes are an integral part of these financial statements.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

	2024			2023		
	Without Donor Restrictions	With Donor Restrictions	Totals	Without Donor Restrictions	With Donor Restrictions	Totals
Support and Revenue						
DVA per diem grants	$ 928,175	$ -	$ 928,175	$ 696,478	$ -	$ 696,478
DVA supportive service grants	1,416,250	-	1,416,250	1,998,212	-	1,998,212
HUD Home-ARP	-	549,638	549,638	-	-	-
Donations	13,500	108,756	122,256	127,666	13,765	141,431
Service revenue	387,991	-	387,991	382,971	-	382,971
Program fees	33,149	-	33,149	16,966	-	16,966
Gain on sale of assets	34,558	-	34,558	-	-	-
Interest income	8,569	-	8,569	973	-	973
Other	20,310	-	20,310	15,633	-	15,633
Net assets released from restrictions	86,791	(86,791)	-	4,951	(4,951)	-
Total Support and Revenue	2,929,293	571,603	3,500,896	3,243,850	8,814	3,252,664
Expenses						
Program services	2,676,751	-	2,676,751	3,265,673	-	3,265,673
Management and general	121,184	-	121,184	130,243	-	130,243
Fundraising	-	-	-	-	-	-
Total Expenses	2,797,935	-	2,797,935	3,395,916	-	3,395,916
Change in Net Assets	**131,358**	**571,603**	**702,961**	**(152,066)**	**8,814**	**(143,252)**
Net Assets at Beginning of Year	1,401,416	703,027	2,104,443	1,553,482	694,213	2,247,695
Net Assets at End of Year	**$ 1,532,774**	**$ 1,274,630**	**$ 2,807,404**	**$ 1,401,416**	**$ 703,027**	**$ 2,104,443**

The accompanying notes are an integral part of these financial statements.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2024

	Program Services				Supporting Services		
	GPD Per Diem	SSVF	Other	Total	Admin	Fund Raising	Total
Expenses							
Advertising and promotional	$ -	$ 636	$ 303	$ 939	$ -	$ -	$ -
Automobile	15,889	14,111	4,872	34,872	445	-	445
Center supplies	30,798	-	9,036	39,834	375	-	375
Compensation	343,848	446,981	267,363	1,058,192	30,328	-	30,328
Depreciation	36,386	-	-	36,386	6,035	-	6,035
Dues & subscriptions	3,031	125	-	3,156	5,540	-	5,540
Employee benefits	50,880	48,491	27,782	127,153	7,636	-	7,636
Food service	35,925	-	5,910	41,835	2,860	-	2,860
Insurance	47,961	2,531	-	50,492	4,637	-	4,637
Interest	-	-	-	-	3,440	-	3,440
Lease payments	7,102	119,520	35,713	162,335	11,904	-	11,904
Licenses & fees	4,016	-	-	4,016	9,683	-	9,683
Maintenance	99,522	13,921	5,626	119,069	5,626	-	5,626
Miscellaneous	-	-	4,677	4,677	14,410	-	14,410
Office supplies	7,861	12,613	1,983	22,457	1,983	-	1,983
Payroll taxes	28,973	29,546	11,374	69,893	2,005	-	2,005
Postage	850	-	-	850	140	-	140
Professional services	8,123	7,645	400	16,168	2,684	-	2,684
Property taxes	11,754	-	-	11,754	2,804	-	2,804
Retirement	4,951	6,437	3,805	15,193	437	-	437
Security services	5,704	-	26,476	32,180	-	-	-
Staff training	95	4,745	510	5,350	-	-	-
Staff travel	-	790	-	790	592	-	592
Telephone	12,498	6,956	9,474	28,928	3,158	-	3,158
TFA/Rental assistance	-	693,508	11,942	705,450	-	-	-
Utilities	83,888	5,356	(4,462)	84,782	4,462	-	4,462
Total Expenses	**$ 840,055**	**$ 1,413,912**	**$ 422,784**	**$ 2,676,751**	**$ 121,184**	**$ -**	**$ 121,184**

The accompanying notes are an integral part of these financial statements.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023

	Program Services				Supporting Services		
	GPD Per Diem	SSVF	Other	Total	Admin	Fund Raising	Total
Expenses							
Advertising and promotional	$ -	$ 1,799	$ 373	$ 2,172	$ -	$ -	$ -
Automobile	17,577	18,183	946	36,706	638	-	638
Center supplies	23,893	-	4,454	28,347	-	-	-
Compensation	325,586	354,831	183,476	863,893	39,263	-	39,263
Depreciation	33,392	-	10,768	44,160	10,769	-	10,769
Dues & subscriptions	2,149	-	-	2,149	3,798	-	3,798
Employee benefits	55,039	38,434	31,782	125,255	7,418	-	7,418
Food service	30,234	-	4,405	34,639	-	-	-
Insurance	36,681	-	15,843	52,524	14,531	-	14,531
Interest	-	-	-	-	5,315	-	5,315
Lease payments	82,943	87,351	16,583	186,877	10,193	-	10,193
Licenses & fees	3,342	-	182	3,524	6,633	-	6,633
Maintenance	100,535	12,637	12,305	125,477	9,717	-	9,717
Miscellaneous	1,000	134	1,436	2,570	-	-	-
Office supplies	6,048	18,939	5,099	30,086	2,050	-	2,050
Payroll taxes	27,024	29,451	15,228	71,703	3,259	-	3,259
Postage	1,518	-	-	1,518	107	-	107
Professional services	8,182	6,228	-	14,410	6,420	-	6,420
Property taxes	9,593	-	-	9,593	4,382	-	4,382
Retirement	4,558	4,968	2,568	12,094	550	-	550
Security services	6,030	-	-	6,030	740	-	740
Staff training	-	4,003	56	4,059	-	-	-
Staff travel	750	32	1,184	1,966	313	-	313
Telephone	17,203	5,229	4,236	26,668	2,963	-	2,963
TFA/Rental assistance	34,141	1,410,735	46,746	1,491,622	-	-	-
Utilities	75,293	2,704	9,634	87,631	1,184	-	1,184
Total Expenses	**$ 902,711**	**$ 1,995,658**	**$ 367,304**	**$ 3,265,673**	**$ 130,243**	**$ -**	**$ 130,243**

The accompanying notes are an integral part of these financial statements.

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2024 AND 2023

	2024	2023
Cash Flows From Operating Activities		
Increase (decrease) in net assets:	$ 702,961	$ (143,252)
Adjustments to reconcile change in net cash provided by operating activities:		
Depreciation*	42,421	54,929
(Gain) loss on disposal of assets*	(34,558)	-
Donated services for pre-construction costs*	(95,602)	-
Changes in assets and liabilities:		
(Increase) decrease in contributions receivable	226,080	100,000
(Increase) decrease in receivables	(144,428)	16,314
(Increase) decrease in prepaid expenses	(826)	10,722
Increase (decrease) in accounts payable	20,976	(22,715)
Increase (decrease) in unearned revenues	-	(32,290)
Increase (decrease) in accrued expenses	(8,428)	6,096
Increase (decrease) in lease assets and liabilities	(8,892)	3,317
Net Cash Provided by Operating Activities	699,704	(6,879)
Cash Flows From Investing Activities		
Pre-construction costs paid	(654,543)	(3,876)
Proceeds from sale of property and equipment	34,558	-
Net Cash Provided (Used) by Investing Activities	(619,985)	(3,876)
Cash Flows From Financing Activities		
Payments on long-term debt	(6,630)	(41,638)
NET INCREASE (DECREASE) IN CASH	**73,089**	**(52,393)**
CASH AT BEGINNING OF YEAR	569,016	621,409
CASH AT END OF YEAR	**$ 642,105**	**$ 569,016**

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the year for interest	$ 3,440	$ 5,315
New lease right of use asset & liabilities	$ 46,698	$ 54,054

* Indicates non cash transaction

The accompanying notes are an integral part of these financial statements.

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NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

California Veterans Assistance Foundation, Inc. (CVAF) is a non-stock, non-profit corporation that receives a substantial portion of its revenue from the United States government through grants from the U.S. Department of Veterans Affairs and the U.S. Department of Labor. Through these grants, CVAF manages and operates veteran resource and referral centers, and provides temporary housing at several locations in California. Significant programs include the following:

Grant Per Diem Program – Program offers supportive housing, case management, education, crisis intervention, counseling and other services for homeless veterans.

Supportive Services for Veteran Families – Program offers supportive services for veteran families who are homeless or at risk of homelessness. Assistance includes temporary financial assistance for rent, utilities, security deposits, furnishings and transportation in addition to services such as outreach, case management, benefit assessments and assistance in obtaining mainstream benefits.

Other Programs – CVAF manages several other programs including Homeless Emergency Aid Program for Low Barrier Housing, Homeless Housing Assistance and Prevention, Homeless Collaborative, and the Covid at Risk Project. These programs provide emergency housing and case management services.

A summary of significant accounting policies consistently applied in the preparation of the accompanying financial statements follows:

Basis of Accounting - The financial statements of CVAF have been prepared on the accrual basis of accounting and accordingly, reflect all significant receivables, payables, and other liabilities.

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingencies at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents - For financial statement purposes CVAF considers all highly liquid investments with a maturity of three months or less, when purchased, to be cash equivalents.

Grants Receivable and Allowance for Credit Losses – Receivables are due upon receipt on grants for which reimbursement was submitted for services performed by CVAF. Management reviews receivables on a periodic basis to determine their collectability. Receivables are considered past due after 60 days. Uncollectible receivables are written off to credit loss expense. Historically, CVAF has not incurred any significant credit losses and as such, management does not believe an allowance is necessary.

Property and Equipment –CVAF capitalizes land, buildings and improvements in excess of $5,000 and vehicles and equipment in excess of $2,500. Donated assets are recorded at the fair market value at the date of contribution.

Depreciation is computed on a straight-line basis over the estimated service lives of the assets:

Vehicles	5 years
Equipment	5-7 years
Building improvements	5-15 years
Buildings	39 years

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Depreciation expense totaled $42,421 and $54,929 for the years ended December 31, 2024 and 2023, respectively.

Leases – CVAF accounts for leases following ASC 842, *Leases*. CVAF determines if an arrangement is or contains a lease at inception. Leases are included in right-of-use (ROU) assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term. Operating lease expense is recognized on a straight-line basis over the lease term. CVAF does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term.

CVAF elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases.

Contributions – CVAF records gifts of cash and other assets at their fair value as of the date of the contribution or the unconditional commitment. Such donations are recorded as support without donor restrictions unless explicit donor stipulations specify how the donation must be used. Unconditional contributions that are originally restricted by the donor and for which the restriction is met in the same period are recorded as with donor restrictions and then released from restriction.

Unconditional promises to give expected to be collected within one year are reported at their net realizable value. Unconditional promises to give expected to be collected in future years are reported at the present value of estimated future cash flows. The resulting discount is amortized and reported as contribution revenue. Conditional promises to give are recognized as revenues when the conditions on which they depend are substantially met.

Donated Goods and Services - Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. CVAF recorded donated services of $95,602 during the year ended December 31, 2024 for services provided for the Covey Cottages project. Donated goods have not been recorded as they are not believed to be material to the financial statements. Many other volunteers have also provided other services throughout the year that are not recognized as contributions in the financial statements because the recognition criteria were not met.

Revenue Recognition – CVAF identifies a contract with an organization for revenue recognition when there is approval and commitment from both parties, the rights of the parties and payment terms are identified, the contract has commercial substance and the collectability of consideration is probable. CVAF evaluates each contract to determine the number of distinct performance obligations in the contract, which requires use of judgment. To determine the proper revenue recognition method, CVAF evaluates whether contracts should be combined and accounted for as a single contract and whether the contract should be accounted for as a single or multiple performance obligation. Any cash received for revenue not yet earned is considered deferred revenue.

Federal grants are the primary source of contract revenue. Contract revenue with other organizations is primarily from contract case management fees. These contracts consist of a single performance obligation. Revenue is recognized over the time its services are provided to the organization or for the grant. The determination of the method by which CVAF measures its progress towards the satisfaction of its performance obligations requires judgment.

NOTE 1 - NATURE OF ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, continued

Income Tax Status – CVAF qualifies as a tax-exempt organization under Section 501(c)(3) and 509(a) of the Internal Revenue Code and corresponding provisions of State law and, therefore, has no provision for federal or state income taxes.

The Organization's policy is to evaluate uncertain tax positions, at least annually, for the potential for income tax exposure from unrelated business income or from loss of nonprofit status. Tax years ending December 31, 2021 and after are currently open to potential audits.

Net Assets - Net assets, revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets are classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets available for general use that are not subject to donor-imposed stipulations.

Net Assets With Donor Restrictions - Net assets subject to donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Board pursuant to those stipulations. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Functional Allocation of Expenses - The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Expenses which are easily and directly associated with a particular program or supporting service are charged directly to that functional area. Certain other expenses have been allocated to the program and supporting services benefited based on time devoted by the Organization's staff or the square footage allocated to the functional area.

Advertising Costs – Advertising costs are expensed as incurred. Advertising costs totaled $939 and $2,172 for the years ended December 31, 2024 and 2023, respectively.

NOTE 2 – CASH AND CASH EQUIVALENTS

CVAF maintains cash accounts at several commercial banks. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000 at each bank. CVAF had total cash of $642,105 with a bank balance of $687,338 at December 31, 2024. Cash totaling $313,342 was not insured by the FDIC at December 31, 2024.

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NOTE 3 – PLEDGES RECEIVABLE

Pledges receivable at December 31, 2024 and 2023 consisted of the following:

	2024	2023
Year 1	$ 200,000	$ 426,080
Years 2-5	-	-
Total	**$ 200,000**	**$ 426,080**

NOTE 4 – NOTES PAYABLE

Long-term debt consists of the following:	2024	2023
Notes payable, Citizens Business Bank, payments of $849 per month including principal and interest at 5.25%, final maturity date August 2032. Collateralized by real estate.	$ 63,275	$ 69,905
Less current portion	6,908	6,556
Total long-term debt	**$ 56,367**	**$ 63,349**

Future debt maturities are as follows:

Years Ending December 31	Approximate Amount
2025	$ 6,908
2026	7,280
2027	7,671
2028	8,084
2029	8,524
Thereafter	24,808
Total	**$ 63,275**

NOTE 5 – ACCRUED VACATION AND SICK LEAVE

Accrued vacation and sick leave represents benefits earned, but not taken and is included in accrued liabilities in the statement of financial position. The accrued benefits totaled $23,2734 and $38,744 as of December 31, 2024 and 2023, respectively.

