DATE: August 20, 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 in Memory of Board Member Yolanda Ochoa (Please Stand)

b. Pledge of Allegiance

c. Reading of the Promise of Community Action

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.

d. Roll Call

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

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. Special Presentation

a. Appreciation Plaque Presented to Outgoing Board Member, Fatima Echeverria – Jeremy Tobias, Chief Executive Officer.

IV. 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 June 25, 2025, Board of Directors Meeting *(p. 4-8)***
b. **Minutes from the July 16, 2025 Executive Committee Meeting *(p. 9-11)***
c. 2024-2025 Head Start and Early Head Start Carryover Request ***(p. 12-13)***
d. Kern Community College District Contract Renewal ***(p. 14-28)***
e. Financial Reports for May, 2025 ***(p. 29-125)***
f. Change Order for Angela Martinez Design Build Project ***(p. 126-162)***
g. **Minutes from August 6, 2025 Personnel Committee Meeting *(p. 163-164)***
h. Housing & Supportive Services: Proposed Organizational Restructure and New Job Descriptions ***(p. 165-204)***
i. Head Start Personnel Update ***(p. 205-206)***

j. **Minutes from the August 7, 2025 Audit & Pension Committee Meeting *(p. 207-208)***
k. Consolidated Plan Summary CAPK – Nationwide ***(p. 209-239)***
l. CSBG Close Out Package – Contract 24F-3015 ***(p. 240-241)***
m. 2025 CSBG Desk Review Contract 25F-6015 ***(p. 242)***
n. WIC 2024 Program Monitoring Corrective Action Plan ***(p. 243-245)***
o. VITA Grant 25VITA0313 Administrative Review Letter ***(p. 246)***
p. Community Services Development Monitoring Report: DOE WAP E-25-013D ***(p. 247-252)***
q. First 5 Kern - East Kern Family Resource Center Administrative Review ***(p. 253-254)***
r. First 5 Kern - Oasis Family Resource Center Administrative Review ***(p. 255-256)***

Agenda Items from the August 12, 2025, Program Review & Evaluation Committee Meeting *(No Quorum)*

s. Adult Re-Entry Grant Presentation ***(p. 257-262)***
t. June & July 2025 Program Reports ***(p. 263-343)***
u. June & July 2025 Application Status Report & Funding Profiles ***(p. 344-357)***
v. June & July 2025 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 358-361)***
w. **Minutes from August 13, 2025 Budget & Finance Committee Meeting *(p. 362-364)***
x. Head Start / Early Head Start Budget to Actual Reports for June 30, 2025 ***(p. 365-372)***
y. Retroactive Approval of PG&E Public Safety Power Shutoff (PSPS) Contract #C64492 ***(p. 373-388)***
z. Retroactive Approval for 2025-26 CCTR Cooperative Agreement for CCTR Funding ***(p. 389-415)***
aa. Retroactive Approval for 2025-26 CSPP Cooperative Agreement for CSPP Funding ***(p. 416-442)***
bb. City of Bakersfield – Strategic Growth Council Transformative Climate Communities (TCC) Low Income Energy Efficiency Program Agreement (Strategy 4) ***(p. 443-472)***
cc. Adjustment of De Minimis Indirect Rate from 10% to 15% ***(p. 473-475)***

V. New Business

a. East Kern Low-Income Board Representative Election Results – ***Action Item (p. 476-487)***	Jeremy Tobias – Chief Executive Officer
b. Strategic Plan 2021-2025 Closeout Report – ***Action Item (p. 488-505)***	Pritika Ram – Chief Business Development Officer
c. 2025-2029 Strategic Plan - ***Action Item (p. 506-579)***	Annelisa Corona – Community Development Supervisor
d. Conclusion and Closure of Cal Fresh Healthy Living Program (SNAP-ED) - ***Action Item (p. 580)***	Susana Magana – Director of Health & Nutrition Services
e. 2026-2027 Head Start Program Goals & Objectives - ***Action Item (p. 581-591)***	Rosa Guerrero, Administrative Analyst
f. Youth Community Access Grant Program – Request for Retroactive Approval of Board Resolution - ***Action Item (p. 592-595)***	Ryan Fergon, Senior Grants Analyst
g. June 2025 Financial Reports - ***Action Item (p. 596-683)***	Tracy Webster, Chief Financial Officer
h. Recognition of CAPK as a National Community Action Partnership (NCAP) 2025 Pathways to Excellence Silver Tier Agency – ***Info Item (p. 684-715)***	Pritika Ram – Chief Business Development Officer

VI. CVAF Board Report

a. CVAF Board Report – ***Action Item (Verbal Report)*** — Deborah Johnson, Director of Veterans Services

VII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 716-721)*** — Lisa Gonzales, Governance Coordinator
   i. August 2025 Policy Council Report
   ii. Minutes from the Policy Council Meeting on May 28, 2025.

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

a. Federal & State Budget Update — Jeremy Tobias, Chief Executive Officer

IX. Committee Member Comments

X. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - (Government Code Section 54956.9(b)(1)) Number of cases: One (1) - in the opinion of the legislative body and on advice of its legal counsel, there is a significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
September 24, 2025
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

XIII. 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, August 15, 2025. Paula Daoutis, Executive Assistant.

DATE	June 25, 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 Vice Chair Denise Boshers called the meeting to order at 12:04 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: Denise Boshers (Vice Chair), Gina Martinez (Secretary), Fatima Echeverria, Curtis Floyd, Jonathan Mullings, Rocio Munoz, Yolanda Ochoa, Chris Parlier, Gema Perez, Guadalupe Perez, Fred Plane, Ana Vigil, Lee'o Whisenant

Absent: Maritza Jimenez (Chair), Michelle Jara-Rangel (Treasurer)

Others present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; and other CAPK staff.

II. Introduction of Rocio Munoz

Jeremy Tobias introduced new Board Member Rocio Munoz, appointed by Mayor Karen Goh. Jeremy said that Rocio meets the qualifications outlined in the CAPK Bylaws, Article IV, Section 2 (ii) "at least one member who shall have a background and expertise in early childhood education and development."

Rocio thanked Jeremy and the Board for welcoming her and said she is happy to serve on the Board and provided some information on her background. Rocio currently serves as Executive Director of State and Federal Programs with the Bakersfield City School District where she oversees twenty preschools in Bakersfield and Kern County. Rocio has previous experience at KCSOS where she oversaw early childhood education for the migrant program and has also worked with the First 5 grant in Shafter.

Motion was made and seconded to accept the appointment of Rocio Munoz. Carried by unanimous vote (Plane/Perez, L).

III. Introduction of Guests / Public Forum

None

IV. Consent Agenda

Board Vice Chair Denise Boshers asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. No items were removed.

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

V. New Business

a. Workers Compensation Insurance Renewal – Emilio Wagner, Chief Facilities & Technology Officer - ***Action Item***

Emilio Wagner presented the above action item and stated that the Workers Comp responsibilities will be transitioned to the Human Resources Division going forward. Emilio said there is a premium increase of 27%,

which is largely driven by increases in payroll and an elevated ex-mod. Although the ex-mod increased again in 2025, CAPK's loss trajectory peaked during the 2021-2022 policy year and has been on a downward trajectory since that time, which should gradually bring the ex-mod down over the next few years.

Emilio also provided an update on the Captive option and said that staff from Insurica held a session with management staff, which resulted in the need for further investigation to address three areas of concern. 1). CAPK is a grant funded organization and cannot meet the upfront financial commitment. 2) CAPK's Experience Modification remains higher than industry standards and needs to come down substantially before pursuing this option. 3) The classification of dividends could be difficult to navigate. Staff are currently researching grant regulations to determine if such returns must be refunded, applied to program expenses, or classified as program income. Upon completion of their investigation, staff will bring the findings to the Board with a recommendation.

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

b. Transition Plan for Shafter Youth Center and CSBG Fund Reallocation – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item and summarized the history of the Shafter Youth Center (SYC). With recent funding cuts from the City of Shafter along with the likelihood of reductions from state and federal funds, staff also took a closer look at funding deficits for the Food Bank. In January 2025, staff started looking at other funding sources and identified that there was a need to allocate funds from the SYC to the Food Bank. The sole funding source for the SYC is CSBG funds.