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NOTE 6 – NET ASSETS WITH DONOR RESTRICTIONS

The following summary sets forth the purpose and activity in net assets with donor restrictions for the years ended December 31, 2024 and 2023:

	12/31/23	Increases	Decreases	12/31/24
Stand Down Event	$ 12,921	$ 4,250	$ 16,764	$ 407
Food Baskets & Christmas	944	200	1,144	-
Female Veterans	2,000	-	-	2,000
Covey Cottages	687,162	653,944	68,883	1,272,223
Totals	**$ 703,027**	**$ 658,394**	**$ 86,791**	**$ 1,274,630**

	12/31/22	Increases	Decreases	12/31/23
Stand Down Event	$ 6,428	$ 11,360	$ 4,867	$ 12,921
Food Baskets & Christmas	768	260	84	944
Female Veterans	-	2,000	-	2,000
Covey Cottages	687,017	145	-	687,162
Totals	**$ 694,213**	**$ 13,765**	**$ 4,951**	**$ 703,027**

NOTE 7 – CONTRACTS WITH CUSTOMERS

In accordance with Topic 606, the Organization accounts for a customer contract when both parties have approved the contract and are committed to perform their respective obligations; each parties rights can be identified; the contract has commercial substance; and it is probable that the CVAF will collect substantially all of the consideration to which it is entitled. Revenue is recognized when (or as) performance obligations are satisfied by transferring control of the promised service to the customer.

The Organization generates revenue from the following activities:

- GPD - Supportive housing, case management, education, crisis intervention, counseling and other services for homeless veterans.
- SSVF - Supportive services for veteran families who are homeless or at risk of homelessness. Assistance includes temporary financial assistance for rent, utilities, security deposits, furnishings and transportation in addition to services such as outreach, case management, benefit assessments and assistance in obtaining mainstream benefits.
- Other Services - Other supportive services for veterans and case management services.

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NOTE 7 – CONTRACTS WITH CUSTOMERS, continued

Disaggregation of Revenues – Net contract revenue is recorded at a point in time as follows:

	2024	2023
GPD	$ 928,175	$ 696,478
SSVF	1,416,250	1,998,212
Other Services	387,991	382,971

Contract assets and liabilities at December 31, 2024, 2023 and 2022 were as follows:

	2024	2023	2022
Contract Assets			
Receivables	$ 362,855	$ 218,426	$ 234,740
Contract Liabilities			
Unearned Revenues	$ 73,591	$ 73,591	$ 105,881

Practical Expedients – The Organization has elected to apply the following practical expedients when determining revenue from contracts with customers and capitalization of related costs:

- The Organization has elected to not adjust revenue for the effects of a significant finance component when the timing difference between the recognition of revenue and receipt of payment is less than one year.
- The Organization has elected to expense incremental costs to obtain a contract when the amortization period of the related asset is expected to be less than one year.

NOTE 8 – CONCENTRATION OF RISK

CVAF receives grants from the Department of Veterans Affairs. Support and revenue from these grants amounted to $2,344,425 and $2,694,690 for the years ended December 31, 2024 and 2023, respectively. These grants represented 67% and 83% of revenue for the years ended December 31, 2024 and 2023, respectively. Receivables from these grants amounted to $78,696 and $148,324 at December 31, 2024 and 2023, respectively. CVAF received a HUD Home-ARP grant/loan award of $692,000 through Kern County for the Covey Cottages project. Receivables related to this award totaled $203,642 and $0 at December 31, 2024 and 2023, respectively. CVAF also received a pledge of $500,000 for Covey Cottages during the year ended December 31, 2023. Amounts receivable related to this pledge totaled $200,000 and $400,000 at December 31, 2024 and 2023, respectively.

NOTE 9 – RETIREMENT PLAN

CVAF maintains a 401k plan that covers all eligible employees and matches up to 3% of the employee's salary. CVAF's contributions to the plan totaled $15,630 and $12,644 for the years ended December 31, 2024 and 2023, respectively.

NOTE 10 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor restricted amounts that are available for general expenditure in the following year. Amounts not available include amounts set aside for science that could be drawn upon if the Board of Directors approves that action.

	12/31/24	12/31/23
Financial assets at year-end:		
Cash and cash equivalents	$ 642,105	$ 569,016
Receivables	362,854	218,426
Pledges receivable	200,000	426,080
Less contractural or donor-imposed restrictions:		
Donor restictions for specific purposes	(202,407)	(703,027)
Financial Assets Available to Meet the Needs for General Expenditures Within One Year	**$ 1,002,552**	**$ 510,495**

NOTE 11 – LEASES

CVAF evaluates contracts to determine which meet the criteria of a lease. The right of use (ROU) assets represent CVAF's right to use underlying assets for the lease term, and the lease liabilities represent CVAF's obligation to make lease payments arising from these leases. The ROU assets and lease liabilities, all of which arise from operating leases, were calculated based on the present value of future lease payments over the lease terms. CVAF has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments. The weighted average discount rate applied to calculate lease liabilities as of December 31, 2024, was 4.73%.

CVAF leases office space, program housing, vehicles and equipment from various parties. For the years ended December 31, 2024 and 2023, total ROU operating lease costs were $123,338 and $120,820, respectively and total short-term lease costs were approximately $54,631 and $107,629, respectively. As of December 31, 2024, the weighted-average remaining lease term for the CVAF's ROU operating leases was approximately 2.1 years.

Future maturities of ROU operating lease liabilities as of December 31, 2024 are as follows:

Years Ending December 31:	Amount
2025	$ 122,259
2026	121,376
2027	65,845
2028	-
Total lease payments	309,480
Less present value discount	(9,139)
Total Lease Liabilities	**$ 300,341**

NOTE 11 – LEASES, continued

As lessor, CVAF leases a building it owns to an unrelated party. The lease term runs from May 15, 2024 through May 31, 2026 and is classified as an operating lease. Future receipts under the lease are as follows:

Years Ending December 31:	Amount
2025	$ 19,453
2026	8,270
2027	-
Total	**$ 27,723**

Property included on the statement of financial position included in this lease at December 31, 2024 and 2023 was as follows:

	2024	2023
Buildings	$ 163,391	$ 163,391
Accumulated Depreciation	(61,027)	(56,775)
Net	**$ 102,364**	**$ 106,616**

NOTE 12 – RELATED PARTY TRANSACTIONS

CVAF performs a variety of services for the Kern County Housing Authority. Receivables for these services totaled $20,326 and $2,513 at December 31, 2024 and 2023, respectively and revenue recognized totaled $78,763 and $65,560 for the years ended December 31, 2024 and 2023, respectively. The Housing Authority's assistant executive director is a CVAF board member.

NOTE 13 – COMMITMENTS AND CONTINGENCIES

Government contracts are subject to audit and adjustment by funding agencies. If government revenue is recorded for expenditures which are subsequently disallowed, CVAF may be required to repay the questioned costs to the funding agency. These amounts are recorded as unearned revenue in the financial statements. Management of CVAF is not aware of any additional disallowed expenditures that would have a material effect on the financial statements.

CVAF was awarded a $692,000 HOME-ARP loan/grant to be used for the Covey Cottages project. The loan/grant has a 30-year term with interest at 0% and is secured by the property. Repayment is based upon free cash flow of the project. The loan also contains compliance requirements related to rent and income restrictions for a minimum of 20 years. The loan/grant will not need to be repaid if all of the compliance requirements are met during the compliance period. CVAF received $549,638 of the award during the year ended December 31, 2024. CVAF has recorded the award as grant revenue as it believes the project will be operated in a manner that all compliance requirements will be met and the loan will be formally forgiven at the end of the compliance period.

At December 31, 2024, CVAF had approximately $260,000 of estimated construction related costs remaining to complete the Covey Cottages project.

NOTE 14 – SUBSEQUENT EVENTS

CVAF received an additional pledge of $200,000 for the Covey Cottages project.

The CVAF board of directors approved the merger of CVAF with Community Action Partnership of Kern (CAPK) effective October 1, 2025. At that date, CVAF will be operated as division of CAPK. Effective March 10, 2025, all CVAF staff became employees of CAPK and CAPK assumed a management role over CVAF.

Management has evaluated subsequent events through May 15, 2025, the date this report was available to be issued.

DRAFT

SUPPLEMENTAL INFORMATION

DRAFT

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024

Awarding Agency, Grant/Program Name	CFDA #	2024 Expenditures
U.S. Department of Housing and Urban Development		
Home Investment Partnership Program - ARP		
FY-23-CPD-038	14.239	$ 549,638
U.S. Department of Veteran Affairs:		
Homeless Provider Grant & Per Diem Program		
CVAF 044-4808-691-PD-24	64.024	928,175
Supportive Services for Veterans and Families		
2013-CA-090-P-23	64.033	456,233
2013-CA-090-P-24	64.033	915,768
2013-CA-090-P-25	64.033	44,249
		1,416,250
Total		**$ 2,894,063**

There were no subreciepient federal award expenditures.

See notes to schedule of expenditures of federal awards.

DRAFT

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2024

NOTE A - BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards for California Veterans Assistance Foundation, Inc. is presented in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

NOTE B - SIGNIFICANT ACCOUNTING POLICIES

Expenditures are presented in accordance with the accrual basis of accounting and are in agreement with expenses reported in California Veterans Assistance Foundation, Inc.'s 2024 financial statements.

Federal Programs: California Veterans Assistance Foundation, Inc. qualifies as a low-risk auditee in accordance with Uniform Guidance. Type A programs represent those with combined expenditures exceeding $750,000 and programs that also were deemed major programs based on the auditor's risk assessment.

NOTE C - OVERSIGHT AGENCIES

The federal oversight agencies for California Veterans Assistance Foundation, Inc. included the U.S. Department of Veterans Affairs and the U.S. Department of Housing and Urban Development.

NOTE D – INDIRECT COST RATE

The Organization has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

DRAFT

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Directors
California Veterans Assistance Foundation, Inc.

We have audited in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of California Veterans Assistance Foundation, Inc. as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise California Veterans Assistance Foundation, Inc.'s financial statements, and have issued our report thereon dated May 15, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit, we considered California Veterans Assistance Foundation, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether California Veterans Assistance Foundation, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

La Crosse, Wisconsin
May 15, 2025

DRAFT

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Directors
California Veterans Assistance Foundation, Inc.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited California Veterans Assistance Foundation, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of California Veterans Assistance Foundation, Inc.'s major federal programs for the year ended December 31, 2024. California Veterans Assistance Foundation, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, California Veterans Assistance Foundation, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of California Veterans Assistance Foundation, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of California Veterans Assistance Foundation, Inc.'s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to California Veterans Assistance Foundation, Inc.'s federal programs.

DRAFT

Auditor's Responsibility for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on California Veterans Assistance Foundation, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about California Veterans Assistance Foundation, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, Government Auditing Standards, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding California Veterans Assistance Foundation, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of California Veterans Assistance Foundation, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of California Veterans Assistance Foundation, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as described above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

La Crosse, Wisconsin
May 15, 2025

DRAFT

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2024

A. Summary of Audit Results

1. The auditor's report expresses an **unqualified opinion** on the financial statements of California Veterans Assistance Foundation, Inc. (CVAF).

2. **No material weaknesses or significant deficiencies** relating to the audit of the financial statements are reported in the Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit Performed in Accordance with *Government Auditing Standards* were disclosed during the audit.

3. **No instances of noncompliance** material to the financial statements of CVAF, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.

4. **No material weaknesses or significant deficiencies** relating to the audit of the major federal award programs are reported in the Report on Compliance with Requirements Applicable to Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance were disclosed during the audit.

5. The auditor's report on compliance for the major federal award programs of CVAF expresses an **unqualified opinion** on all major federal programs.

6. **Audit findings** that are required to be reported in accordance with 2 CFR Section 200.516(a): None

7. The following program was tested as a **major program**:

U.S. Department of Housing and Urban Development	CFDA #	Expenditures
Home Investment Partnership Program - ARP	14.239	$ 549,638
U.S. Department of Veteran Affairs:		
Supportive Services for Veterans and Families	64.033	$ 1,416,250

8. Dollar threshold used to distinguish between type A and type B programs - **$750,000.**

9. Auditee qualified as low risk? - **Yes**

B. Findings - Financial Statement Audit in accordance with *Governmental Auditing Standards*

None

C. Findings and Questioned Costs - Major Federal Award Program – Home Investment Partnership Program – ARP #14.239; Supportive Services for Veterans and Families Program #64.033

None

DRAFT

CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED DECEMBER 31, 2024

D. Findings and Questioned Costs – Other Issues

1. There is no substantial doubt about CVAF's ability to continue as a going concern.

2. No management letter was issued conveying any additional audit comments issued as a result of this audit.

3. Name of partner: William J. Sherry

   Signature of partner: _____

4. Date of report: May 15, 2025

Status of Prior Audit Findings and Questioned Costs

The December 31, 2023 audit reported no findings.

DRAFT

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning , 2024, and ending , 20

Do not send to the IRS. Keep for your records.
Go to *www.irs.gov/Form8879TE* for the latest information.

OMB No. 1545-0047

2024

Name of filer

California Veterans Assistance

EIN or SSN

30-0186044

Name and title of officer or person subject to tax

Deborah Johnson, President

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here	X	b	**Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b **3,500,896**
2a	**Form 990-EZ** check here	☐	b	**Total revenue,** if any (Form 990-EZ, line 9)	2b
3a	**Form 1120-POL** check here	☐	b	**Total tax** (Form 1120-POL, line 22)	3b
4a	**Form 990-PF** check here	☐	b	**Tax based on investment income** (Form 990-PF, Part V, line 5)	4b
5a	**Form 8868** check here	☐	b	**Balance due** (Form 8868, line 3c)	5b
6a	**Form 990-T** check here	☐	b	**Total tax** (Form 990-T, Part III, line 4)	6b
7a	**Form 4720** check here	☐	b	**Total tax** (Form 4720, Part III, line 1)	7b
8a	**Form 5227** check here	☐	b	**FMV of assets at end of tax year** (Form 5227, Item D)	8b
9a	**Form 5330** check here	☐	b	**Tax due** (Form 5330, Part II, line 19)	9b
10a	**Form 8038-CP** check here	☐	b	**Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Engelson & Associates, Ltd.** to enter my PIN **30018** as my signature

ERO firm name

Enter five numbers, but do not enter all zeros

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date **05-14-2025**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

394201 23159

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____ Date **05-14-2025**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

Form **990**

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2024 calendar year, or tax year beginning , 2024, and ending , 20

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: California Veterans Assistance
Doing business as: Foundation Inc

Number and street (or P.O. box if mail is not delivered to street address): 2215 Buena Vista Street No 1
Room/suite:

City or town, state or province, country, and ZIP or foreign postal code: Bakersfield, CA 93304

D Employer identification number: 30-0186044

E Telephone number: (661)455-7400

G Gross receipts $ 3,500,896

F Name and address of principal officer:

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: https://cavaf.org

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 2003

M State of legal domicile: CA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: To provide programs to assist homeless veterans and veterans at risk of becoming homeless with personal skills, training and employment.

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	7
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
5	Total number of individuals employed in calendar year 2024 (Part V, line 2a)	5	22
6	Total number of volunteers (estimate if necessary)	6	7
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	20,240
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	2,836,121	3,016,319
9	Program service revenue (Part VIII, line 2g)	402,695	421,210
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	973	43,127
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	12,875	20,240
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,252,664	3,500,896

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	1,491,622	705,450
14	Benefits paid to or for members (Part IX, column (A), line 4)		0
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,123,435	1,310,837
16a	Professional fundraising fees (Part IX, column (A), line 11e)		0
b	Total fundraising expenses (Part IX, column (D), line 25) 0		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	780,859	781,648
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	3,395,916	2,797,935
19	Revenue less expenses. Subtract line 18 from line 12	(143,252)	702,961

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	2,680,044	3,400,294
21	Total liabilities (Part X, line 26)	575,601	592,890
22	Net assets or fund balances. Subtract line 21 from line 20	2,104,443	2,807,404

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Deborah Johnson
Signature of officer — Date

Deborah Johnson, President
Type or print name and title

Paid Preparer Use Only

Preparer's name: William J Sherry, CPA	Preparer's signature:	Date: 05-14-2025	Check ☐ if self-employed	PTIN: P00231592
Firm's name: Engelson & Associates, Ltd.			Firm's EIN:	
Firm's address: 3317 Mormon Coulee Road La Crosse WI 54601			Phone no.: 608-788-2181	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

For Paperwork Reduction Act Notice, see the separate instructions. Form **990** (2024)

EEA

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☐

1 Briefly describe the organization's mission:

To provide programs to assist homeless veterans and veterans at risk of becoming homeless with personal skills, training and employment.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 1,413,912 including grants of $ 693,508) (Revenue $ 1,416,250)

SSVF - Supportive Services for Veterans and Families. SSVF assists veterans and their families who are homeless or at risk of becoming homeless, to regain stability and permanent housing after experiencing a housing crisis or homelessness. SSVF provides supportive services to resolve the immediate crisis & promote housing stability. The intervention is temporary. Homeless prevention is intended to prevent fist time and repeated homelessness or a recurrance of a housing crisis. Rapis rehousing is intended to end homelessness, reduce the time spent homeless & increase job & income growth. The program served 264 veterans.

4b (Code:) (Expenses $ 840,055 including grants of $) (Revenue $ 961,394)

Per diem grants include GDP, Bridge & SITH programs. Bridge & SITH are alcohol & drug free transitional housing programs for single male veterans designed to identify & treat the issued that caused their homelessness, assist veterans with residential stability, increase their skills and/or income & provide them with a greater self determination. The programs require veterans to have one on one meetings with their case manager, participate in daily living skill classes, participate in employment training programs, commit to alcohol & drug free living & participate in volunteer activities. The program served 97 veterans.

4c (Code:) (Expenses $ 422,784 including grants of $ 11,942) (Revenue $ 387,991)

Other programs include Covey Cottages, low barrier housing, homeless housing assistance and prevention, case management, and other services. Some of these programs serve nonveteran individuals. The programs are designed to provide assistance to homeless individuals and individuals at risk of becoming homeless. These programs served 41 veterans.

4d Other program services (Describe on Schedule O.)

(Expenses $ including grants of $) (Revenue $)

4e Total program service expenses 2,676,751

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d	X	
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		X
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV **Checklist of Required Schedules** *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	X	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		X
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c	X	
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		X
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		X
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	75		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a	22		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a	X	
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b	X	
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		X
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		X
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		X
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.		13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.		15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.		17		

Part VI **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	7		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	6		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?				X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?				X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?				X
6	Did the organization have members or stockholders?				X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?				X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?				X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?			X	
b	Each committee with authority to act on behalf of the governing body?			X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*				X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? . . .	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? . .	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	X	
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		X
b	Other officers or key employees of the organization	15b		X
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **California**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☒ Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

Deborah Johnson (661)455-7400, 2215 Buena Vista Street No 1, Bakersfield, CA 93304

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Deborah Johnson President/CEO	45.00	X		X				124,002	0	12,247
(2) Lee'o Whisenant Board Member	1.00	X						0	0	0
(3) Marcia Sutton Board Member	1.00	X						0	0	0
(4) Harold Brown Board Member	1.00	X						0	0	0
(5) Heather Kimmel Chair	1.00	X		X				0	0	0
(6) Natalee Garrett Vice Chair	1.00	X		X				0	0	0
(7) Brett Moseley Secretary Treasurer	1.00	X		X				0	0	0
(8)										
(9)										
(10)										
(11)										
(12)										
(13)										
(14)										

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										
1b **Subtotal**								124,002		12,247
c **Total from continuation sheets to Part VII, Section A**										
d **Total (add lines 1b and 1c)**								124,002		12,247

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization **1**

		Yes	No
3	Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual* 3		X
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual* 4		X
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person* 5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants and Other Similar Amounts	1a	Federated campaigns	1a				
	b	Membership dues	1b				
	c	Fundraising events	1c				
	d	Related organizations	1d				
	e	Government grants (contributions)	1e	2,894,063			
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	122,256			
	g	Noncash contributions included in lines 1a-1f	1g	$ 95,602			
	h	**Total.** Add lines 1a-1f			3,016,319		
			Business Code				
Program Service Revenue	2a	Program fees	561499	33,219	33,219		
	b	Service fees	561499	387,991	387,991		
	c						
	d						
	e						
	f	All other program service revenue					
	g	**Total.** Add lines 2a-2f			421,210		
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		8,569	8,569		
	4	Income from investment of tax-exempt bond proceeds					
	5	Royalties					
			(i) Real / (ii) Personal				
	6a	Gross rents	6a (i) 20,240				
	b	Less: rental expenses	6b				
	c	Rental income or (loss)	6c (i) 20,240				
	d	Net rental income or (loss)		20,240		20,240	
			(i) Securities / (ii) Other				
	7a	Gross amount from sales of assets other than inventory	7a (ii) 34,558				
	b	Less: cost or other basis and sales expenses	7b				
	c	Gain or (loss)	7c (ii) 34,558				
	d	Net gain or (loss)		34,558	34,558		
	8a	Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a				
	b	Less: direct expenses	8b				
	c	Net income or (loss) from fundraising events					
	9a	Gross income from gaming activities. See Part IV, line 19	9a				
	b	Less: direct expenses	9b				
	c	Net income or (loss) from gaming activities					
	10a	Gross sales of inventory, less returns and allowances	10a				
	b	Less: cost of goods sold	10b				
	c	Net income or (loss) from sales of inventory					
			Business Code				
Miscellaneous Revenue	11a						
	b						
	c						
	d	All other revenue					
	e	**Total.** Add lines 11a-11d					
	12	**Total revenue.** See instructions		3,500,896	464,337	20,240	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22	705,450	705,450		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	124,002	117,802	6,200	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	964,518	940,390	24,128	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	15,630	15,193	437	
9 Other employee benefits	134,789	127,153	7,636	
10 Payroll taxes	71,898	69,893	2,005	
11 Fees for services (nonemployees):				
a Management				
b Legal	153	153		
c Accounting	18,699	16,015	2,684	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)				
12 Advertising and promotion	939	939		
13 Office expenses	24,440	22,457	1,983	
14 Information technology				
15 Royalties				
16 Occupancy	224,823	214,399	10,424	
17 Travel	1,382	790	592	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	5,350	5,350		
20 Interest	3,440		3,440	
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	42,421	36,386	6,035	
23 Insurance	55,129	50,492	4,637	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a Maintenance	124,695	119,069	5,626	
b Center supplies	40,209	39,834	375	
c Leases	85,304	73,400	11,904	
d Food service	44,695	41,835	2,860	
e All other expenses	109,969	79,751	30,218	
25 **Total functional expenses.** Add lines 1 through 24e	2,797,935	2,676,751	121,184	0
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . . ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	458,978	1	535,858
	2	Savings and temporary cash investments	110,038	2	106,247
	3	Pledges and grants receivable, net	426,080	3	200,000
	4	Accounts receivable, net	218,426	4	362,854
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	21,924	9	22,750
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 1,782,891			
	b	Less: accumulated depreciation — 10b: 990,248	835,064	10c	792,643
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets	347,276	14	303,860
	15	Other assets. See Part IV, line 11	262,258	15	1,076,082
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	2,680,044	16	3,400,294
Liabilities	17	Accounts payable and accrued expenses	79,456	17	155,683
	18	Grants payable		18	
	19	Deferred revenue	73,591	19	73,591
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties	69,905	23	63,275
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	352,649	25	300,341
	26	**Total liabilities.** Add lines 17 through 25	575,601	26	592,890
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	1,401,416	27	1,532,774
	28	Net assets with donor restrictions	703,027	28	1,274,630
		Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	2,104,443	32	2,807,404
	33	Total liabilities and net assets/fund balances	2,680,044	33	3,400,294

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,500,896
2	Total expenses (must equal Part IX, column (A), line 25)	2	2,797,935
3	Revenue less expenses. Subtract line 2 from line 1	3	702,961
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	2,104,443
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	2,807,404

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both. ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b	X	
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both. ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c	X	
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

Form **990-T**

Exempt Organization Business Income Tax Return (and proxy tax under section 6033(e))

OMB No. 1545-0047

2024

For calendar year 2024 or other tax year beginning _____, 2024, and ending _____, 20 ____

Go to *www.irs.gov/Form990T* for instructions and the latest information.

Do not enter SSN numbers on this form as it may be made public if your organization is an 501(c)(3).

Department of the Treasury
Internal Revenue Service

Open to Public Inspection for 501(c)(3) Organizations Only

A ☐ Check box if address changed.

B Exempt under section
☒ 501(c) (3)
☐ 408(e) ☐ 220(e)
☐ 408A ☐ 530(a)
☐ 529(a) ☐ 529A

Print or Type

Name of organization (☐ Check box if name changed and see instructions.)
California Veterans Assistance

Number, street, and room or suite no. If a P.O. box, see instructions.
2215 Buena Vista Street No 1

City or town, state or province, country, and ZIP or foreign postal code
Bakersfield, CA 93304

C Book value of all assets at end of year 3,400,294

D Employer identification number
30-0186044

E Group exemption number (see instructions)

F ☐ Check box if an amended return.

G Check organization type ☒ 501(c) corporation ☐ 501(c) trust ☐ 401(a) trust ☐ Other trust ☐ State college/university ☐ 6417 (d)(1)(A) Applicable entity

H Check if filing only to claim ☐ Credit from Form 8941 ☐ Refund shown on Form 2439 ☐ Elective payment amount from Form 3800

I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation . . . . . ☐

J Enter the number of attached Schedules A (Form 990-T) 1

K During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? . . . . . ☐ Yes ☒ No

If "Yes," enter the name and identifying number of the parent corporation

L The books are in care of Deborah Johnson 2215 Buena Vista Street No 1 Telephone number (661)455-7400

Part I Total Unrelated Business Taxable Income

1	Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	1	549
2	Reserved	2	
3	Add lines 1 and 2	3	549
4	Charitable contributions (see instructions for limitation rules)	4	
5	Total unrelated business taxable income before net operating losses. Subtract line 4 from line 3	5	549
6	Deduction for net operating loss. See instructions	6	
7	Total of unrelated business taxable income before specific deduction and section 199A deduction. Subtract line 6 from line 5	7	549
8	Specific deduction (generally $1,000, but see instructions for exceptions)	8	1,000
9	**Trusts.** Section 199A deduction. See instructions	9	
10	**Total deductions.** Add lines 8 and 9	10	1,000
11	**Unrelated business taxable income.** Subtract line 10 from line 7. If line 10 is greater than line 7, enter zero	11	0

Part II Tax Computation

1	**Organizations taxable as corporations.** Multiply Part I, line 11 by 21% (0.21)	1	0
2	**Trusts taxable at trust rates.** See instructions for tax computation. Income tax on the amount on Part I, line 11 from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041)	2	
3	**Proxy tax.** See instructions	3	
4a	Chapter 1 tax from Form 4255, line 3, column (q)	4a	
b	Other tax amounts. See instructions	4b	
5	Alternative minimum tax	5	
6	**Tax on noncompliant facility income.** See instructions	6	
7	**Total.** Add lines 3 through 6 to line 1 or 2, whichever applies	7	

Part III Tax and Payments

1a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	1a			
b	Other credits (see instructions)	1b			
c	General business credit. Attach Form 3800 (see instructions)	1c			
d	Credit for prior-year minimum tax (attach Form 8801 or 8827)	1d			
e	**Total credits.** Add lines 1a through 1d			1e	
2	Subtract line 1e from Part II, line 7			2	
3a	Addition to tax from Form 4255 (see instructions)	3a			
b	Amount due from Form 8611	3b			
c	Amount due from Form 8697	3c			
d	Amount due from Form 8866	3d			
e	Other amounts due (see instructions)	3e			
f	Total amounts due. Add lines 3a through 3e			3f	
4	**Total tax.** Add lines 2 and 3f (see instructions). ☐ Check if includes tax previously deferred under section 1294. Enter tax amount here			4	

For Paperwork Reduction Act Notice, see instructions.

EEA

Part III Tax and Payments *(continued)*

5	Current net 965 tax liability paid from Form 965-A, Part II, column (k)			5	
6a	Payments: Preceding year's overpayment credited to the current year	6a			
b	Current year's estimated tax payments. Check if section 643(g) election applies ☐	6b			
c	Tax deposited with Form 8868	6c			
d	Foreign organizations: Tax paid or withheld at source (see instructions)	6d			
e	Backup withholding (see instructions)	6e			
f	Credit for small employer health insurance premiums (attach Form 8941)	6f			
g	Elective payment election amount from Form 3800	6g			
h	Payment from Form 2439	6h			
i	Credit from Form 4136	6i			
j	Other (see instructions)	6j			
7	**Total payments.** Add lines 6a through 6j			7	
8	Estimated tax penalty (see instructions). Check if Form 2220 is attached ☐			8	
9	**Tax due.** If line 7 is smaller than the total of lines 4, 5, and 8, enter amount owed			9	
10	**Overpayment.** If line 7 is larger than the total of lines 4, 5, and 8, enter amount overpaid			10	
11	Enter the amount of line 10 you want: **Credited to 2025 estimated tax** **Refunded**			11	

Part IV Statements Regarding Certain Activities and Other Information (see instructions)

		Yes	No
1	At any time during the 2024 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "Yes," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "Yes," enter the name of the foreign country here		X
2	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," see instructions for other forms the organization may have to file.		X
3	Enter the amount of tax-exempt interest received or accrued during the tax year $		
4	Enter available pre-2018 NOL carryovers here $ _____. Do not include any post-2017 NOL carryover shown on Schedule A (Form 990-T). Don't reduce the NOL carryover shown here by any deduction reported on Part I, line 6.		
5	Post-2017 NOL carryovers. Enter the Business Activity Code and available post-2017 NOL carryovers. Don't reduce the amounts shown below by any NOL claimed on any Schedule A, Part II, line 17, for the tax year. See instructions.		