This item was presented to the Board in Closed Session last month and staff were directed to move forward with the plan to sunset the program effective August 1, 2025. Human Resources is working to help employees to find positions internally and externally. Staff will also prepare communication to families and donors to advise them of this decision.

In regard to the building, Pritika said CAPK owns the building outright, and staff are currently investigating other uses for the center.

Curtis Floyd had a question about the number of children served. Freddy Hernandez said that the attendance levels go up and down so the reported number is the average.

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

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

Tracy Webster presented the above action item and reminded the board that staff are constantly looking at the budget for adjustments. The principal changes noted in the agenda reflect a $98,000 shift in funding within the CSBG funding from the Shafter Youth Center to the Food Bank. The realignment is based on the planned suspension of services at Shafter Youth Center effective September 1, 2025.

The Indirect Budget has also been revised with a projected amount of $110,525 added for anticipated expenses, additional audit expenses associated with the compliance with ASU 842, and the need for contract labor.

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

d. Approval of the 2025-2026 Early Head Start / Head Start School Readiness Goals – Rashi Strother & Cynthia Rodriguez, Education Managers - ***Action Item***

Cynthia Rodriguez presented the above action item and stated the goals are developed by utilizing the end-of-year child assessment data. The five central domains are: Approaches to Learning, Social and Emotional Development, Language and Literacy, Cognition, and Physical Development.

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

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

Tracy Webster presented the financial reports for April 2025 and noted the highlights from some of the programs. The agency expenditure is currently at 15%, which is aligned with the goal of 16.7%. The Indirect Fund for April month end reflects revenue is excess expenditures by $218,218, which is 27.1% of the budgeted indirect surplus. Overall expenditures are 12.6% of the budget and is aligned with the target of 16.7% (month 2 of 12).

Motion was made and seconded to approve the Financial Reports for April 2025. Carried unanimous vote (Perez, L/Whisenant).

f. Development Status of the Strategic Plan 2025-29 – Annelisa Perez, Community Development Supervisor – ***Info Item***

Annelisa Perez presented the above info item and said the item was brought to the Board in October 2024 and this report is meant to be an update of progress made to date. Annelisa reviewed the strategic planning processes in partnership with Government Leadership Solutions; a consultant firm selected for their experience in strategic planning and other areas of expertise. Annelisa also outlined the next steps in the process before bringing the final plan to the Board for approval later this year.

Jeremy Tobias added that he is excited about the process, some of the things we are working on are pathways out of poverty: How do we move the clients out of poverty? Our strategic plan needs to articulate and measure that, and it will drive the agency forward in the coming years.

g. FY 25 Office of Head Start Focus Area One Final Report – Sylvia Ortega, Quality Assurance Administrator – ***Info Item***

Sylvia Ortega presented the above info item and noted that the Focus Area One Review was conducted May 1-7, 2025 and the program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements. There were no areas of noncompliance/deficiencies reported; however, there were 2 areas of concern identified, which staff is addressing.

VI. CAPK Foundation Board Report

CAPK Foundation Board Report – Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach presented the above action item and reported the Foundation Board met in May and reviewed financial statements, noting that the Foundation fiscal year is from January 1 – December 31. Most of the funds raised were for the Gourmet for Good event. Catherine also reported that Pritika Ram and KDG attorney, Alex Dominguez, looked at options to restructure the Foundation Board moving from the open meeting Brown Act governance style to

a private non-profit governance style. To move the idea forward, the Foundation has created an ad-hoc committee to further investigate this option and will bring a recommendation to the Board.

Catherine provided a recap from the June 7th Gourmet for Good event and discussed future fundraising efforts, including the FHCC casino night in October. Hunger Action Month will be in September, and the KGET Food Drive will work in collaboration with the Kern County Fair food drive.

Motion was made and seconded to approve staff's recommendation. Carried unanimous vote (Mullings/Perez, L).

VII. CVAF Board Report

CVAF Board Report – Deborah Johnson, Director of Veteran Services – ***Action Item***

Deborah Johnson presented the above action item and reported the CVAF Board met on April 30 and requested approval for the minutes and the financial reports, that included the audit period ended 12/31/24, noting there were no audit findings. The Covey Cottage Ribbon Cutting starts at 8:30 am tomorrow morning and the team is working on the lease agreement to be presented to the CVAF Board next week.

Motion was made and seconded to the CVAF report. Carried unanimous vote (Martinez/Vigil).

VIII. Advisory Board Reports

Head Start Policy Council Report – Fatima Echeverria, PC Representative – ***Action Item***

Fatima Echeverria presented the Policy Council reports from April and May, 2024 and noted that all items presented were approved.

Motion was made and seconded to approve the Policy Council Reports from April and May, 2025, and all items. Carried by unanimous vote (Ochoa/Martinez).

IX. Chief Executive Officer Report

Jeremy Tobias provided construction updates and reminded the Board that the Covey Cottages Ribbon Cutting takes place tomorrow, May 26th at 8:30 and noted that the cottages are a great model to use for future housing.

The Central Kitchen is completed and has obtained the required occupancy permits. Staff will move over to the new kitchen in July, and the Ribbon Cutting will be held in early August.

Jeremy reported that construction began on the Pioneer Drive Apartments this month, a project in partnership with the Housing Authority, which is the owner and lead on the construction. It is expected that the construction will take approximately 15 months to complete the 85 units, and he reminded the Board that CAPK's portion of the funding was from the Bezos Day 1 Foundation donation. Some funds are being infused for construction and other funds will be used to service the clients once they are housed. Jeremy will keep the Board updated on the progress and he will work with the Housing Authority to plan a ribbon cutting once the project is complete.

The Ramkabir project is a 30-unit facility, in partnership with the City of Bakersfield, which is the lead applicant. When completed, it will offer permanent housing to Veterans and other homeless individuals. Jeremy provided a rendition of what the facility will look like and the plans. CAPK is the lead on the design work, which will be completed using funds from the City as we await notification of the HomeKey Plus State funding application.

Jeremy also provided an update on the status of the Federal and State Budget. The State budget added back $60 million for the CalFoods budget, and Jeremy is happy to report that all of our local elected officials sent a joint letter in support of the funding. The Governor does have veto rights, but we have heard that he has agreed to approve as is.

The Federal Budget is complicated and confusing. "The Big Beautiful Bill" is expected to be approved by July 4 and there continues to be ongoing debate regarding this bill and the budget. Most CAPK programs are funded through another process, through discretionary spending and the appropriations process. The discretionary spending is being considered in the Appropriations committees now and we continue to work with NCAF with the goal of keeping the programs intact. David Bradley at NCAF believes it is nearly impossible to complete all appropriations by October 1st. We may see another CR before October 1st. Jeremy also reported that the special Board ad-hoc committee, consisting of 3 Board Members, Foundation member, senior CAPK staff, and 2 high level members of the community, are meeting to consider possible scenarios.

Jeremy reported that staff are requesting continued funding from the County to continue the Safe Camping area located on the property of the M Street Navigation Center. Discussions with County staff to analyze the programs is ongoing.

Jeremy also provided a handout of NCAF documents that can be helpful with the budget timeline and the Trump budget. Jeremy will continue to provide updates as they become available.

X. Board Member Comments

Yolanda Ochoa commented that she sees a lot of work being done in Lake Isabella by KRV Bridge Connection and also said that if the upcoming election for the East Kern Low-Income Representative does not go her way, this will be her last meeting.

Ana Vigil said the Shafter Lions Club is collecting food for the Food Bank from July 1-4.

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 20, 2025
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

XII. Adjournment

The meeting was adjourned at 1:05 pm

DATE:	July 16, 2025
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Executive Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:03 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Gina Martinez (Secretary), Michelle Jara-Rangel (Treasurer), Curtis Floyd, and Fred Plane
   Absent: Denise Boshers (Vice Chair)

   Others present: Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Deb Johnson, Director of Veteran Services; Susana Magana, Director of Health & Nutrition Services; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. 2024-2025 Head Start & Early Head Start Kern Carryover Request – Rosa Guerrero – ***Action Item***

      Rosa Guerrero presented the above action item and reported that the Head Start / State Child Development Division is requesting a budget carryover of $4,217,013 which includes Early Head Start Base. Rosa also reported that there is a previous budget revision still pending with the Office of Head Start (OHS), which is expected to come through soon. Once approval is received, this request will be submitted and Rosa noted that staff are working ahead, in conjunction with the Region IX office as well as the CAPK Finance team, to be sure there is no lapse in timing.