Business Activity Code	Available post-2017 NOL carryover
	$
	$
	$
	$

6a	Reserved for future use		
b	Reserved for future use		

Part V Supplemental Information

Provide any additional information. See instructions.

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer | Date | Title: President

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

Paid Preparer Use Only

Print/Type preparer's name: William J Sherry, CPA	Preparer's signature	Date: 05-14-2025	Check ☐ if self-employed	PTIN: P00231592
Firm's name: Engelson & Associates, Ltd.			Firm's EIN: 39-1625814	
Firm's address: 3317 Mormon Coulee Road, La Crosse WI 54601			Phone no.: 608-788-2181	

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

Name of the organization

California Veterans Assistance

Employer identification number

30-0186044

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization must generally satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . .

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990) 2024

EEA

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	2,081,866	2,429,452	2,669,475	3,238,816	3,437,529	13,857,138
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	2,081,866	2,429,452	2,669,475	3,238,816	3,437,529	13,857,138
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						880,726
6 **Public support.** Subtract line 5 from line 4						12,976,412

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
7 Amounts from line 4	2,081,866	2,429,452	2,669,475	3,238,816	3,437,529	13,857,138
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources		3	9	973	8,569	9,554
9 Net income from unrelated business activities, whether or not the business is regularly carried on				12,875	20,240	33,115
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	12,221	77,481				89,702
11 **Total support.** Add lines 7 through 10						13,989,509

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f)) . . . . . 14 92.76 %

15 Public support percentage from 2023 Schedule A, Part II, line 14 . . . . . 15 96.19 %

16a **33 1/3% support test - 2024.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ☒

b **33 1/3% support test - 2023.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ☐

17a **10%-facts-and-circumstances test - 2024.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

b **10%-facts-and-circumstances test - 2023.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f))	15	%
16	Public support percentage from 2023 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2024** (line 10c, column (f), divided by line 13, column (f))	17	%
18	Investment income percentage from **2023** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2024.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2023.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* ***Part VI*** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* ***Part VI*** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* ***Part VI*** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* ***Part VI*** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* ***Part VI*** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* ***Part VI****, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* ***Part VI.***	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* ***Part VI****.*	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* ***Part VI****.*	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* ***Part VI****.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV **Supporting Organizations** *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* ***Part VI.***	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* ***(see instructions)****.*

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer lines 2a and 2b below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* ***Part VI.***	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	**3b**		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 *(explain in **Part VI**).* **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income			(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1		
2	Recoveries of prior-year distributions	2		
3	Other gross income (see instructions)	3		
4	Add lines 1 through 3.	4		
5	Depreciation and depletion	5		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7	Other expenses (see instructions)	7		
8	**Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B - Minimum Asset Amount			(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a		
b	Average monthly cash balances	1b		
c	Fair market value of other non-exempt-use assets	1c		
d	**Total** (add lines 1a, 1b, and 1c)	1d		
e	**Discount** claimed for blockage or other factors *(explain in detail in **Part VI**)*:			
2	Acquisition indebtedness applicable to non-exempt-use assets	2		
3	Subtract line 2 from line 1d.	3		
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6	Multiply line 5 by 0.035.	6		
7	Recoveries of prior-year distributions	7		
8	**Minimum Asset Amount** (add line 7 to line 6)	8		

Section C - Distributable Amount				Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1		
2	Enter 0.85 of line 1.	2		
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4	Enter greater of line 2 or line 3.	4		
5	Income tax imposed in prior year	5		
6	**Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D - Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	**1**	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	**2**	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	**3**	
4	Amounts paid to acquire exempt-use assets	**4**	
5	Qualified set-aside amounts (prior IRS approval required - *provide details in* ***Part VI***)	**5**	
6	Other distributions *(describe in* ***Part VI****).* See instructions.	**6**	
7	**Total annual distributions.** Add lines 1 through 6.	**7**	
8	Distributions to attentive supported organizations to which the organization is responsive *(provide details in* ***Part VI****).* See instructions.	**8**	
9	Distributable amount for 2024 from Section C, line 6	**9**	
10	Line 8 amount divided by line 9 amount	**10**	

Section E - Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2024**	**(iii) Distributable Amount for 2024**
1	Distributable amount for 2024 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2024 (reasonable cause required - *explain in* ***Part VI****).* See instructions.			
3	Excess distributions carryover, if any, to 2024			
a	From 2019			
b	From 2020			
c	From 2021			
d	From 2022			
e	From 2023			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2024 distributable amount			
i	Carryover from 2019 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2024 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2024 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* ***Part VI****.* See instructions.			
6	Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* ***Part VI****.* See instructions.			
7	**Excess distributions carryover to 2025**. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2020			
b	Excess from 2021			
c	Excess from 2022			
d	Excess from 2023			
e	Excess from 2024			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

Name of the organization
California Veterans Assistance

Employer identification number
30-0186044

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	☒ 501(c)(**3**) (enter number) organization
	☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	☐ 527 political organization
Form 990-PF	☐ 501(c)(3) exempt private foundation
	☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
	☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☐ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☒ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year . . . . . $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization: California Veterans Assistance

Employer identification number: 30-0186044

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	County of Kern 1115 Truxtun Ave Bakersfield, CA 93309	$ 549,638	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
		$	Person [ ] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization
California Veterans Assistance

Employer identification number
30-0186044

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

Name of organization: California Veterans Assistance

Employer identification number: 30-0186044

Part III ***Exclusively*** **religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this information once. See instructions.) **$** _____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
California Veterans Assistance

Employer identification number
30-0186044

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Preservation of a historically important land area
- ☐ Protection of natural habitat
- ☐ Preservation of a certified historic structure
- ☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included on line 2a	2c	
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year $

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %
b Permanent endowment _____ %
c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		278,250		278,250
b Buildings		1,386,789	873,735	513,054
c Leasehold improvements				
d Equipment		40,619	39,280	1,339
e Other		77,233	77,233	
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				792,643

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, line 12, col. (B))*		

Part VIII Investments - Program Related

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, line 13, col. (B))*		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Construction in progress	1,068,482
(2) Security deposit	7,600
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	1,076,082

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) Lease liabilities	300,341
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	300,341

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	3,500,896
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	3,500,896
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	3,500,896

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	2,797,935
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	2,797,935
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	2,797,935

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIII **Supplemental Information** *(continued)*

SCHEDULE I (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" on Form 990, Part IV, line 21 or 22.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
California Veterans Assistance

Employer identification number
30-0186044

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? . . . . . ☒ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Domestic Organizations and Domestic Governments.

Complete if the organization answered "Yes" on Form 990, Part IV, line 21, for any recipient that received more than $5,000. Part II can be duplicated if additional space is needed.

1	(a) Name and address of organization or government	(b) EIN	(c) IRC section (if applicable)	(d) Amount of cash grant	(e) Amount of noncash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of noncash assistance	(h) Purpose of grant or assistance
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								
(8)								
(9)								
(10)								

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table . . . . . ____

3 Enter total number of other organizations listed in the line 1 table . . . . . ____

Part III **Grants and Other Assistance to Domestic Individuals.** Complete if the organization answered "Yes" on Form 990, Part IV, line 22. Part III can be duplicated if additional space is needed.

	(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of noncash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of noncash assistance
1	SSVF - TFA Rental Assistance	264	693,508		FMV	
2	Other Programs - Rental & Other Assistance	41	11,942		FMV	
3						
4						
5						
6						
7						

Part IV **Supplemental Information.** Provide the information required in Part I, line 2; Part III, column (b); and any other additional information.

SCHEDULE L (Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Transactions With Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a, 25b, 26, 27, 28a, 28b, or 28c; or Form 990-EZ, Part V, line 38a or 40b.
Attach to Form 990 or Form 990-EZ.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization

California Veterans Assistance

Employer identification number

30-0186044

Part I Excess Benefit Transactions (section 501(c)(3), section 501(c)(4), and section 501(c)(29) organizations only)

Complete if the organization answered "Yes" on Form 990, Part IV, line 25a or 25b; or Form 990-EZ, Part V, line 40b.

1	(a) Name of disqualified person	(b) Relationship between disqualified person and organization	(c) Description of transaction	(d) Corrected? Yes	No
(1)					
(2)					
(3)					

2 Enter the amount of tax incurred by the organization managers or disqualified persons during the year under section 4958 . . . . . $

3 Enter the amount of tax, if any, on line 2, above, reimbursed by the organization . . . . . $

Part II Loans to and/or From Interested Persons

Complete if the organization answered "Yes" on Form 990-EZ, Part V, line 38a, or Form 990, Part IV, line 26; or if the organization reported an amount on Form 990, Part X, line 5, 6, or 22.

	(a) Name of interested person	(b) Relationship with organization	(c) Purpose of loan	(d) Loan to or from the organization? To	From	(e) Original principal amount	(f) Balance due	(g) In default? Yes	No	(h) Approved by board or committee? Yes	No	(i) Written agreement? Yes	No
(1)													
(2)													
(3)													
(4)													
(5)													
Total . . . . . $													

Part III Grants or Assistance Benefiting Interested Persons

Complete if the organization answered "Yes" on Form 990, Part IV, line 27.

	(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of assistance	(d) Type of assistance	(e) Purpose of assistance
(1)					
(2)					
(3)					
(4)					
(5)					

Part IV **Business Transactions Involving Interested Persons**

Complete if the organization answered "Yes" on Form 990, Part IV, line 28a, 28b, or 28c.

	(a) Name of interested person	(b) Relationship between interested person and the organization	(c) Amount of transaction	(d) Description of transaction	(e) Sharing of organization's revenues? Yes	(e) Sharing of organization's revenues? No
(1)	Housing Authority of Kern County	Director is employed by the	78,763	Revenue received for providing services to		X
(2)						
(3)						
(4)						
(5)						

Part V **Supplemental Information**

Provide additional information for responses to questions on Schedule L. See instructions.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, line 29 or 30.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

Name of the organization

California Veterans Assistance

Employer identification number

30-0186044

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial	X	6	95,602	Estimated value
17	Real estate - Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (_____)				
26	Other (_____)				
27	Other (_____)				
28	Other (_____)				

			Yes	No
29	Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement	29		
30a	During the year, did the organization receive by contribution any property reported on Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

SCHEDULE O (Form 990)
(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization

California Veterans Assistance

Employer identification number

30-0186044

01. Form 990 governing body review (Part VI, line 11)

A draft of the Form 990 is forwarded to all board members for review.

02. Conflict of interest policy compliance (Part VI, line 12c)

Board members do not vote on matters that are identified as a conflict of interest.

03. Governing documents, etc, available to public (Part VI, line 19)

Organizational documents are available upon request.

Name(s) as shown on return: California Veterans Assistance

FEIN: 30-0186044

Program Services - Other Expenses

Description	Amount
Vehicles	$ 34,872
Dues & subscriptions	3,156
Licenses & fees	4,016
Miscellaneous	4,677
Postage	850
Security	32,180
Total:	**$ 79,751**

Management & General - Other Expenses

Description	Amount
Vehicles	$ 445
Dues & subscriptions	5,540
Licenses & fees	9,683
Miscellaneous	14,410
Postage	140
Total:	**$ 30,218**

990EF	EF Transmission Status (Keep for your records)	2024

Name(s) as shown on return

California Veterans Assistance

EIN number

30-0186044

The following will be transmitted to the IRS. ☐ 990 ☒ 990-T ☐ Amended 990 ☐ Amended 990-T

☐ 8868 ☐ 4720 ☐ FinCEN 114

The following state returns will be transmitted:

CA199

The following returns have been suppressed or are not eligible and will NOT be transmitted.

EF Notes

Form **8879-TE**

Department of the Treasury
Internal Revenue Service

IRS E-file Signature Authorization for a Tax Exempt Entity

For calendar year 2024, or fiscal year beginning , 2024, and ending , 20

Do not send to the IRS. Keep for your records.
Go to *www.irs.gov/Form8879TE* for the latest information.

OMB No. 1545-0047

2024

Name of filer

California Veterans Assistance

EIN or SSN

30-0186044

Name and title of officer or person subject to tax

Deborah Johnson, President

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a,** or **10a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b,** or **10b,** whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

1a	**Form 990** check here	☐	b	**Total revenue,** if any (Form 990, Part VIII, column (A), line 12)	1b
2a	**Form 990-EZ** check here	☐	b	**Total revenue,** if any (Form 990-EZ, line 9)	2b
3a	**Form 1120-POL** check here	☐	b	**Total tax** (Form 1120-POL, line 22)	3b
4a	**Form 990-PF** check here	☐	b	**Tax based on investment income** (Form 990-PF, Part V, line 5)	4b
5a	**Form 8868** check here	☐	b	**Balance due** (Form 8868, line 3c)	5b
6a	**Form 990-T** check here	☒	b	**Total tax** (Form 990-T, Part III, line 4)	6b **0**
7a	**Form 4720** check here	☐	b	**Total tax** (Form 4720, Part III, line 1)	7b
8a	**Form 5227** check here	☐	b	**FMV of assets at end of tax year** (Form 5227, Item D)	8b
9a	**Form 5330** check here	☐	b	**Tax due** (Form 5330, Part II, line 19)	9b
10a	**Form 8038-CP** check here	☐	b	**Amount of credit payment requested** (Form 8038-CP, Part III, line 22)	10b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☐ I am an officer of the above entity or ☐ I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2024 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS **(a)** an acknowledgement of receipt or reason for rejection of the transmission, **(b)** the reason for any delay in processing the return or refund, and **(c)** the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **Engelson & Associates, Ltd.** to enter my PIN **30018** as my signature

ERO firm name

Enter five numbers, but do not enter all zeros

on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2024 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date **05-14-2025**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

394201 23159

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2024 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163,** Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature _____ Date **05-14-2025**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

Form **990-T**

Exempt Organization Business Income Tax Return (and proxy tax under section 6033(e))

OMB No. 1545-0047

2024

For calendar year 2024 or other tax year beginning _____, 2024, and ending _____, 20 ____

Go to *www.irs.gov/Form990T* for instructions and the latest information.

Do not enter SSN numbers on this form as it may be made public if your organization is an 501(c)(3).

Department of the Treasury
Internal Revenue Service

Open to Public Inspection for 501(c)(3) Organizations Only

A ☐ Check box if address changed.

B Exempt under section
☒ 501(c) (3)
☐ 408(e) ☐ 220(e)
☐ 408A ☐ 530(a)
☐ 529(a) ☐ 529A

Print or Type

Name of organization (☐ Check box if name changed and see instructions.)
California Veterans Assistance

Number, street, and room or suite no. If a P.O. box, see instructions.
2215 Buena Vista Street No 1

City or town, state or province, country, and ZIP or foreign postal code
Bakersfield, CA 93304

C Book value of all assets at end of year 3,400,294

D Employer identification number
30-0186044

E Group exemption number (see instructions)

F ☐ Check box if an amended return.

G Check organization type ☒ 501(c) corporation ☐ 501(c) trust ☐ 401(a) trust ☐ Other trust ☐ State college/university ☐ 6417 (d)(1)(A) Applicable entity

H Check if filing only to claim ☐ Credit from Form 8941 ☐ Refund shown on Form 2439 ☐ Elective payment amount from Form 3800

I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation . . . . . ☐

J Enter the number of attached Schedules A (Form 990-T) 1

K During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? . . . . . ☐ Yes ☒ No

If "Yes," enter the name and identifying number of the parent corporation

L The books are in care of Deborah Johnson 2215 Buena Vista Street No 1 Telephone number (661)455-7400

Part I Total Unrelated Business Taxable Income

1	Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	1	549
2	Reserved	2	
3	Add lines 1 and 2	3	549
4	Charitable contributions (see instructions for limitation rules)	4	
5	Total unrelated business taxable income before net operating losses. Subtract line 4 from line 3	5	549
6	Deduction for net operating loss. See instructions	6	
7	Total of unrelated business taxable income before specific deduction and section 199A deduction. Subtract line 6 from line 5	7	549
8	Specific deduction (generally $1,000, but see instructions for exceptions)	8	1,000
9	**Trusts.** Section 199A deduction. See instructions	9	
10	**Total deductions.** Add lines 8 and 9	10	1,000
11	**Unrelated business taxable income.** Subtract line 10 from line 7. If line 10 is greater than line 7, enter zero	11	0

Part II Tax Computation

1	**Organizations taxable as corporations.** Multiply Part I, line 11 by 21% (0.21)	1	0
2	**Trusts taxable at trust rates.** See instructions for tax computation. Income tax on the amount on Part I, line 11 from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041)	2	
3	**Proxy tax.** See instructions	3	
4a	Chapter 1 tax from Form 4255, line 3, column (q)	4a	
b	Other tax amounts. See instructions	4b	
5	Alternative minimum tax	5	
6	**Tax on noncompliant facility income.** See instructions	6	
7	**Total.** Add lines 3 through 6 to line 1 or 2, whichever applies	7	

Part III Tax and Payments

1a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	1a			
b	Other credits (see instructions)	1b			
c	General business credit. Attach Form 3800 (see instructions)	1c			
d	Credit for prior-year minimum tax (attach Form 8801 or 8827)	1d			
e	**Total credits.** Add lines 1a through 1d			1e	
2	Subtract line 1e from Part II, line 7			2	
3a	Addition to tax from Form 4255 (see instructions)	3a			
b	Amount due from Form 8611	3b			
c	Amount due from Form 8697	3c			
d	Amount due from Form 8866	3d			
e	Other amounts due (see instructions)	3e			
f	Total amounts due. Add lines 3a through 3e			3f	
4	**Total tax.** Add lines 2 and 3f (see instructions). ☐ Check if includes tax previously deferred under section 1294. Enter tax amount here			4	

For Paperwork Reduction Act Notice, see instructions.

EEA

Part III Tax and Payments *(continued)*

5	Current net 965 tax liability paid from Form 965-A, Part II, column (k)			5	
6a	Payments: Preceding year's overpayment credited to the current year	6a			
b	Current year's estimated tax payments. Check if section 643(g) election applies ☐	6b			
c	Tax deposited with Form 8868	6c			
d	Foreign organizations: Tax paid or withheld at source (see instructions)	6d			
e	Backup withholding (see instructions)	6e			
f	Credit for small employer health insurance premiums (attach Form 8941)	6f			
g	Elective payment election amount from Form 3800	6g			
h	Payment from Form 2439	6h			
i	Credit from Form 4136	6i			
j	Other (see instructions)	6j			
7	**Total payments.** Add lines 6a through 6j			7	
8	Estimated tax penalty (see instructions). Check if Form 2220 is attached ☐			8	
9	**Tax due.** If line 7 is smaller than the total of lines 4, 5, and 8, enter amount owed			9	
10	**Overpayment.** If line 7 is larger than the total of lines 4, 5, and 8, enter amount overpaid			10	
11	Enter the amount of line 10 you want: **Credited to 2025 estimated tax** **Refunded**			11	

Part IV Statements Regarding Certain Activities and Other Information (see instructions)

		Yes	No
1	At any time during the 2024 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "Yes," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "Yes," enter the name of the foreign country here		X
2	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," see instructions for other forms the organization may have to file.		X
3	Enter the amount of tax-exempt interest received or accrued during the tax year $		
4	Enter available pre-2018 NOL carryovers here $ _____. Do not include any post-2017 NOL carryover shown on Schedule A (Form 990-T). Don't reduce the NOL carryover shown here by any deduction reported on Part I, line 6.		
5	Post-2017 NOL carryovers. Enter the Business Activity Code and available post-2017 NOL carryovers. Don't reduce the amounts shown below by any NOL claimed on any Schedule A, Part II, line 17, for the tax year. See instructions.		

Business Activity Code	Available post-2017 NOL carryover
	$
	$
	$
	$

6a	Reserved for future use		
b	Reserved for future use		

Part V Supplemental Information

Provide any additional information. See instructions.

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer | Date | Title: President

May the IRS discuss this return with the preparer shown below (see instructions)? ☒ Yes ☐ No

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
William J Sherry, CPA		05-14-2025		P00231592

Firm's name	Engelson & Associates, Ltd.	Firm's EIN	39-1625814
Firm's address	3317 Mormon Coulee Road La Crosse WI 54601	Phone no.	608-788-2181

SCHEDULE A (Form 990-T)

Department of the Treasury
Internal Revenue Service

Unrelated Business Taxable Income From an Unrelated Trade or Business

Go to *www.irs.gov/Form990T* for instructions and the latest information.

Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

OMB No. 1545-0047

2024

Open to Public Inspection for 501(c)(3) Organizations Only

A Name of the organization

California Veterans Assistance

B Employer identification number

30-0186044

C Unrelated business activity code (see instructions) 531120

D Sequence: 1 of 1

E Describe the unrelated trade or business Building Lease

Part I	Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1a	Gross receipts or sales				
b	Less returns and allowances c Balance	1c			
2	Cost of goods sold (Part III, line 8)	2			
3	Gross profit. Subtract line 2 from line 1c	3			
4a	Capital gain net income (attach Schedule D (Form 1041 or Form 1120)). See instructions	4a			
b	Net gain (loss) (Form 4797) (attach Form 4797). See instructions	4b			
c	Capital loss deduction for trusts	4c			
5	Income (loss) from a partnership or an S corporation (attach statement)	5			
6	Rent income (Part IV)	6	20,240	19,691	549
7	Unrelated debt-financed income (Part V)	7			
8	Interest, annuities, royalties, and rents from a controlled organization (Part VI)	8			
9	Investment income of section 501(c)(7), (9), or (17) organizations (Part VII)	9			
10	Exploited exempt activity income (Part VIII)	10			
11	Advertising income (Part IX)	11			
12	Other income (see instructions; attach statement)	12			
13	**Total.** Combine lines 3 through 12	13	20,240	19,691	549

Part II	**Deductions Not Taken Elsewhere.** See instructions for limitations on deductions. Deductions must be directly connected with the unrelated business income.				
1	Compensation of officers, directors, and trustees (Part X)			1	
2	Salaries and wages			2	
3	Repairs and maintenance			3	
4	Bad debts			4	
5	Interest (attach statement). See instructions			5	
6	Taxes and licenses			6	
7	Depreciation (attach Form 4562). See instructions	7			
8	Less depreciation claimed in Part III and elsewhere on return	8a		8b	
9	Depletion			9	
10	Contributions to deferred compensation plans			10	
11	Employee benefit programs			11	
12	Excess exempt expenses (Part VIII)			12	
13	Excess readership costs (Part IX)			13	
14	Other deductions (attach statement)			14	
15	**Total deductions.** Add lines 1 through 14			15	
16	Unrelated business income before net operating loss deduction. Subtract line 15 from Part I, line 13, column (C)			16	549
17	Deduction for net operating loss. See instructions			17	
18	**Unrelated business taxable income.** Subtract line 17 from line 16			18	549

For Paperwork Reduction Act Notice, see instructions.

Schedule A (Form 990-T) 2024

EEA

Part III Cost of Goods Sold

Enter method of inventory valuation

1	Inventory at beginning of year	1	
2	Purchases	2	
3	Cost of labor	3	
4	Additional section 263A costs (attach statement)	4	
5	Other costs (attach statement)	5	
6	**Total.** Add lines 1 through 5	6	
7	Inventory at end of year	7	
8	**Cost of goods sold.** Subtract line 7 from line 6. Enter here and in Part I, line 2	8	
9	Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?	☐ Yes	☐ No

Part IV Rent Income (From Real Property and Personal Property Leased With Real Property)

1 Description of property (property street address, city, state, ZIP code). Check if a dual-use. See instructions.

A ☐ Easton Property, Address: 1400 Easton Dr Suite 102 Bakersfield, CA 93304

B ☐

C ☐

D ☐

		A	B	C	D
2	Rent received or accrued				
a	From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)				
b	From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)	20,240			
c	Total rents received or accrued by property. Add lines 2a and 2b, columns A through D	20,240			

3 Total rents received or accrued. Add line 2c, columns A through D. Enter here and on Part I, line 6, column (A) 20,240

		A	B	C	D
4	Deductions directly connected with the income in lines 2a and 2b (attach statement)	19,691			

Statement #11

5 **Total deductions.** Add line 4, columns A through D. Enter here and on Part I, line 6, column (B) 19,691

Part V Unrelated Debt-Financed Income (see instructions)

1 Description of debt-financed property (street address, city, state, ZIP code). Check if a dual-use. See instructions.

A ☐

B ☐

C ☐

D ☐

		A	B	C	D
2	Gross income from or allocable to debt-financed property				
3	Deductions directly connected with or allocable to debt-financed property				
a	Straight line depreciation (attach statement)				
b	Other deductions (attach statement)				
c	Total deductions (add lines 3a and 3b, columns A through D)				
4	Amount of average acquisition debt on or allocable to debt-financed property (attach statement)				
5	Average adjusted basis of or allocable to debt-financed property (attach statement)				
6	Divide line 4 by line 5	%	%	%	%
7	Gross income reportable. Multiply line 2 by line 6				

8 **Total gross income** (add line 7, columns A through D). Enter here and on Part I, line 7, column (A)

		A	B	C	D
9	Allocable deductions. Multiply line 3c by line 6				

10 **Total allocable deductions.** Add line 9, columns A through D. Enter here and on Part I, line 7, column (B)

11 **Total dividends - received deductions** included in line 10

Part VI **Interest, Annuities, Royalties, and Rents From Controlled Organizations** (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations: 3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross income	6. Deductions directly connected with income in column 5
(1)					
(2)					
(3)					
(4)					

Nonexempt Controlled Organizations: 7. Taxable income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
Totals			Add columns 5 and 10. Enter here and on Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on Part I, line 8, column (B).

Part VII **Investment Income of a Section 501(c)(7), (9), or (17) Organization** (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach statement)	4. Set-asides (attach statement)	5. Total deductions and set-asides (add columns 3 and 4)
(1)				
(2)				
(3)				
(4)				
Totals	Add amounts in column 2. Enter here and on Part I, line 9, column (A).			Add amounts in column 5. Enter here and on Part I, line 9, column (B).

Part VIII **Exploited Exempt Activity Income, Other Than Advertising Income** (see instructions)

1	Description of exploited activity:		
2	Gross unrelated business income from trade or business. Enter here and on Part I, line 10, column (A)	2	
3	Expenses directly connected with production of unrelated business income. Enter here and on Part I, line 10, column (B)	3	
4	Net income (loss) from unrelated trade or business. Subtract line 3 from line 2. If a gain, complete lines 5 through 7	4	
5	Gross income from activity that is not unrelated business income	5	
6	Expenses attributable to income entered on line 5	6	
7	Excess exempt expenses. Subtract line 5 from line 6, but do not enter more than the amount on line 4. Enter here and on Part II, line 12	7	

Part IX Advertising Income

1 Name(s) of periodical(s). Check box if reporting two or more periodicals on a consolidated basis.

A ☐ _____

B ☐ _____

C ☐ _____

D ☐ _____

Enter amounts for each periodical listed above in the corresponding column.

		A	B	C	D
2	Gross advertising income				
a	Add columns A through D. Enter here and on Part I, line 11, column (A)				
3	Direct advertising costs by periodical				
a	Add columns A through D. Enter here and on Part I, line 11, column (B)				
4	Advertising gain (loss). Subtract line 3 from line 2. For any column in line 4 showing a gain, complete lines 5 through 8. For any column in line 4 showing a loss or zero, do not complete lines 5 through 7, and enter -0- on line 8				
5	Readership costs				
6	Circulation income				
7	Excess readership costs. If line 6 is less than line 5, subtract line 6 from line 5. If line 5 is less than line 6, enter -0-				
8	Excess readership costs allowed as a deduction. For each column showing a gain on line 4, enter the lesser of line 4 or line 7				
a	Add line 8, columns A through D. Enter the greater of the line 8a columns total or -0- here and on Part II, line 13				

Part X Compensation of Officers, Directors, and Trustees (see instructions)

1. Name	2. Title	3. Percentage of time devoted to business	4. Compensation attributable to unrelated business
(1)		%	
(2)		%	
(3)		%	
(4)		%	
Total. Enter here and on Part II, line 1			

Part XI Supplemental Information (see instructions)

Name(s) as shown on return: California Veterans Assistance

Tax ID Number: 30-0186044

990-T Schedule A Part IV - Line 4
Deductions Directly Connected with Income

Statement #11

Form 990-T Schedule A: Building Lease

Property: Easton Property, Address: 1400 Easton Dr Suite 102 Bakersfield, CA 93304

Description	Amount
Depreciation	4,252
Real estate taxes	2,804
Interest	3,440
Association dues	3,195
Administrative, insurance & miscellaneous	6,000
Total	19,691

043

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR **2024**

California e-file Return Authorization for Exempt Organizations

FORM **8453-EO**

Exempt Organization name: CALIFORNIA VETERANS ASSISTANCE

Identifying number: 30-0186044

Part I Electronic Return Information (whole dollars only)

1 Total gross receipts or unrelated business taxable income (Form 199, line 4 or Form 109, line 5)	1	3,500,896
2 Total gross income or total tax (Form 199, line 8 or Form 109, line 14)	2	3,500,896
3 Refund (Form 109, line 26)	3	
4 Balance due or Total amount due (Form 199, line 16 or Form 109, line 29)	4	

Part II Settle Your Account Electronically for Taxable Year 2024

5 ☐ Direct deposit of refund (Form 109 only.)