      Motion was made and seconded to approve the staff's recommendation with resolution. Carried by unanimous vote (Plane/Jara-Rangel).

   b. Kern Community College District Contract Renewal – Jerry Meade, Assistant Director of Head Start / State Child Development - Program – ***Action Item***

      Jerry Meade presented the above action item which included the KCCD renewal contract and noted that KCCD has been a great partner for the community. The contract serves 32 toddlers in Northeast Bakersfield, to assist family members to continue their education and self-sufficiency. Another plus with this contract is that individuals are able to complete their Early Childhood Education lab hours and some have become CAPK teachers.

Curtis asked if there were any changes to the contract. Jerry confirmed there are no changes to the scope of work.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Floyd/Jara-Rangel).

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

Tracy Webster presented the above action item and reported there was no need to draw from the line of credit in May, however, we did have to draw in June due to the Head Start draw down. There is a DOGE offset "Defend the Spend" from HHS and their system was not working. The draw was for a period of 5 days and was repaid.

Tracy provided a status update on some of the program expenditures and also noted that the Finance Department is working to close the prior fiscal year and prepare for the annual audit. The agency expenditures are at 25% for the year, which is aligned with the goal of 25%. The Indirect Fund budget to actual report for April month end showed that revenue is excess of expenditures by $101,771, which is 14.7% of the budgeted indirect surplus. Overall expenditures are 23.9% of the budget and is aligned with the target of 25% (3 of 12 months).

Michelle Jara-Rangel asked about blending Head Start contracts. Jerry Meade said that staff can look at moving some part-year to full-year to allow families that work in agriculture to be able to utilize the childcare.

Motion was made and seconded to approve the Financial Reports for May, 2025. Carried by unanimous vote (Jara-Rangel/Martinez)

d. Change Order for Angela Martinez Design Build Project – Maria Contreras, Director of Facilities and Jerry Meade, Assistant Director of Head Start / State Child Development – Program – ***Action Item***

Jerry Meade reported that notice was received that the lease for the Willow Center will not be renewed. Fortunately, staff were given a lot of notice to allow time to plan accordingly. Although staff was not able to secure a center north of the river, there is ample space at the Angela Martinez Center. Renovations are currently underway to create the Pre-K classrooms.

Maria Contreras noted that during the engineering process, several issues were identified. The change order amount is over $296,000 and there is funding available with the budget revision approved last month. When completed, the Angela Martinez Center will have 5 Head Start classrooms and 3 Early Head Start classrooms serving 105 children.

Committee members questioned RFP Process and asked to be provided with a summary of the bidding process specific to this project and further requested that RFP information be included in the staff memo in the future.

Jerry Meade said the children enrolled will be served in the space that is available and said there is a contingency plan in place to meet enrollment in the event that the construction work has not been completed.

Motion was made and seconded to approve the staff's recommendation. Carried by a vote of four in favor and one abstention by Michelle Jara-Rangel (Floyd/Martinez).

5. Committee Member Comments

Maritza Jimenez asked how CAPK plans to tackle the issues regarding the ICE raids.

Yolanda Gonzales reported that the National Head Start Association said there is a 30-day opportunity to comment. Head Start is requesting exemption from having to show citizenship and is currently waiting for direction.

Michelle Jara-Rangel asked if staff have done preliminary work to find out how many children will be impacted. Jerry Mead said that if the requirement is for the child or family. If the child, we would have very little impact. For the family, we will have more. For the blended state programs, we have already collected that data, but it is not a data point in our current system, it would take manpower to get the results.

Maritza asked about the protocols if ICE shows up at a Head Start Center. Tracy Webster replied that leadership staff have engaged with our attorneys to provide a training program and all staff has been trained. There is an emergency contact protocol. Maritza asked for a copy of the training materials

Curtis Floyd cautioned that staff should not relay information to parents or individuals of what we think will happen, we need to wait until the final decisions and directives come out.

6. Next Scheduled Meeting

Executive Committee
12:00 pm
December 10, 2025
Board Room
1300 18th Street, Suite 300
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:54 pm.

MEMORANDUM

To: Executive Committee



From: Rosa Guerrero, Administrative Analyst

Date: July 16, 2025

Subject: *Agenda Item IV(a):* 2024-2025 Head Start and Early Head Start Kern Carryover Request – ***Action Item***

Head Start and Early Head Start Kern is requesting a Carryover Request for the 2025-2026 budget year. This request will permit the transfer of a balance from the 2024-2025 budget period that ended in February 2025 into the current budget period to support incomplete activities. The Head Start and State Child Development Division seeks a budget carryover of $4,217,013 which includes Early Head Start (EHS) Base.

Carryover of EHS Base funds will be utilized to support facility projects and minor renovations and repair needs within the program, previously approved by the Board on February 26, 2025. Funds will be applied to program needs in San Joaquin County, as it relates to construction for the Barnett House in Stockton, and the purchase of a facility in San Joaquin County. Two shade structures and a maintenance vehicle will also be purchased with the carryover funds. The shade structures will be added to the new facility in San Joaquin County, and the purchase of the new maintenance van will be used to replace the older van in the area.

This proposal was formulated through discussions with the Region IX Office, as well as our CAPK Finance Team. Through these discussions and previously submitted budget revisions, we have determined that the un-obligated balance is equal to the amount that is being requested.

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 2.1.3, identifying funding to support facility and capacity development.

Recommendation

Staff recommend the Executive Committee approve, with resolution, the submission of the Head Start and Early Head Start Kern Carryover Request for the 2025-2026 funding period for grant #09CH012489.

Attachment:
HS EHS Kern Carryover Request Resolution

RESOLUTION # 2025-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the HS/EHS 2024-2025 Carryover

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Bakersfield, CA 93301, met on July 16, 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 Carryover Request from the 2024-2025 Head Start / Early Head Start Kern Grant (09CH012489), to the 2025-2026 budget year; and

WHEREAS, the Head Start and State Child Development Division seeks a budget carryover of $4,217,013.00; and

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the HS/EHS Kern Carry Over as presented including facility projects for the Head Start and Early Head Start grant; and

NOW, THEREFORE, be it resolved that the Executive Committee of 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 of a Carryover Request for the 2024-2025 Head Start and Early Head Start Grant #09CH012489 to the 2025-2026 budget period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 16th day of July 2025.

Gina Martinez, Secretary
CAPK Board of Directors

Date

MEMORANDUM

To: Executive Committee

From: Jerry Meade, Assistant Director

Date: July 16, 2025

Subject: *Agenda Item IV(b)*: Kern Community College District Contract Renewal – **Action Item**

The Head Start and Child Development Division in partnership with CAPK's Procurement Department is requesting approval to renew the Early Head Start Child Care Partnership contract with Kern Community College District. Bakersfield College was one of CAPK's first partners when the CCP grant was awarded 10 years ago. The contract terms will begin September 1, 2025, and end August 31, 2029. The Aggregate amount for the term of the contract is $1,137,008.64, which is over the Chief Executive Officer's spending authority requiring board approval.

Bakersfield College serves 32 Early Head Start toddlers in Northeast Bakersfield with priority going to students of the college with small children. This partnership is essential and has been a successful collaboration for the last ten years fulfilling the needs of young families working toward self-sufficiency by providing childcare while attending college.

Recommendation:

Staff recommends the Executive Committee approve the renewal of the Early Head Start Child Care Partnership contract for Kern Community College District and authorize the Chief Executive Officer to execute the contract and any subsequent amendments.

Attachment:
Contract for Services Agreement with Kern Community College District

Community Action Partnership of Kern

1300 18th Street, Ste 200 • Bakersfield, CA 93301

P: 661-336-5236

ACCOUNT CODE

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of this 1st day of September 2025 by and between: Kern Community College District c/o Bakersfield Community College ("Contractor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, Contractor agrees as follows:

1. **DESCRIPTION OF SERVICES.** Contractor shall provide center-based services for up to 32 toddlers with a minimum of 1380 hours of care per program per year as more fully detailed in **Attachment A** {Scope of Work).

2. **LOCATION FOR SERVICES.** Bakersfield College Child Development Center (CDC), 1801 Panorama Drive, Bakersfield CA 93305.