6 ☐ Electronic funds withdrawal **6a** Amount _____ **6b** Withdrawal date (mm/dd/yyyy) _____

Part III Schedule of Estimated Tax Payments for Taxable Year 2025 (These are not installment payments for the current amount the exempt organization owes.)

	First Payment	Second Payment	Third Payment	Fourth Payment
7 Amount				
8 Withdrawal Date				

Part IV Banking Information (Have you verified the exempt organization's banking information?)

9 Routing number _____

10 Account number _____ **11** Type of account: ☐ Checking ☐ Savings

Part V Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 5, I declare that the bank account specified in Part IV for the direct deposit refund agrees with the authorization stated on my return. If I check Part II, box 6, I authorize an electronic funds withdrawal for the amount listed on line 6a and any estimated payment amounts listed on Part III, line 7 from the bank account specified in Part IV.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2024 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's tax liability, the exempt organization will remain liable for the tax liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. If the **processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay or the date when the refund was sent.**

Sign Here ▶ _____ 05-14-2025 ▶ PRESIDENT

Signature of officer | Date | Title

Part VI Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB. I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2024 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign

ERO's signature ▶ | Date | Check if also paid preparer ☒ | Check if self-employed ☐ | ERO's PTIN P00231592

Firm's name (or yours if self-employed) and address ▶ ENGELSON & ASSOCIATES, LTD.
~~3317 MORMON COULEE ROAD~~
LA CROSSE, WI

Firm's FEIN 39-1625814

ZIP code 54601

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign

Paid preparer's signature ▶ | Date | Check if self-employed ☐ | Paid preparer's PTIN

Firm's name (or yours if self-employed) and address ▶ | Firm's FEIN | ZIP code

FTB 8453-EO 2024

TAXABLE YEAR **2024**

California Exempt Organization Annual Information Return

FORM **199**

Calendar Year 2024 or fiscal year beginning (mm/dd/yyyy) _____, and ending (mm/dd/yyyy) _____.

Corporation/Organization name	California corporation number
CALIFORNIA VETERANS ASSISTANCE	2537906
Additional information. See instructions.	FEIN 30-0186044

Street address (suite or room)	PMB no.
2215 BUENA VISTA STREET NO 1	

City	State	ZIP code
BAKERSFIELD	CA	93304

Foreign country name	Foreign province/state/county	Foreign postal code

A First return . . . . . ☐ Yes ☒ No

B Amended return . . . . . ☐ Yes ☒ No

C IRC Section 4947(a)(1) trust . . . . . ☐ Yes ☒ No

D Final information return?

☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized

Enter date: (mm/dd/yyyy) _____

E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other

F Federal return filed? (1) ☒ 990T (2) ☐ 990PF (3) ☐ Sch H (990) (4) ☐ Other 990 series

G Is this a group filing? See instructions . . . . . ☐ Yes ☐ No

H Is this organization in a group exemption . . . . . ☐ Yes ☒ No

If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions . . . . . ☐ Yes ☒ No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions . . . . . ☐ Yes ☒ No

K Is the organization exempt under R&TC Section 23701g? . . . ☐ Yes ☒ No

If "Yes," enter the gross receipts from nonmember sources . . . $

L Is the organization a limited liability company? . . . . . ☐ Yes ☒ No

M Did the organization file Form 100 or Form 109 to report taxable income? . . . . . ☐ Yes ☒ No

N Is the organization under audit by the IRS or has the IRS audited in a prior year? . . . . . ☐ Yes ☒ No

O Is federal Form 1023/1024 pending? . . . . . ☐ Yes ☒ No

Date filed with IRS _____

Part I **Complete Part I unless not required to file this form. See General Information B and C.**

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8		1	484,577 00
	2	Gross dues and assessments from members and affiliates		2	00
	3	Gross contributions, gifts, grants, and similar amounts received		3	3,016,319 00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. **This line must be completed.** If the result is less than $50,000, see General Information B		4	3,500,896 00
	5	Cost of goods sold	5 00		
	6	Cost or other basis, and sales expenses of assets sold	6 00		
	7	Total costs. Add line 5 and line 6		7	00
	8	Total gross income. Subtract line 7 from line 4		8	3,500,896 00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18		9	2,797,935 00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8		10	702,961 00
Payments	11	Total payments		11	00
	12	Use tax. See General Information K		12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11		13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12		14	00
	15	Penalties and interest. See General Information J		15	00
	16	**Balance due.** Add line 12 and line 15. Then subtract line 11 from the result		16	00

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature of officer	Title	Date	Telephone
▶DEBORAH JOHNSON	PRESIDENT	05/14/2025	661-455-7400

Paid Preparer's Use Only

Preparer's signature ▶	Date	Check if self-employed ▶ ☐	PTIN
	05/14/2025		P00231592

Firm's name (or yours, if self-employed) and address ▶ ENGELSON & ASSOCIATES, LTD.
3317 MORMON COULEE ROAD
LA CROSSE, WI 54601

Firm's FEIN 39-1625814

Telephone 608-788-2181

May the FTB discuss this return with the preparer shown above? See instructions . . . . . ☒ Yes ☐ No

Part II **Organizations with gross receipts of more than $50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.** 30-0186044

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	1	421,210 00
	2	Interest	2	8,569 00
	3	Dividends	3	00
	4	Gross rents	4	20,240 00
	5	Gross royalties	5	00
	6	Gross amount received from sale of assets (See instructions)	6	34,558 00
	7	Other income. Attach schedule	7	00
	8	**Total** gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	484,577 00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9	705,450 00
	10	Disbursements to or for members	10	00
	11	Compensation of officers, directors, and trustees. Attach schedule	11	124,002 00
	12	Other salaries and wages	12	964,518 00
	13	Interest	13	3,440 00
	14	Taxes	14	71,898 00
	15	Rents	15	85,304 00
	16	Depreciation and depletion (See instructions)	16	00
	17	Other expenses and disbursements. Attach schedule	17	843,323 00
	18	**Total** expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	2,797,935 00

Schedule L Balance Sheet	Beginning of taxable year		End of taxable year	
Assets	(a)	(b)	(c)	(d)
1 Cash		569,016		642,105
2 Net accounts receivable		644,506		562,854
3 Net notes receivable				
4 Inventories				
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments. Attach schedule				
10 a Depreciable assets	1,602,548		1,504,641	
b Less accumulated depreciation	1,045,734	556,814	990,248	514,393
11 Land		278,250		278,250
12 Other assets. Attach schedule		631,458		1,402,692
13 **Total assets**		2,680,044		3,400,294
Liabilities and net worth				
14 Accounts payable		79,456		155,683
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable		69,905		63,275
18 Other liabilities. Attach schedule		426,240		373,932
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		2,104,443		2,807,404
22 **Total liabilities and net worth**		2,680,044		3,400,294

Schedule M-1 **Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than $50,000.

1 Net income per books	702,961	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains			
4 Income not recorded on books this year. Attach schedule			
5 Expenses recorded on books this year not deducted in this return. Attach schedule		9 Total. Add line 7 and line 8	
6 Total. Add line 1 through line 5	702,961	10 Net income per return. Subtract line 9 from line 6	702,961

California Form 199 Supporting Statements

2024

California Form 199

Part I - Line 3 -- Gross contributions, gifts, grants, and similar amounts received, Part I, Line 3

PG01

Name(s) shown on return

California Veterans Assistance

Identifying Number

30-0186044

(a) Contributor's Name	(b) Contributor's Address	(c) Date Received	(d) Amount Received
County of Kern	1115 Truxtun Ave Bakersfield, CA 93309	12-31-2024	549,638

PAGE TOTAL: 549,638

CA199ATT.LD

CA 199 Other Expenses

2024

Name(s) shown on return	Identifying Number
California Veterans Assistance	30-0186044

OTHER EXPENSES

Description	Amount
Retirement	15,630
Employee benefits	134,789
Legal	153
Accounting and audit	18,699
Advertising	939
Office	24,440
Occupancy	224,823
Travel	1,382
Training	5,350
Depreciation	42,421
Insurance	55,129
Repairs & maintenance	124,695
Supplies	40,209
Food service	44,695
Vehicles	35,317
Dues & subscriptions	8,696
License & fees	13,699
Miscellaneous	19,087
Postage	990
Security	32,180

Name(s) as shown on return: California Veterans Assistance

SSN/FEIN: 30-0186044

Sale of Property

Description	Amount
Vehicles	$ 34,558
Total:	**$ 34,558**

Contributions, Grants to Individuals

Description	Amount
Temporary Financial Assistance to Veterans	$ 705,450
Total:	**$ 705,450**

Other Expenses

Description	Amount
Retirement	$ 15,630
Employee benefits	134,789
Legal	153
Accounting and audit	18,699
Advertising	939
Office	24,440
Occupancy	224,823
Travel	1,382
Training	5,350
Depreciation	42,421
Insurance	55,129
Repairs & maintenance	124,695
Supplies	40,209
Food service	44,695
Vehicles	35,317
Dues & subscriptions	8,696
License & fees	13,699
Miscellaneous	19,087
Postage	990
Security	32,180
Total:	**$ 843,323**

CAWK_USE	California Use Tax Worksheet	2024

Name(s) as shown on return: California Veterans Assistance

California ID Number: 30-0186044

Round all amounts to the nearest whole dollar.

1. Enter purchases from out-of-state sellers made without payment of California sales/use tax. See worksheet instructions . . . . . $ _____ .00

2. Enter the applicable sales and use tax rate. See worksheet instructions . . . . . _____

3. Multiply line 1 by the tax rate on line 2. Enter result here . . . . . $ _____ .00

4. Enter any sales or use tax paid to another state for purchases included on line 1. See worksheet instructions . . . . . $ _____ .00

5. Total Use Tax Due. Subtract line 4 from line 3. This is the total use tax due. If amount is less than zero, enter -0- . . . . . $ _____ .00

Do not file with California. Keep for your records.

STATE OF CALIFORNIA
RRF-1
(Rev. 01/2024)

DEPARTMENT OF JUSTICE

MAIL TO:
Registry of Charitable & Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, and 310

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of $800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

CALIFORNIA VETERANS ASSISTANCE
Name of Organization

List all DBAs and names the organization uses or has used

2215 BUENA VISTA STREET NO 1
Address (Number and Street)

BAKERSFIELD, CA 93304
City or Town, State, and ZIP Code

661-455-7400
Telephone Number

deb.johnson@cavaf.or
Email Address

Check if:
- ☐ Change of address
- ☐ Amended report
- ☐ Organization requests email notifications

State Charity Registration Number CT-2537906

Corporation or Organization No. 2537906

Federal Employer ID No. 30-0186044

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, and 310)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than $50,000	$25	Between $250,001 and $1 milion	$100	Between $20,000,001 and $100 million	$800
Between $50,000 and $100,000	$50	Between $1,000,001 and $5 million	$200	Between $100,000,001 and $500 million	$1,000
Between $100,001 and $250,000	$75	Between $5,000,001 and $20 million	$400	Greater than $500 million	$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 01-01-2024 **ending** 12-31-2024**) list:**

Total Revenue $ (including noncash contributions) 3,500,896 **Noncash Contributions $** 95,602 **Total Assets $** 3,400,294

Program Expenses $ 2,676,751 **Total Expenses $** 2,797,935

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: **All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.**

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		X
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		X
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		X
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		X
5. During this reporting period, did the organization receive any governmental funding?	X	
6. During this reporting period, did the organization hold a raffle for charitable purposes?		X
7. Does the organization conduct a vehicle donation program?		X
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	X	
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		X

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent	Printed Name	Title	Date
	DEBORAH JOHNSON	PRESIDENT	05-14-2025

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: May 28, 2025

Subject: *Agenda Item VI(a)*: April Policy Council Report – **Action Item**

The Policy Council met on April 22, 2025 at which time a quorum was established.

Members reviewed an application for the position of Policy Council Community Representative. The submission was made by Paula De La Riva, Senior Program Manager with First 5 Kern. Paula also provided the Council with a brief personal and professional bio and was subsequently unanimously approved as a member of the Policy Council.

Additionally, in support of Child Abuse Prevention month, the Council was provided with an informative presentation on the topic by Yadira Vargas, Child and Family Services Facilitator for Kern County Network for Children. A vast amount of information as well as community resources were shared with the Council.

The Policy Council will meet as scheduled on May 27, 2025.

Recommendation:
The Policy Council requests Board approval of the May Policy Council Report and the meeting minutes from March 25, 2025.

Attachment:
Policy Council Meeting Minutes from March 25, 2025.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
March 25, 2025
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. **Call to Order**

The meeting was called to order at 5:32 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Ashley Trent, Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Ian Anderson, Jennifer Wilson, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Nallely Leon Delgado, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Fatima Echeverria, Gabriela Rangel, Henrietta Roberta Castro

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. **Committee Verbal Reports**

It was brought to the attention of the Council that the committee verbal reports were not included on the agenda. Lisa subsequently stated that they were inadvertently left off, however the respective chairpersons of each committee were prepared to share accordingly.

a. **Budget & Finance Committee**

The Budget & Finance Committee met on March 18, 2025. The reports reviewed and discussed by the committee included the parent activity funds, local travel and childcare reimbursement as well as the Head Start and Early Head Start budget to actual reports. The committee also reviewed the non-federal share inkind totals and more. The next meeting of the Budget and Finance Committee will take place at 5:30 p.m. on April 15, 2025.

b. **Bylaws Committee**

The Bylaws Committee will meet on April 1, 2025 at 5:30 p.m. at which time the committee will begin its review of the Bylaws in their entirety, starting with the first few articles. The articles will be discussed to determine if they suffice as is or if they need to be edited to better meet the needs of the program and/or the Council. Any changes wishing to be made to the bylaws will be brought to the Policy Council as well as to the CAPK Board of Directors for approval.

c. **Planning Committee**

The Planning Committee met on March 11, 2025. The Division Program Activity Report was shared for the month of February, with Head Start reporting 100% enrollment and Early Head Start reporting 98% enrollment. There was a total of 72,330 meals delivered with 58,199 of those meals prepared by the Central Kitchen during the month of January. There was a ReadyRosie workshop offered at Vineland Child Development Center. Program highlights included six partnerships under contract with the Family Child Care program option as of February, a parent training was held at Pete Parra Child Development Center regarding alternate methods of discipline and a focus has begun in Head Start and Early Head Start classrooms on cognitive objectives. The next Planning Committee meeting will be held on April 8, 2025.

d. **School Readiness Committee**

The School Readiness Committee met on March 13, 2025. A presentation was provided to the committee on the Partnership and Family Child Care options. It was shared that the program provides funding, materials, professional development opportunities and enrollment support to all its partners and providers. Program partners provide flexible hours, care for mixed age groups and home-like environments for children and families in the community. Committee members were invited to share their first

experience of being in the care of someone other than their primary caregiver/parent. Members were also invited to participate in the upcoming Focus Area 1 Review. It was also shared that Read Across America was a successful week of language and literacy activities across the program coupled with many community guest readers.