3. **PAYMENT FOR SERVICES.** Payment for services shall be six hundred dollars {$740.24) per child per calendar month, up to a maximum of thirty-two Early Head Start children. The total maximum monthly charges are Twenty-three Thousand Six Hundred Eighty-Seven dollars and sixty-eight cents ($23,687.68) as shown below.

- Budget Period 1: 09/01/2025 - 08/31/2026 12 months x $ 23,687.68 = $ 284,252.16
- Budget Period 2: 09/01/2026 - 08/31/2027 12 months x $ 23,687.68 = $284,252.16
- Budget Period 3: 09/01/2027- 08/31/2028 12 months x $ 23,687.68 = $ 284,252.16
- Budget Period 4: 09/01/2028 - 08/31/2029 12 months x $ 23,687.68 =$ 284,252.16

Total payments to Contractor under this portion of the Agreement shall not exceed One Million One Hundred thirty- seven Thousand eight dollars and sixty-four cents ($1,137,008.64). Any additional services not approved by CAPK in advance will be at Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10th day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with **Attachment B** contained in and attached hereto for reference.

4. **FISCAL PROVISONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS- Child Care Partnership (as defined by the Administration for Children and Families), as determined solely by CAPK. All Non-Federal Share contributions pursuant to this Agreement must be approved as such by CAPK in accordance with Office of Budget and Management {OMB) Uniform Guidance 2 CFR Part 200.Contributions must be realized and recorded in the same budget period as the Federal funds are received.

- Budget Period 109/01/2025 - 08/31/2026 12 months x $5,921 @ 25% = $71,063.00
- Budget Period 2 09/01/2026 - 08/31/2027 12 months x $5,921 @ 25% = $71,063.00
- Budget Period 3 09/01/2027- 08/31/2028 12 months x $5,921 @ 25% = $71,063.00
- Budget Period 4 09/01/2028 - 08/31/2029 12 months x $5,921 @ 25% = $71,063.00

5. **TERM.** This period of performance for this Agreement shall be from September 01, 2025, through August 31, 2029. This Agreement may be terminated by either party with or without cause for any reason upon thirty {30) days written notice. The terms and consideration as agreed to by Contractor and CAPK in this Contract for Services Agreement shall be effective upon date of signature and shall apply retroactively to September 01, 2025.

6. **OPTION TO RENEW.** This agreement may be renewed for an additional one-year term upon approval from CAPK and the Administration for Children and Families. Contractors must submit proper written notification to CAPK by March 31, 2029, of their intent to either exercise or not exercise the one-year option to renew (six (6) months prior to the end of term).

7. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Contractor is an independent Contractor and is not an officer or employee of CAPK.

8. **EVALUATION.** Contractor may be evaluated throughout the contract term. If Contractor fails to provide satisfactory service, CAPK may terminate this contract with 30 days written notice.

9. **LOSS OF SUBSIDY.** Eligible children identified as EHS participants may not be dis-enrolled because of a loss of subsidy. In the case where an EHS slot is not subsidized, CAPK will pay a non-subsidized rate of no more than the contractor's other subsidy daily rate for any unsubsidized EHS-Child Care Partnership child. CAPK will continue to make payments for the unsubsidized child until the child ages out of the program, the parent declines services or secures childcare elsewhere. CAPK will work with the Contractor to ensure continuity of services due to a loss of subsidy either in the Center Based option or offering EHS Home Based services through CAPK's EHS Home Based program. The non- subsidized rate can either be short term until subsidy resumes or long term to support continued EHS services to the child and family. In the case of loss of subsidy, Contractor will submit request for payment in writing. Payments made for loss of subsidy pursuant to this paragraph will be in addition to any payments made to Contractor pursuant to paragraph one (3) above.

10. **RESPONSIBILITIES.** Contractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within a reasonable time to CAPK's inquiries and communications. CAPK shall provide on a timely basis all information and documents necessary for Contractor's effective representation of CAPK's interests. Prior approval of trainings, conferences, classes are to be obtained from CAPK prior to registration. Prior approval for start-up costs is to be obtained from CAPK before the work starts.

11. **CONFIDENTIALITY.** The contractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose or communicate in any manner any information that is proprietary to CAPK. Contractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.

12. **RECORD KEEPING.** Payrolls, attendance and basic accounting records pertaining to the above-described services shall be kept on a generally recognized accounting basis and shall be available to CAPK at mutually convenient times. Contractor shall keep accounting records for a period of three years after completion and acceptance of the agreement by the Owner.

13. **INSURANCE.** Contractor shall maintain General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance, as specified in **Attachment C** titled u CAPK Additional Terms and Conditions."

14. **INDEMNIFICATION.** The Contractor shall hold harmless CAPK from every claim or demand which may be made by reason of any injury to person or property sustained by the Contractor or by any person, firm or corporation, employed directly or indirectly by him/her upon or in connection with his or her performance under this Agreement, however caused, and any liability that may arise from the furnishing or use of any copyrighted or un-copyrighted composition, secret process or patented or un-patented invention. Contractor agrees to indemnify CAPK from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Contractor while executing this Agreement.

15. **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.

Contractor:	**CAPK:**
Bakersfield College Child Development Center	Community Action Partnership of Kern
ATTN: Kern Community College District	ATTN: Nicole Callahan
1801 Panorama Drive	1300 18th St.
Bakersfield, CA 9330S	Bakersfield, CA 93301
Phone: (661) 763-7700	Phone: (661) 336-5236 ext. 2502

16. 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 herein above first written.

CONTRACTOR: KERN COMMUNITY COLLEGE DISTRICT C/O BAKERSFIELD COMMUNITY COLLEGE

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: Jeremy T. Tobias **Title:** Chief Executive Officer

ATTACHMENT A - SCOPE OF WORK

Contractor will:

Enrollment - 45 CFR 1302:

Ensure that full enrollment is met throughout the Head Start Program year, July 1-June 30.

Achieve full enrollment on day one of program services by following the steps below:

- Provide a minimum of 1380 hours of care per program year.
- Attendance will be closely monitored to ensure that any child who does not show up on the first day or within 10 days is dropped and replaced with a new student.
- Make reasonable efforts so that Early Head Start (EHS) vacancies are filled within 30 calendar days.
- Enroll children after CAPK Early Head Start has verified eligibility as per 45 CFR 1302.12. Certification can occur as follows:

  Accept and enroll at least 10% of slots with children with Individual Family Service Plan (IFSP). 1302.14(b)

- If average daily attendance falls below 85 percent, Contractor will collaborate with CAPK to analyze the causes and develop a plan that outlines corrective measures, including how parents will be supported with issues that impact the child's attendance.

CAPK will:

Enrollment - 45 CFR 1302:

- Provide on-going monitoring of enrollment and verify that all vacancies are filled within 30 days.
- Provide Training and Technical Assistance to Contractor's staff as it relates to Head Start eligibility and enrollment.
- Enrollment will be verified by the Enrollment and Attendance Department staff.
- Providing Training and Technical Assistance to Contractor to assist in developing inclusive classrooms and enroll children with disabilities in order to meet the 10% mandate.
- Refer Federal Early Head Start eligible children to Contractor to assist in meeting funded enrollment and 10% children with disabilities.
- Provide training and technical assistance to the Contractor's staff in developing and revising Contractor's procedures to ensure compliance with Head Start regulations and mandates.
- Provide technical assistance and strategies to improve chronic absenteeism and ensure that children are receiving the required services under this agreement.
- Aid and training determined to be needed from the analysis of Program Information Report (PIR), Infant/Toddler Environment Rating Scale (ITERS), Self-Assessment, monitoring and other CAPK program monitoring data.
- Include Contractor staff in CAPK trainings as appropriate.
- Provide a monthly enrollment report to coincide with monthly invoice which includes all enrolled children.
- Provide a monthly enrollment report inclusive of waitlisted children.

ATTACHMENT A - SCOPE OF WORK

Contractor will:

Education - 45 CFR - 1302:

- Hire teaching and support staff that meet Early Head Start and licensing regulations as outlined in the Head Start Act of 2007, and any updates issued thereto.
- Align curriculum to meet school readiness goals established by the Head Start program.
- Provide timely notification to parents for two home visits, and a minimum of two parent conferences for every child during program year; or otherwise engage the parent in the learning and development.
- Ensure on-going Child Assessments/Desired Results Developmental Profile (DRDP) data is submitted according to CAPK timelines-three times per year. Complete developmental and behavioral screenings and submit to Family Advocate within 45 days of child's first day of school.
- Provide reports that document that staff has reviewed the results of developmental and behavior screening within required timelines after it was completed and discuss results with parents.
- Collaborate with CAPK to refer children identified with concerns from screening to CAPK's Content Area Specialist (CAS) for further assessment.
- Ensure children have a smooth transition experience following the guidelines of the Early Head Start Transition plan.
- Implement a high-quality research-based curriculum and other supporting strategies as defined by Head Start Performance Standards, Head Start Act.
- Review and implement Head Start current policies and procedures related to education, including the Head Start Child Outcomes Framework in curriculum implementation and the Program for Infant and Toddler Care (PITC).
- Ensure all lesson plans, children's education goals and ongoing assessments are aligned with Head Start School Readiness and Early Learning Framework.

CAPK will:

Education - 45 CFR - 1302:

- Provides start-up instructional materials and furnishings identified by CAPK.
- Provide Training and Technical Assistance in the following areas:
  - ./ Federal Head Start regulations, Performance Standards, and mandates, Head Start School Readiness mandates, Head Start Child Development and Early Learning Framework, i.e., Home Visits, Program information report, Family Partnership Agreements, etc.
  - ./ Training in curriculum planning and implementation.
  - ./ Mental Health - Appropriate Behavioral Intervention.
  - ./ Content expectations for home visits and parent conferences.
- Review monthly results on the following:
  - ./ Education compliance reports for home visits, conferences, developmental screenings, etc.
  - ./ Program Information Report (PIR)
  - ./ Parent Engagement
  - ./ Inkind: Non-Federal Share
- Hire a Family Advocate to support full enrollment, recruiting, selection, eligibility and attendance requirements, ChildPlus data entry.
- Hire Program Partner Coordinator to support and ensure full compliance of all comprehensive services and regulations as defined in the Head Start Performance Standards.
- Provide monthly reports on status of home visits, parent conferences, intentional teaching, individualization, observations/ongoing child assessments, 45-day mandates, and lesson planning.
- Provide yearly Pedestrian Safety training to parents and children.

ATTACHMENT A - SCOPE OF WORK

Contractor will:

Health- 45 CFR -1302:

- Ensure that there is documentation indicating that all physical exams (well-baby check-ups) are completed within 30 days of enrollment and per the Early and Periodic Screening Diagnosis and Treatment (EPSDT) requirements by age group.
- Review the results of all health exams, follow up on noted comments and submit to the Family Advocate to enter in ChildPlus. Refer for any needed treatment or missing requirements, documents and follow up on contact log.
- In collaboration with CAPK, assist parents to obtain or arrange further diagnostic testing, examination, and treatment by an appropriate licensed or certified professional for each child with an observable, known or suspected health, nutritional, behavior or developmental problem. Develop and implement a follow-up plan for any suspected condition or concern identified.
- Take current height and weight for each child, three (2) times a year; and submit information to the Family Advocate for entry in ChildPlus.
- Collaborate annually with CAPK to review and modify as necessary policies and procedures of Health, Mental Health and Wellness, and Nutrition Services that meet Head Start Performance Standards and Regulations.
- Submit a report to CAPK within 24 hours for any known or suspected instances of child abuse or neglect and/or any unusual incident.
- Responsible for administering any authorized medications and document on medication log all medication administered to children as required by state guidelines.
- Ensure an authorization for medication is completed by child's physician and signed by parent prior to accepting and administering medication.
- Ensure all children who have teeth are assisted with toothbrushing at least once daily.

CAPK will:

Health- 45 CFR -1302:

- Provide training and technical assistance on health-related requirements such as:
  - ./ Individualized Health Plans
  - ./ Nutrition Assessments
  - ./ Medication Administration
  - ./ Food Allergies
- Ensure all physical exams and health information are entered in ChildPlus within 30 days of the child's first day of attendance.
- Refer for annual well child exams at the appropriate intervals and dental exams at least 30 days prior to due date or expiration date and document referral on contact note or in ChildPlus.
- Ensure that all immunizations are complete and up to date at time of enrollment and entered in ChildPlus as of child's first day of attendance. Refer and follow- up regularly until all immunizations outlined by age are completed according to CA Immunization Requirements. Document all referrals and follow- up on contact notes.
- Conduct and enter Nutrition Assessments in ChildPlus within 45 days of the child's first day of attendance. Follow up on nutrition concerns including referral for low Hgb/Hct, high lead levels and develop a referral if needed as soon as possible but no later than 90 days from the first day of attendance.
- CAPK will review growth chart to determine height and weight are within normal range. For children who do not fall within normal range, Family Advocate will submit a referral to CAPK nutrition.
- Ensure that dental exams have been completed, including follow up treatment and are entered in ChildPlus, documented on contact notes within 90 days of the child's first day of attendance.
- Review the Contractor's policies and procedures for Health, Mental Health and Nutrition Services to ensure they meet the Head Start Performance Standards and Regulations.
- Document all medical follow-up treatment and services on contact notes. This is to include all medical treatments that improve the child's overall health.
- Ensure health plans are developed for children with chronic health conditions to include medications as needed.
- Enter and track treatment needed, and treatment received in ChildPlus.
- Ensure vision and hearing screenings are entered in ChildPlus within 45 days of child's first day of attendance and rescreen is completed within 4-6 weeks as needed.
- Obtain results of clinical vision screening and clinical hearing screening from current well baby check by age at time of enrollment within 45 days of child's first day of attendance and enter in ChildPlus. Document all referrals, if any, and follow upon contact notes.
- Generate and review health reports (summary and detailed) from monthly monitoring reports and follow up on areas needing improvement or focus .

ATTACHMENT A - SCOPE OF WORK

Contractor will:

Family Services - 45 CFR - 1302:

- By July 1 of each year, review policies and procedures for Family Services that meet Head Start Performance Standards and Regulations. Submit to CAPK for review.
- Review monthly Family Services Reports (summary and detailed) provided by Family Advocate. Follow-up on areas needing improvement or focus within one (1) week of running the report.

CAPK will:

Family Services - 45 CFR - 1302:

- Provide training and technical assistance on Family Service requirements such as:
  - Family Assessments and Family Partnership Agreement
  - ChildPlus data entry
  - Service delivery tracking
- Complete Family Assessment survey within 45 days of the child's first day of attendance. Document on the contact notes and ChildPlus when family assessment is completed.
- Provide referrals for services and resources that are responsive to family needs, interests and goals. Document on the contact notes and ChildPlus
- Conduct timely follow-up on family needs, referrals and services received as soon as possible but not to exceed 60 calendar days depending on the urgency of the need. Document all follow-up pertaining to referrals and services received on the contact notes and ChildPlus on the same day follow-up is conducted.
- Initiate the goal setting process with all families and on the contact log and ChildPlus within 60 days of the child's first day of attendance.
- Develop Family Partnership Agreements (FPA) based on family's readiness and willingness to participate in the process. Complete the FPA form if goal is established. Document on the contact notes and ChildPlus
- Conduct FPA follow-up in accordance with CAPK timelines every 60 calendar days to review the status of the goal{s) established or reevaluate the family's readiness to participate in the goal setting process if goal has not been established. Document the contact notes and ChildPlus.

ATTACHMENT A - SCOPE OF WORK

Contractor will:

Program Design and Management – 45 CFR - 1301:

- Child Care License – Contractor shall maintain for the term of this Agreement a current Child Care License issued by the California Department of Social Services; shall provide CAPK with a copy of the license and shall notify CAPK in writing of any changes in the status of the license, including Type A and Type B violations within 24 hours of the violation.
- Ensure that all staff working with children receive annual Child Abuse Training.
- Document annual performance evaluations with goal setting for employees.
- Participate in Partner's meetings and trainings related to Head Start/Early Head Start.
- Document staff individual and group training needs.
- within 30 days of each monitoring event, participate in the planning to resolve individual findings. Provide a corrective action plan for any areas of non-compliance that were found during the annual self-assessment within 30 days.
- Report any licensing finding, non-compliance with Child and Adult Care Food Program (CACFP), or any other loss of funding that materially weakens the financial stability of the Contractor or its ability to deliver the services required under this Agreement within 24 hours of the finding.
- Make reasonable efforts to have one parent representative to serve on the CAPK Head Start Policy Council (PC) monthly meetings. Representative must be elected in accordance with PC By-Laws at a local parent meeting. Parent must have a child currently enrolled in the Early Head Start Program.