4. Presentations

a. None

5. Consent Agenda ***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests the removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Policy Council Meeting Minutes – February 25, 2025
b. Policy Council Budget & Finance Committee Meeting Minutes – February 18, 2025
c. Policy Council Planning Committee Meeting Minutes – March 11, 2025
d. Policy Council School Readiness Committee Meeting Minutes – March 13, 2025
e. Head Start Budget to Actual Report, March 1, 2024, through January 31, 2025
f. Early Head Start Budget to Actual Report, March 1, 2024, through January 31, 2025
g. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through January 31, 2025
h. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through January 31, 2025
i. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through January 31, 2025
j. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through January 31, 2025
k. Head Start Building Proceeds for Central Kitchen as of January 31, 2025
l. Parent Travel & Childcare through January 31, 2025
m. Parent Activities through January 31, 2025
n. Independent Audit Report Fiscal Year 2023-2024
o. Head Start Program Review & Evaluation Report – February 2025
p. Letter of Resignation – Michelle Zazueta, March 3, 2025
q. ACF-OHS-IM-25-03 Promoting Healthy Eating and Nutrition for Head Start Children and Families – Issuance Date: March 19, 2025
r. 5th Annual Spring Gathering – March 29, 2025, Bakersfield American Indian Health Project, Bakersfield, CA
s. Astronomy in the Park – April 8, 2025, Shumway Oak Grove Regional Park, Stockton, CA
t. Museums for All – Bakersfield, CA
u. Backpack Connection Series: How to Use Positive Language to Improve Your Child's Behavior (English/Spanish)
v. Head Start Recruitment Flyer (English/Spanish)
w. Early Head Start San Joaquin Flyer (English/Spanish)
x. Home Visiting Program Flyer (English/Spanish)
y. Budget & Finance Committee Meeting Dates
z. Bylaws Committee Meeting Dates
aa. Planning Committee Meeting Dates
bb. School Readiness Committee Meeting Dates
cc. Policy Council Meeting Dates

Michelle Jara-Rangel requested that item (n) be removed from the consent agenda for further discussion. Rene Williams made a motion to approve consent agenda items (a) through (cc) with the exception of item (n); seconded by Christopher Cuzul. Motion carried unanimously.

In discussing item (n), the Independent Audit Report for Fiscal Year 2023-2024, it was asked if this was the same audit presented to the Board of Directors in November to which the response was affirmative. Further discussion

and inquiries followed including why it took so long to present the audit to the Council. It was stated that Policy Council Committees do not begin meeting until January and it was felt that the audit should first be presented to the Policy Council Budget and Finance Committee and then subsequently presented to the full Council. The audit was shared in March with the Budget & Finance Committee and that is why it is currently included in the consent agenda of this month's packet. Upon conclusion of all discussion on the topic, Michelle Jara-Rangel made a motion to approve; seconded by Ashley Trent. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. **Election of Ian Anderson as Community Representative to the Policy Council** – *Action Item*
Ian Anderson, Executive Director of the Kern Adult Literacy Council introduced himself to the Council and shared a bit about his background. Ian also stated that he previously worked at Kern County Superintendent of Schools and prior to that managed the CAPK Food Bank. He added that he is also an educator and currently teaches American Government at Taft and Bakersfield Colleges. Ian stated that he is an advocate for the community, for youth and has a passion and a lot of experience. He is extremely excited at the opportunity to serve CAPK in this capacity. Jennifer Wilson made a motion to approve Ian Anderson to serve as a Community Representative on the Policy Council; Alejandra Verduzco seconded the motion. Motion carried unanimously.

b. **Election of Ian Anderson as a member of the Policy Council School Readiness Committee** – *Action Item*
A motion was made by Dominique Bassi to approve Ian Anderson as a member of the School Readiness Committee; seconded by Jennifer Wilson. Motion carried unanimously.

c. **Kern County Community Assessment – Rosa Guerrero, Administrative Analyst** – *Informational Item*
Rosa shared the Community Assessment is a tool utilized by the program and the basis for many decisions, such as program options and the manner in which we deliver services to eligible families and children. In continuing to review the assessment, Rosa noted that the document contains a lot of information pertaining to the zero to five population and families at the most risk. She also noted there are many strengths that are highlighted as well, including ensuring staff are ready to meet the needs of the children and families we serve. Rosa stated this can include pathways for them to not only pursue their education, but we are also very heavily connected and are able to provide a wide variety of resources in supporting our families. Internally the program has the Family Engagement Team, Nutrition, Wellness and so forth. Rosa reviewed the balance of the document and then opened the floor for any questions from members. Rene inquired about an inconsistency between the year (2025) as noted in a title located in the table of contents and what is written (2024) in a latter part of the document. Rosa acknowledged the inaccuracy and reported that the correction will be made. Michelle Jara-Rangel expressed her thanks for some of the changes made to the document after an initial review of the assessment at the recent Planning Committee meeting. However, there were still some inconsistencies in the document. Discussion ensued with regard to such, as well as other areas as noted such as, but not limited to, language, data, and the year from which it was derived, how often the assessment is updated and more. Rosa shared that changes to the Kern Community Assessment will continue to be made. She added that it will also be presented to the CAPK Program Review and Evaluation Committee next month and is an information only item for the Policy Council and therefore does not require approval.

d. **San Joaquin Community Assessment – Rosa Guerrero, Administrative Analyst** – *Informational Item*
Rosa shared that the information she will be sharing is for San Joaquin County and for the program operated there. She noted that there are similar trends such as population growth, and the difficulties families face when seeking childcare as well as poverty rates, and more. However, Rosa stated that it is important to note that the highest need identified in San Joaquin County was mental health. San Joaquin County showed increased rates of death by suicide, drug or alcohol poisoning, poor mental health days, seriously considering suicide, and insufficient social and emotional support. Rosa stated that when the program provides services to families in this area this component is definitely something to keep in mind and to take a look at. She added that also contained in the document is various information regarding health and health outcomes as well as program information related to the program we operate there.

7. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked the members for their attendance, and shared that the presenter slated for this evening had a family situation that arose and unfortunately was unable to find a replacement to present to the Council

on her behalf. The hope is that the presenter will be able to reschedule so that she can share information on common illnesses that one may encounter in a preschool/daycare setting and how to navigate them. Lisa also shared that in recognizing and bringing awareness on the topic of child abuse, with April being Child Abuse Awareness month the Council will hear a presentation next month from Yadira Vargas who is with the Kern County Network for Children.

Lisa also spoke about the Bylaws noting that as shared in the verbal report provided to the Council earlier in the evening, the committee will be addressing some items and looking at making changes which will be coming to the Council in the near future. She also stated that starting next month Council members will have an iPad placed where they are seated which will allow them to view the Policy Council packet and its content during the meeting. This will not only mirror what the Board does when conducting Board Meetings but will also alleviate the need for members to have to access their cell phone. Lisa reminded members that iPads are also available to members for use for committee meetings as well.

With Regional Parent Committee meetings coming up, Lisa encouraged members to share their experience on the Council with the hope that other parents will become interested in serving as an RPC representative and potentially serve on the Policy Council as well.

In closing Lisa asked if members would be open to allow Ian to share information about the Kern Adult Literacy Council before moving on to the Board of Directors report to which they were agreeable.

b. **Community Representative – Ian Anderson, Kern Adult Literacy Council**
Ian shared that the Kern Adult Literacy Council (KALC) is actively working to expand their tutoring program, and community programs. He also encouraged parents and families to reach out to KALC if they need books, he encouraged Head Start Centers to do the same, adding if they have them, they will provide books and if not, KALC will work to find a way to get them. Ian also spoke a bit about the tutoring services Kern Adult Literacy Council offers to Kern County. They offer services to children as well as adults and also provide tutoring services for those working to obtain their GED as well as citizenship classes. Ian added that all services provided by KALC are free of charge. Discussion ensued on specifics about tutoring including becoming a tutor, establishing services in Eastern Kern and more. It was shared that members will be provided with Ian's contact information so they can reach out to him for any questions they might have or requests for services.

c. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Michelle stated that the Board of Directors met on February 26, 2025. There were twelve items under new business, with nine action items and three information only items. Approval was granted for the merger between CAPK and the California Veterans Assistance Foundation, with an effective date of March 1, 2025 and a complete merger date of October 1, 2025. All contracts will continue under the CalVet name with future contracts carrying the CAPK name. The current CalVet Board will oversee official business until the date of the full merger (October 1, 2025.) Other items approved included but were not limited to, amendments to the CAPK Bylaws, appointment of a new private sector seat meeting the requirements of CalVet to serve on the CAPK Board of Directors, the renewal and amendment of CAPK's existing cooperative agreement with the San Joaquin County Office of Education, a new lease in Manteca, the annual budget for fiscal year 2025-2026 as well as the financial statements, the Policy Council report and more. Informational items included recognition of the outgoing CalVet's Board members, the call for election of a Low-Income Sector CAPK Board member for Eastern Kern County, as well as a potential partnership with the City of Bakersfield on a supportive housing program for veterans, individuals with chronic mental health conditions, formerly incarcerated individuals and youth who are aging out of the foster care system.

The Chief Executive Officer provided an update on the recent presidential executive orders and the budget outlook. At the time that the Board Meeting took place, there were not any executive orders that directly impacted CAPK. However, there were orders that forced the agency to review and adjust policies related

to DEI. It was also noted that leadership is working closely with the agencies' attorneys on how to direct staff to respond to U.S. Immigration and Custom Enforcement Agents should they arrive at any of our various locations. Executive Staff are communicating with elected officials to strengthen partnerships. Staff are also reviewing leases and contracts to ensure we have cancelation rights in place. It was emphasized that during uncertain times such as these, new opportunities may potentially present themselves to build relationships and partnerships that were previously not there. The next Board meeting will be held on March 26, 2025.

d. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Jerry Meade, Assistant Director provided the Directors report on behalf of Yolanda Gonzales, welcoming Ian back to the CAPK Family in his role as a Policy Council member. Jerry added that he looks forward to the amazing resources Ian will bring to the Council which will then be shared widely throughout the program.

Jerry stated that important news was recently received and that the program has received notification about the Focus Area-1 Review which will begin the week of May 5, 2025. He added that in the coming weeks the pre-meeting process will begin as the program prepares for this review. Jerry also provided background to members about the Focus Area-1, giving a brief overview on the various components that will be getting a little closer look during this process. Jerry noted there is a governance component, and the Policy Council will be involved to some extent.

March is kick-off time and is when the program starts working on enrollment for the next school year. Jerry shared in about a month and a half some of our facilities (part year centers) will be closing for the summer while the majority of the program is full year and will still be providing services. Part-year staff and children will leave for the summer and those services will resume in August. Jerry shared that we know many children will be transitioning to kindergarten, so we know that we have to find other eligible children to fill those vacant spots. Staff are busty identifying where we have gaps or lower waitlists, and recruitment events are being scheduled in those areas. The goal is always to ensure that every child is identified and ready to enter when our part year centers reopen in August. Jerry added that the program has been able to maintain its enrollment requirements in meeting our full enrollment plan of action.

Jerry shared that this is also a busy season for professional development. Preservice activities and trainings typically happen over the summer. Staff are engaged with various data points showing where our highest need for training and technical assistance is, and they are working on developing training plans for preservice events for the 2025-2026 school year. Additionally, all the progress children are making within the program will also be captured and recorded so that they can show these outcomes as data drives our decision making, in future planning of the program.

On behalf of Yolanda, and the entire administrative team, Jerry expressed appreciation to members for their commitment to the Council and for supporting the program.

8. <u>Policy Council Chairperson Report</u>

Ruby thanked everyone for attending the meeting. She also expressed concern over trees that were cut down at the facility where her child is enrolled, which does not provide adequate shade for the upcoming warmer months. Discussion ensued on the topic with Jerry sharing that there are several projects in the works for the center. He also added that any specific and/or medical concerns can be made to the site supervisor who can then create a facilities work order if need be and follow up accordingly.

9. <u>Policy Council Member Comments</u>

Members had an opportunity to share a comment if they would like.

Christopher Cuzul expressed his thoughts on the previous comments made by Chairperson, Ruby Cruz, about the trees being removed from the center. Jerry stated that if there is a health and safety concern, these matters become a top priority. Should this concern be identified as such, immediate action would take place as health and safety takes precedence and are our highest priorities to resolve.

Dominque Bassi asked if parents were to provide their center with sunscreen, would they be able to use it on children? Jerry shared that there is a health protocol that we must follow. He stated that parents can speak with their site supervisor, who can share the process with the parent and work with them as there can be a lot of different varieties and variations of a product. Jerry added that if it something that is medically necessary there is extensive documentation that needs to be gathered for this type of situation.

Jennifer Wilson welcomed Ian Anderson to the School Readiness Committee. She also spoke about the new inkind process, which is a pilot program at a few centers. Jennifer spoke about concerns she had regarding her inability to capture inkind for her child in utilizing this new method. Jennifer stated that when she heard the verbal report from the Budget & Finance meeting, and it was shared that the program had already surpassed the inkind requirement she was pleased and relieved. Jennifer also expressed her continued gratitude that her son gets to be a part of the Head Start program, adding that she had "the best time" reading to her son's class, it was an awesome experience.

Maria Worthy had a question about the implementation of IEPs and 504 Plans within our program. Jerry shared that if a child has an active IEP the inclusion team is made aware, and steps are taken to ensure the IEP is implemented accordingly. An additional question was posed specifically to Maria's child and the program's curriculum. Jerry stated that this would be a wonderful opportunity for conversation with the site supervisor and can also include the Support Services Manager to address any specific concerns or questions.

Michelle Jara-Rangel encouraged members to take advantage of the opportunity to participate in the Focus Area-1 Review. She added that it will be a great experience and reiterated sentiments shared by Jerry, and stated participation in the review presents an opportunity for members to share about all the wonderful things the program is doing as a whole.

10. <u>Adjournment</u>

The next Policy Council meeting will be held on April 22, 2025 at 5:30 p.m. in the Board Room. The meeting was adjourned at 6:36 p.m.

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: June 25, 2025

Subject: *Agenda Item VII(a)*: June Policy Council Report – **Action Item**

The Policy Council met on May 27, 2025 at which time a quorum was established.

During the course of the meeting, and as customary on an annual basis, the proposed 2025-2026 Head Start and Early Head Start School Readiness Goals were presented to the Policy Council. The proposed goals were previously presented to the Policy Council School Readiness Committee for their review and input. The Head Start program utilizes child assessment data in developing the school readiness goals and prides itself on the comprehensive approach taken across all content areas. Upon conclusion of the presentation the Policy Council unanimously approved the 2025-2026 Head Start and Early Head Start School Readiness Goals, which will take effect July 1, 2025.

Additionally, an enrollment update for August 2025 was provided to the Council, as requested. The purpose of such was in part due to the Full Enrollment Initiative plan, as well as to assess where the program is in terms of enrollment vacancies, number of children waitlisted, and how many additional children the program may need to recruit to fill vacant spots ensuring full enrollment in August when part year centers resume services.

In support of Mental Health Awareness month, an insightful and informative presentation was shared with members which focused on children's emotions. An abundance of information was shared as well as a variety of resources and tools for parents to utilize. Policy Council members expressed appreciation for the information shared on the subject matter.

The Policy Council will meet as scheduled on June 24, 2025.

Recommendation:
The Policy Council requests Board approval of the June Policy Council Report and the meeting minutes from April 22, 2025.

Attachment:
Policy Council Meeting Minutes from April 22, 2025.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
April 22, 2025
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. **Call to Order**

The meeting was called to order at 5:32 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Ashley Trent, Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Fatima Echeverria, Gabriela Rangel, Henrietta Castro, Ian Anderson, Jennifer Wilson, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Nallely Leon Delgado

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. **Committee Verbal Reports**

a. **Budget & Finance Committee – Gabriela Rangel**

The Budget & Finance Committee met on April 17, 2025 and reviewed budget to actual reports for all grants which included Head Start, Early Head Start as well as the No-Cost Extension reports for Head Start and Early Head Start. When sharing inkind information it was stated that the program continues to exceed the requirement in this area. Also shared and discussed with the committee were the Parent Activities and the Parent Local Travel and Child Care reports. When discussing the Central Kitchen financial details, the members were pleased to hear that spending is on track for the completion of this project. The next Budget & Finance Committee meeting will be held at 5:30 p.m. on Tuesday, May 20, 2025.

b. **Bylaws Committee – Dominique Bassi**

The Bylaws Committee met on April 1, 2025 at 5:30 p.m. and began its review of the Bylaws. Articles I-III were reviewed with quite a bit of discussion, questions, comments and one proposed edit. The topics reviewed in these articles included the purpose and function of the Council, Policy Council membership, and the process of how parent members are elected to serve on the Council. Also discussed in depth was the number of member seats on the Council, the breakdown of those seats, and what areas or program options they represent. Required member training, member termination and the code of conduct and conflict of interest were reviewed as well. The Bylaws Committee will meet next on June 3, 2025.

c. **Planning Committee – Christopher Cuzul**

The Planning Committee met on April 8, 2025. The Division Program Activity Report was shared for the month of March, with Head Start reporting 100% enrollment and Early Head Start reporting 99% enrollment. The Central Kitchen prepared a total of 64,137 meals and there were 69,776 meals delivered during the month of February. Program events that took place during the reported time period (March 2025) included the Read Across America event as well as Dr. Kirk training sessions for both parents and staff. The next Planning Committee meeting will be held on May 13, 2025.

d. **School Readiness Committee – Jennifer Wilson**

The School Readiness Committee met on April 10, 2025. A presentation was provided to the committee about the services and resources provided through all content areas of the program. It was shared that Health and Nutrition includes hearing and vision screenings and provides families with resources to dental and/or health clinics. It also includes practicing family style dining in classrooms to enhance fine motor and social emotional skills. Wellness and Inclusion Specialists provide support to families and children in ensuring all developmental milestones are achieved and ensure children have the necessary materials and

support to be successful. The committee also heard about family engagement and the importance of such and how it lends itself to successful child outcomes and school readiness. Members were invited to participate alongside staff in the upcoming School Readiness Collaboration meeting on April 29, 2025. The next Policy Council School Readiness Committee meeting will be held on June 12, 2025.

4. Presentations

a. Child Abuse Awareness – Yadira Vargas, Child and Family Services Coordinator, Kern County Network for Children

In recognition of Child Abuse Awareness month and bringing more understanding to this topic, Yadira provided an overview on child abuse. This included but was not limited to statistics in Kern County, what may constitute abuse and the importance of notifying the proper authorities as it is their responsibility to determine if there is just cause to move forward with a report. Yadira also provided information about some of the resources available in Kern County including the Dream Center, Henrietta Weill Foundation and Kern County Network for Children. The Dream Center assists youth with counseling services, housing, tutoring and links them with a variety of other services. She also spoke about the Differential Response to ensure child safety by expanding the number of child welfare agencies to respond to reports of neglect and abuse. Additional information shared with the Council included a synopsis on shaken baby syndrome/abusive head trauma. Yadira provided examples of such and shared what physically happens when a baby is shaken. A number of trainings and events have been scheduled throughout the month such as Wear Blue on Friday, Blue Sunday National Day of Prayer, Heroes for Hope Week, as well as a book donation drive. An opportunity was also given to members to ask any questions they may have, to which there were a few. In closing, Yadira shared that child abuse is a community responsibility, and she thanked the Council for the opportunity to share this information with them.

5. Consent Agenda ***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests the removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Policy Council Meeting Minutes – March 25, 2025
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i. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through February 28, 2025
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k. Head Start Building Proceeds for Central Kitchen as of February 28, 2025
l. Parent Travel & Childcare through February 28, 2025
m. Parent Activities through February 28, 2025
n. Head Start Program Review & Evaluation Report – March 2025
o. Backpack Connection Series: How to Help Your Child Avoid Meltdowns (English/Spanish)
p. Pyramid Model Leadership Newsletter – April 2025, CAPK Head Start (English/Spanish)
q. Museums for All – Bakersfield Art Museum, Buena Vista Museum of Natural History and Science, Bakersfield, CA
r. Breastfeeding & Pumping Support – April 2025, Baby Café Bakersfield
s. Cal City Farmers Market – Aspen Mall, California City, CA

t. Wasco High School Community Resource Fair – April 25, 2025, Wasco, CA
u. Online Truth Based Relational Intervention Caregiver Training – April 25 – June 13, 2025, Pathway Family Services, Bakersfield, CA
v. FREE Dental Screening – April 30, 2025, Greenfield Family Resource Center, Bakersfield, CA (English/Spanish)
w. Viva El Arte A Celebration of Mexican Art – May, 2, 2025, Shafter Green Hotel, Shafter, CA (English/Spanish)
x. Cinco de May Multicultural Festival Weekend – May 2-4, 2025, San Joaquin County Fairgrounds, San Joaquin, CA (English/Spanish)
y. Tattoo Removal Program – May 8, 2025, Anthem Blue Cross, Bakersfield, CA
z. Stockton Metropolitan Airport Open House – May 10, 2025, Stockton, CA
aa. Children & Youth Day – May 17, 2025, Pixie Woods at Louis Park, Stockton, CA (English/Spanish)
bb. Head Start Recruitment Flyer (English/Spanish)
cc. Early Head Start San Joaquin Flyer (English/Spanish)
dd. Home Visiting Program Flyer (English/Spanish)
ee. Budget & Finance Committee Meeting Dates
ff. Bylaws Committee Meeting Dates
gg. Planning Committee Meeting Dates
hh. School Readiness Committee Meeting Dates
ii. Policy Council Meeting Dates

Motion was made and seconded to approve consent agenda items (a) through (ii). Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. **Election of Paula De La Riva as Community Representative to the Policy Council**
Paula De La Riva introduced herself to the Council and provided members with a brief background. She also shared information about First 5, how long she has been with the agency and the services it provides to the community. Motion was made and seconded to approve Paula De La Riva as a Community Representative on the Policy Council. Motion carried unanimously.

b. **Election of Paula De La Riva as a member of the Policy Council Budget & Finance Committee**
Motion was made and seconded to approve Paula De La Riva as a member of the Budget & Finance Committee. Motion carried unanimously.

7. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked the members for their attendance, noting that attendance is equally as important for committee meetings as well. She also welcomed new member Paula De La Riva to the Policy Council.

Lisa shared that the Council is at its "*half-way*" mark and she reflected with the Council on some of the items brought before them. These items included both action as well as informational items such as the 2024-2025 Budget Revision, 2025-2026 Recruitment & Selection Plan, Community Assessment and more. Lisa shared that she looks forward to all items staff will bring to the Council over the balance of the term. Members were provided with a certificate of recognition of their six-month participation on the Policy Council.

Lisa also spoke to a few flyers contained in the Consent Agenda portion of the Policy Council packet, most pointedly she talked about the online Truth Based Relational Intervention (TBI) training. It was noted that this training was offered last year as well, adding that there was a member of the Council who attended and stated that the information shared was useful and they had learned a lot. Lisa shared that the training is a trauma-based intervention where attendees can gain insight into brain development, learn techniques they can utilize to connect with children who have trauma, and they can also explore their own attachment styles. The eight-week course will conclude in June.

Lisa touched briefly on the iPads that members had at their seat. The hope was that having them would prove helpful for members as they could view the Policy Council packet and items referenced at their own

pace. Lisa added that moving forward members can expect to have the iPads at all future Policy Council meetings.

In closing Lisa again thanked members for attending the Policy Council meeting and for their service and commitment to the Council over the past six months.

b. **Community Representative – Ian Anderson, Kern Adult Literacy Council**
Ian shared an abundance of information about a variety of events taking place throughout the community. Information shared included but was not limited to Time to Sign which is held at the Beale Library every Monday. This is open to the public and is free of charge. He also shared with members flyers about the vast amount of services provided by Kern County NAMI (National Alliance on Mental Illness). The flyers contained information about peer support, grief, and family support groups, as well as peer support training. Ian also spoke with members about the opportunities available through Kern Adult Literacy Council. There are tutoring opportunities available for anyone who would like support in studying to take their General Educational Development (GED) test, English as a Second Language classes as well as Citizenship classes are also available to the community. Additionally, Ian shared information for anyone who is interested in becoming a tutor.
Newly elected Policy Council member, Paula De La Riva, was provided with an opportunity to share as well. Paula spoke with members about an immunization survey that First 5 is conducting throughout Kern County to gain feedback from parents as to any hesitations they may have about immunizing their child. She also shared that she has been out in the community quite a bit providing presentations to various agencies and groups. Paula stated that she will have more information to share with members next month.

c. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Michelle stated that the Board of Directors met on March 26, 2025 at which time Lorena Orozco provided the required 1301.5 training to the Board. The purpose of the training was to educate the governing body in ensuring they understand the information they receive in order to support effective oversight of the Head Start program. Two items were pulled off of the consent agenda; two action items were presented to the Board and approved as well as one informational only item under new business. The Head Start Advisory Board Report was presented by Lisa Gonzales and approved by the Board of Directors.

Kelly Lowery provided the Board with the current status of the Food Bank and stated there have been drastic cuts made from all major funding sources including the Local Food Purchase Assistance Program which was designed to provide Food Banks with funding to purchase locally grown produce. Additional potential reductions were shared with the Board as was the urgency to support CAPK Foundation's work to secure additional funding for the Food Bank. The importance of contacting local and state legislators to bring awareness to the need for food and to advocate for more funding to support the Food Bank was brought to the attention of the Board.

Jeremy Tobias, Chief Executive Officer, reported that Congress passed a continuing resolution to remain in effect through the end of the fiscal year, September 2025. He stated that existing funding levels will be carried forward for this year, with the new presidential administration working on a new budget which is expected to be released in the coming weeks. It was stated that additional budget cuts are expected and most of our programs have not been under the microscope too significantly adding that the agency is hopeful that past bipartisan support for many of CAPKs programs will continue. Staff is assessing the Executive Orders to determine if they will have an impact on the agency's programs. There were not any significant findings, but the agency is receiving notices from the National Community Action Foundation (NCAF) about the things to watch for. The leadership team continues to work with legal counsel regarding how staff should respond should Immigration Customs Enforcements (ICE) show up at any of our sites. In closing Jeremy also reported that Chief Program Officer, Louis Gil has rendered his resignation, effective April 22, 2025. The next Board meeting will be held on March 26, 2025.

d. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Jerry Meade, Assistant Director, provided the Head Start/State Child Development report on behalf of Yolanda Gonzales. He shared that it is hard to believe that six months have already gone by of this Policy Council term. He thanked members for their support and commitment to the Head Start program.

Jerry stated that part-year centers are preparing for the end of the year, as those sites will be closing for the summer. The last day for students and staff at these centers will be next month, in May. He added that the current program year will continue through June, and we will transition in July to the new program year.

It was also shared that the program received a Farm to Table grant which will allow for two centers, one in Bakersfield and the other in Arvin, to plant a garden and grow food with the hope of expanding the accessibility of fresh foods to our families. Additionally, the program was selected for an opportunity to help support the Child and Adult Food Care Program (CACFP) with food costs to allow the program to provide additional healthy food options. Jerry stated this is a wonderful opportunity for the program and it also supports strengthening the relationship with Grimmway Farms.

Jerry addressed the topic of the Federal Budget. He stated that there has been a lot of discussion in the news and social media as well as other outlets, however at this time there has not been any change to the Head Start budget. Jerry added that though there has been a lot of discussion, the current proposal actually shows a proposed increase by the House and the Senate to Head Start funding. He also added that the President's draft budget is decided upon by the House and Congress. Jerry shared with the Council that Head Start has always received bipartisan support and has fared well in the past under the current President. Jerry stated that Head Start is celebrating its 60th birthday, which is exciting, and we know that our program has funding through February 2026, which is the end of our fiscal year. We will have to wait to see the final budget , but Jerry encouraged members to remain hopeful as Head Start has faired well in the past.

In closing, on behalf of Yolanda, Jerry expressed appreciation to members for their commitment and support of the program.

8. <u>Policy Council Chairperson Report</u>
Ruby thanked everyone for attending the meeting and stated that she was happy to receive a certificate of appreciation for participation on the Council.

9. <u>Policy Council Member Comments</u>
Members had an opportunity to share a comment if they would like. Most notably, Michelle Jara-Rangel expressed appreciation and gratitude for Assistant Director Jerry Meade and how optimistic he is when sharing information that has the potential to impact the (Head Start) program in a challenging manner. She added that she was grateful for his demeanor and always positive outlook. Michelle also shared her gratitude for Lisa and all that she does as well as all the work that goes into creating and putting together the Policy Council Packet.

10. <u>Adjournment</u>
The next Policy Council meeting will be held on May 27, 2025 at 5:30 p.m. in the Board Room. The meeting was adjourned at 6:57 p.m.