CAPK will:

Program Design and Management - 45 CFR - 11301:

- Provide necessary trainings to appropriate staff to set up systems and procedures as needed.
- Provide feedback on reports and assist with any needed corrective action.
- Develop a system for ongoing monitoring and conduct monitoring of Contractor operations.
- Participate in training of staff to provide support and technical assistance and ensure implementation of procedures meet federal regulations.
- Provide data regarding service achievements, gaps and possible solutions to meet federal regulations.
- Update office equipment and software necessary to track program performance and document the yearly Program Information Report (PIR).
- Organize monthly service reviews with content area experts to analyze progress, identify gaps and help develop timely solutions.
- Provide monthly Policy Council minutes for distribution to parents of Early Head Start classrooms.

ATTACHMENT A - SCOPE OF WORK

Contractor will:	CAPK will:
Training:	**Training:**
• Provide staff training on State and Federal regulations and mandates, mutually coordinated with CAPK and other partners. • Make available at least two days per year, or a minimum of 15 hours per program year, for teaching staff to receive training. • Request in writing for staff to attend Head Start specific approved conferences, classes, trainings and workshops. • Complete annual mandated reporting and safe sleep training, and bi-annual CPR and adult/pediatric first aid training.	• Provide group and/or on-site training, as needed. • Provide staff training related to other areas of the program as requested by contractor. • Registration for outside training and conferences: CAPK will be responsible for registration and incidental expenses for Contractor's staff to attend Head Start specific approved conferences, classes, trainings, workshops and will invoice with receipts attached. Request to attend must be approved by CAPK in writing. • Reimburse staff per diem related to staff travel expenses. • Support and offer opportunities for achieving a minimum of 15 hours of professional development.

ATTACHMENT B – PAYMENT PROVISIONS

1. **Payment Limits** – CAPK total payments to Contractor under this Contract shall not exceed $1,137,008.64 for children's services, training and technical assistance and start up budget amounts are to be determined.

2. **Payment Basis** – Subject to the Payment Limit, payments to the Contractor for all services provided for CAPK under this Contract shall only be for costs that are actually incurred in the performance of the Contractor's obligations under this Contract as evidenced by the timely provision of services to families and submittal of monitoring reports, invoices, and Program Information Report.

3. **Payment Amounts** - Subject to later adjustments in total payments as provided below and subject to the Payment Limit of this Contract.

   $740.24 per child per month, maximum of 32 Early Head Start children, for 48 months {September 1, 2025, through August 31, 2029), in addition, a TBD yearly budget is allocated to cover training, conferences, classes and workshops for agency staff.

ATTACHMENT C

Community Action Partnership of Kern Additional
Terms and Conditions

1. **TAXES.** The Contractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OR SUBCONTRACTING.** The Contractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK.** CAPK may terminate the Agreement at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Contractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

4. **CHANGES.** CAPK may from time to time, require changes in the scope of the services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation which are mutually agreed upon by and between CAPK and the Contractor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Contractor and CAPK's Chief Executive Officer.

5. **CLAIMS.** All claims for money due or to become due to the Contractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.

6. **NOTICE.** Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.

7. **AFFIRMATIVE ACTION.** The Contractor agrees to abide by all State and Federal Affirmative Action policies and laws.

8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Contractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Contractor will be American made.
12. **CONFIDENTIALITY.** The Contractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **RESPONSIBILITY.** If Contractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY CONTRACTOR.** If the Contractor wishes to file a protest against CAPK for any action, the Contractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST.** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on
an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either
voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Contractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Contractor may file a protest with CAPK as specified in the section titled "Protest by Contractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION.** Contractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. It is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

    Exceptions will not necessarily result in denial of award but will be considered in determining Contractor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

    Note: Providing false information may result in criminal prosecution or administrative sanctions.
17. **WORKERS' COMPENSATION.** Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

{a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.[11]

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

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Contractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
b. Provide coverage for owned, non-owned and hired autos.
c. Contain an additional insured endorsement in favor of the Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
d. Broad Form Commercial General Liability Insurance, ISO form CGOO 011185 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
e. Provide Contractual Liability coverage for the terms of the Agreement.
f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.
g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees and volunteers.

All policies required of the Contractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents' employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents' employees and designated volunteers shall be in excess of the Contractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 1185 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self- insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30)

days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Contractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

_____

Signature **Date**

_____

Print Name **Title**

_____

BUDGET AND FINANCE COMMITTEE

JULY 16, 2025

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2025 through February 28, 2026	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of May 31, 2025	D1
	- Bank Reconciliations	D2 - D8
E.	Wells Fargo Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual May 31, 2025	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 29, 2024	I1
J.	Financial Statements as of May 31, 2025	J1
K.	Agency-wide Budget to Actual as of May 31, 2025	K1 - K7
L.	Indirect Fund Budget To Actual as of May 31, 2025	L1
M.	Check Register as of May 31, 2025	M1

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

A1

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

A2

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

A3

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

A6

PREPARED 10/15/2024
SCHPRGM

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				
05/31/25	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
OPERATING CASH SUMMARY AS OF MAY 31, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(401,375.66)
HEAD START/EARLY HEAD START	(2,496,537.35)
SJCOE Head Start	(227,736.47)
SUBTOTAL	**(3,125,649.48)**
CACFP - San Joaquin	0.00
SAN JOAQUIN COE GENERAL CHILD CARE	(197,742.95)
MIGRANT CHILD CARE	161,000.96
MIGRANT SPECIALIZED SERVICES	(13,527.98)
GENERAL CHILD CARE	(271,029.52)
STATE PRESCHOOL	(805,232.94)
Child Care Facilities	114,084.68
MIGRANT A/P	10,451,294.99
Child Development Reserve Fund No. 1	241,240.46
Child Development Reserve Fund No. 2	(7,958.35)
SUBTOTAL	**9,672,129.35**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(111,727.91)
EF&S	0.00
EFAP	(46,389.37)
USDA Commodities	(39.83)
FOOD BANK	(366,338.28)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	(117,833.15)
WONDERFUL FOOD BANK EXPANSION	1,699.83
WONDERFUL FOUNDATION	146,890.86
CDFA Healthy Refrigeration Grant Program (HRGP)	(54,213.64)
SUBTOTAL	**(642,318.06)**
ENERGY	(951,389.04)
LIHEAP	(1,548,241.59)
DOE	(26,068.85)
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	527,992.63
TRANSFER NEGATIVE BALANCE	2,013,427.84
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(19,876.92)
WIC	(884,097.42)
City of Bakersfield Home Repair SLFRF	(13,058.88)
Local Purchase Assistance (LFPA) USDA	(29,907.55)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(416,209.14)
NEOPB CAL FRESH HEALTHY LIVING	(368,797.73)
IRS - VITA	(79,852.02)
ASTHO VACCINE EQUITY	0.00
HUD-COORDINATED ENTRY SYSTEM	(92,604.12)
HOME ARP - City of Bakersfield	(48,612.76)
CAL FRESH	(16,692.13)
HUD COMMUNITY PROJECT FUNDING FOOD BANK EXPANSION	0.00
CSBG - DISCRETIONARY	(26,000.00)
UW Stanislaus 211 Rental Assistance	(1,171.86)
CalCAPA-Diaper Distribution Pilot	(11,358.10)
County of Kern CERI Public Health	(5,000.00)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(36,386.95)
KCCD CERF REGIONAL CONVENOR	(52,673.60)
KCCD CWDB High Road Training Partnership	12,491.87
City of Bakersfield - FHCC Sports Field	(19,688.00)
CALEITC	(170,847.64)
City of Bkfd-Cal VIP Outreach	(21,906.00)
CITY OF BAKERSFIELD CAL VIP	(24,769.62)
HOME VISIT INITIATIVE (CO OF KERN)	(980,095.26)
POSITIVE YOUTH DEV SVC	(34,590.55)
POSITIVE YOUTH M	(1,320.24)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(748,729.43)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(100,487.50)
ARG III - Warm Handoff	(111,961.32)
DIFFERENTIAL RESPONSE	(33,627.75)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(60,255.34)
FIRST 5 HELP ME GROW	(23,313.75)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(64,130.53)
FIRST 5 KERN 211	(43,876.10)
BKRHC-Encampment Resolution	(16,835.24)
County of Kern - PPSA COVID-19	0.00
County of Kern - 211	532.84
Day 1 Families Housing Support	(18,666.20)
Kaiser	(2,140.63)
Kaiser 211 Kern	101,277.77
FEEDING AMERICA SERVICE INSIGHTS	13,568.24
Kaiser - Food Locker Pilot	60,000.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(75,358.84)
WELLS FARGO FOUNDATION	46,933.12
California Veterans Assistance Foundation	(216,635.35)
GENERAL FUND	(861,631.07)
DISCRETIONARY FUND	1,531,488.93
SHAFTER YOUTH CENTER	25,546.14
FRIENDSHIP HOUSE	(7,822.04)
EAST KERN FAMILY RESOURCE CENTER	35,759.06
OASIS FAMILY RESOURCE CENTER	41,706.43
211	(220,808.38)
M ST NAVIGATION CENTER	15,960.94
TAX ASSISTANCE	13,357.87
CALAIM HOMELESS PREVENTION SERVICES	450,775.06
CalAIM East Kern Family Resource Center	357,395.10
CAPK FOUNDATION	(60,632.05)
GAAP FUND	0.22
INDIRECT FUND	0.00
COST POOLS	(1,750,847.97)
Facilities Cost Pools	(980,996.35)
LESS: ENERGY NEGATIVE BALANCE	(2,013,427.84)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(7,960,906.58)**
TOTAL OPERATING CASH	(2,056,744.77)

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
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 05/31/25		11,118,274.12
LESS: OUTSTANDING CHECKS	639,025.09	
ADJUSTED BANK BALANCE AT 05/31/25		10,479,249.03
GENERAL LEDGER BALANCE AT 04/30/25		14,417,118.01
ADD: DEPOSITS	2,403,299.07	
US TREAS DRAWDOWNS	-	
FUNDS FROM OTHER GRANTS	1,123,182.65	
TRANSFERS FROM WELLS FARGO	4,343,338.16	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	-	
LESS: CHECKS	1,443,618.68	
ADP PAYROLL 4/4/25	543,005.77	
ADP PAYROLL 4/18/25	2,160,781.27	
ADP PAYROLL 4/30/25	2,292,016.62	
EFTS FOR HRA/HSA/ STD/403B	360,556.88	
REC LOAN PRINCIPAL/INT EXPENSES		
TRANSFERS TO RESTRICTED ACCOUNTS		
CREDIT CARD	46,143.48	
BANK FEES		
ACH VOUCHERS	4,961,566.16	
GENERAL LEDGER BALANCE AT 05/31/25		10,479,249.03
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/08/2025

APPROVED BY: Tracy Webster Tracy Webster (Jul 8, 2025 11:07 PDT) TITLE: Chief Financial Officer DATE: 07/08/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: **XXXXX-X5933**

BANK BALANCE AT 05/31/25		11,118,274.12
LESS: OUTSTANDING CHECKS	639,025.09	
ADJUSTED BANK BALANCE AT 05/31/25		10,479,249.03
GENERAL LEDGER BALANCE AT 04/30/25		14,417,118.01
ADD: DEPOSITS	2,403,299.07	
US TREAS DRAWDOWNS	-	
FUNDS FROM OTHER GRANTS	1,123,182.65	
TRANSFERS FROM WELLS FARGO	4,343,338.16	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	-	
LESS: CHECKS	1,443,618.68	
ADP PAYROLL 4/4/25	543,005.77	
ADP PAYROLL 4/18/25	2,160,781.27	
ADP PAYROLL 4/30/25	2,292,016.62	
EFTS FOR HRA/HSA/ STD/403B	360,556.88	
REC LOAN PRINCIPAL/INT EXPENSES		
TRANSFERS TO RESTRICTED ACCOUNTS		
CREDIT CARD	46,143.48	
BANK FEES		
ACH VOUCHERS	4,961,566.16	
GENERAL LEDGER BALANCE AT 05/31/25		10,479,249.03
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/08/2025

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: _____

CITIZENS BUSINESS BANK
A Financial Services Company
PO Box 3938, Ontario, CA 91761

Statement Ending 05/30/2025

Account Number:521105933

COMMUNITY ACTION PARTNERSHIP
OF KERN
OPERATING ACCOUNT
1300 18TH ST STE 200
BAKERSFIELD CA 93301-4510

Managing Your Accounts

Phone Number	888.222.5432
Website	cbbank.com
Email	customersupport@cbbank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
ANALYZED BUSINESS PLAN	521105933	$11,118,274.12

ANALYZED BUSINESS PLAN - 521105933

Account Summary

Date	Description	Amount
05/01/2025	**Beginning Balance**	**$15,066,657.71**
	56 Credit(s) This Period	$9,845,149.37
	588 Debit(s) This Period	$13,793,532.96
05/30/2025	**Ending Balance**	**$11,118,274.12**

Deposit Credits

Date	Description	Amount
05/07/2025	DEPOSIT	$493.01
05/07/2025	RDC Deposit	$750.00
05/07/2025	RDC Deposit	$784.09
05/07/2025	RDC Deposit	$964.97
05/07/2025	RDC Deposit	$1,000.00
05/07/2025	DEPOSIT	$1,338.57
05/07/2025	RDC Deposit	$1,097,139.64
05/14/2025	DEPOSIT	$250.84
05/14/2025	DEPOSIT	$311.00
05/14/2025	RDC Deposit	$500.00
05/14/2025	RDC Deposit	$500.00
05/14/2025	DEPOSIT	$836.03
05/14/2025	RDC Deposit	$1,000.00
05/14/2025	RDC Deposit	$1,336.28
05/14/2025	RDC Deposit	$1,657.81
05/14/2025	RDC Deposit	$2,252.33
05/14/2025	RDC Deposit	$96,743.20
05/22/2025	DEPOSIT	$62.59
05/22/2025	DEPOSIT	$250.00
05/22/2025	RDC Deposit	$250.00
05/22/2025	DEPOSIT	$344.15
05/22/2025	RDC Deposit	$554.92
05/22/2025	RDC Deposit	$750.00
05/22/2025	RDC Deposit	$802.18
05/22/2025	RDC Deposit	$835.78
05/22/2025	RDC Deposit	$1,339.76
05/22/2025	RDC Deposit	$158,279.36

Member FDIC

OUTSTANDING CHECKS

No.	Amount	
TOTAL		

INSTRUCTIONS

PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.

ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.

1. Compare each paid check with your check stub or register and mark as paid.
2. Bank balance shown on front of your statement..... _____
3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____
4. Subtotal..... _____
5. Subtract total of outstanding checks..... _____
6. Account Balance..... _____
7. Your check book balance..... _____
8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____
9. Adjusted check book balance..... _____

**Denotes a point at which one or more check serial numbers are unaccounted for this statement period. It may indicate outstanding checks or checks shown on previous statements.*

STATEMENTS AND IMAGES

Your account statement will include the following information with respect to each check paid against your account during the statement cycle: (1) the check number (2) the amount of the check; and (3) the date of the payment.
Copies of checks can be requested by calling customer service at (888) 222-5432. Please refer to our Bank Product and Service Information for applicable fees under Research Requests.

THE FOLLOWING NOTICE CONCERNING ELECTRONIC TRANSFER APPLIES IF YOUR ACCOUNT IS MAINTAINED FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS CONTACT US AT:

Telephone: (888) 222-5432
or write us at:
Citizens Business Bank P O Box 51000, Ontario, CA 91761

Contact us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or a receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. If you have a question concerning your statement, please be prepared to:

1. Provide your name and account number (if any).
2. Provide the dollar amount of the suspected error.
3. Describe the error or the transfer you are unsure about and clearly explain why you believe it is an error or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation

ANALYZED BUSINESS PLAN - 521105933 (continued)

Deposit Credits (continued)

Date	Description	Amount
05/30/2025	DEPOSIT	$428.41
05/30/2025	RDC Deposit	$745.04
05/30/2025	DEPOSIT	$782.36
05/30/2025	RDC Deposit	$980.81
05/30/2025	RDC Deposit	$1,029,035.94
	32 item(s) totaling	$2,403,299.07

Electronic Credits

Date	Description	Amount
05/01/2025	California Assoc 1875-CAFB 00001875/1	$6,735.13
05/07/2025	HCCLAIMPMT KHSMCAL TRN* 1* 481906* 1770392231\	$368.00
05/07/2025	HCCLAIMPMT KHSMCAL TRN* 1* 481920* 1770392231\	$5,390.69
05/07/2025	HCCLAIMPMT KHSMCAL TRN* 1* 481744* 1770392231\	$19,525.66
05/14/2025	HCCLAIMPMT KHSMCAL TRN* 1* 483159* 1770392231\	$736.00
05/14/2025	HCCLAIMPMT KHSMCAL TRN* 1* 483171* 1770392231\	$3,950.23
05/14/2025	HCCLAIMPMT KHSMCAL TRN* 1* 483010* 1770392231\	$22,909.65
05/14/2025	WIRE/IN-20251340005356;ORG COMMUNITY ACTION PARTNERSHIP OF KER;REF 871	$463,349.52
05/14/2025	536150 OLB TRANSFER INV CHK BUSINESS XXXXX5968	$503,845.27
05/14/2025	519740 OLB TRANSFER INV CHK BUSINESS XXXXX6018	$1,357,625.73
05/16/2025	KERN COUNTY CHIL PAYMENTS 046363	$3,000.00
05/16/2025	KERN COUNTY CHIL PAYMENTS 046363	$10,318.34
05/19/2025	Bill.com Replate Replate Bill.com 015QYKLYMIHTJDB Inv 003	$294.00
05/21/2025	HCCLAIMPMT KHSMCAL TRN* 1* 484505* 1770392231\	$874.00
05/21/2025	HCCLAIMPMT KHSMCAL TRN* 1* 484516* 1770392231\	$6,285.46
05/21/2025	HCCLAIMPMT KHSMCAL TRN* 1* 484350* 1770392231\	$31,898.60
05/27/2025	CALIFORNIA DEPT. 30711 EFT-403908	$956,615.00
05/27/2025	WIRE/IN-20251470000219;ORG COMMUNITY ACTION PARTNERSHIP OF KER;REF 872	$2,018,517.64
05/29/2025	HCCLAIMPMT KHSMCAL TRN* 1* 485939* 1770392231\	$506.00
05/29/2025	HCCLAIMPMT KHSMCAL TRN* 1* 485950* 1770392231\	$4,625.69
05/29/2025	HCCLAIMPMT KHSMCAL TRN* 1* 485758* 1770392231\	$27,448.56
05/30/2025	Bill.com Bakersfield Kern Bakersfield Kern Regional Homeless Collaborative Bil	$1,987.20
05/30/2025	KERN COUNTY CHIL PAYMENTS 046363	$19,714.44
	23 item(s) totaling	$5,466,520.81

Other Credits

Date	Description	Amount
05/22/2025	ACH ORIGINATION MODIFICATION	$1,975,329.49
	1 item(s) totaling	$1,975,329.49

Electronic Debits

Date	Description	Amount
05/01/2025	ADP Tax ADP Tax 03EAL 050218A01	$541,360.77
05/01/2025	ADP WAGE GARN WAGE GARN 932136403110EAL	$1,645.00
05/02/2025	NATIONWIDE PAYMENTS DCDXXXXXX4775	$111,223.39
05/02/2025	NATIONWIDE PAYMENTS DCDXXXXXX2051	$47,922.68
05/02/2025	NATIONWIDE PAYMENTS DCDXXXXXX2814	$16,185.03
05/02/2025	HEALTHEQUITY INC HealthEqui 29006	$2,378.15
05/05/2025	HEALTHEQUITY INC HealthEqui 29006	$1,696.13
05/05/2025	RELIANCE TRUST PAYMENTS XXXXXX0340	$720.26
05/09/2025	HEALTHEQUITY INC HealthEqui 29006	$1,239.25
05/14/2025	WIRE/OUT-20251340002250;BNF ADP CLIENT TRUST;OBI 8250163084 ADP WAGE PAY;REF 825	$1,633,897.21
05/15/2025	ADP Tax ADP Tax 03EAL 051620A01	$524,581.23
05/15/2025	ADP WAGE GARN WAGE GARN 442577787928EAL	$2,302.83
05/16/2025	HEALTHEQUITY INC HealthEqui 29006	$2,060.65
05/19/2025	NATIONWIDE PAYMENTS DCDXXXXXX9836	$109,308.76
05/19/2025	NATIONWIDE PAYMENTS DCDXXXXXX6500	$45,602.22
05/19/2025	NATIONWIDE PAYMENTS DCDXXXXXX9420	$16,086.90
05/19/2025	HEALTHEQUITY INC HealthEqui 29006	$1,696.13
05/19/2025	RELIANCE TRUST PAYMENTS XXXXXX0340	$720.26
05/23/2025	HEALTHEQUITY INC HealthEqui 29006	$1,812.08

ANALYZED BUSINESS PLAN - 521105933 (continued)

Electronic Debits (continued)

Date	Description	Amount
05/28/2025	WIRE/OUT-20251480001625;BNF ADP CLIENT TRUST;OBI 2400426205 ADP WAGE PAY;REF 240	$1,727,087.60
05/28/2025	ELAN FINANCIAL AUTOPAY 480795455000802	$46,143.48
05/29/2025	ADP Tax ADP Tax 03EAL 053022A01	$562,955.27
05/29/2025	ADP WAGE GARN WAGE GARN 564071731526EAL	$1,973.75
05/30/2025	HEALTHEQUITY INC HealthEqui 29006	$1,904.99
	24 item(s) totaling	$5,402,504.02

Other Debits

Date	Description	Amount
05/06/2025	527273 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4840001	$666,999.20
05/07/2025	840222 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4843231	$16,166.94
05/13/2025	168664 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4857001	$1,345,867.63
05/20/2025	868305 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4874279	$296.00
05/20/2025	868527 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4874274	$305,730.33
05/21/2025	076003 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4876030	$1,975,329.49
05/22/2025	RETURNED DEPOSIT ITEMS Check 1008	$43.51
05/22/2025	ACH ORIGINATION MODIFICATION	$1,963,421.97
05/23/2025	798539 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4884353	$534.88
05/23/2025	687213 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4882714	$143,730.42
05/28/2025	627178 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4890399	$200,272.33
05/28/2025	627261 OLB TRANSFER ACH PREFUND XXXXX2135 ACHBATCH TR# 4890410	$260,495.46
05/30/2025	DEPOSIT CORRECTION DEBIT	$442.92
	13 item(s) totaling	$6,879,331.08

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
300260	05/01/2025	$9.38	302209*	05/06/2025	$8,343.22	302379*	05/02/2025	$4,875.00
300895*	05/06/2025	$4,926.95	302219*	05/08/2025	$3,150.65	302381*	05/05/2025	$28.00
301362*	05/30/2025	$81.20	302222*	05/08/2025	$216.64	302386*	05/02/2025	$504.68
301573*	05/27/2025	$50.40	302224*	05/15/2025	$25.00	302387	05/01/2025	$1,650.61
301577*	05/20/2025	$193.20	302226*	05/06/2025	$89.60	302390*	05/02/2025	$416.00
301618*	05/28/2025	$151.20	302228*	05/02/2025	$2,695.65	302393*	05/01/2025	$615.38
301653*	05/01/2025	$30.80	302234*	05/13/2025	$60.00	302394	05/09/2025	$652.38
301721*	05/28/2025	$4,338.18	302261*	05/01/2025	$2,565.42	302395	05/02/2025	$20.14
301822*	05/09/2025	$4,991.18	302264*	05/05/2025	$29.40	302396	05/02/2025	$8.04
301860*	05/09/2025	$100.00	302268*	05/12/2025	$1,000.00	302397	05/02/2025	$57.36
301864*	05/12/2025	$812.00	302271*	05/06/2025	$12,500.00	302398	05/02/2025	$63.57
301929*	05/23/2025	$375.00	302275*	05/05/2025	$1,135.00	302399	05/02/2025	$59.00
301932*	05/06/2025	$1,548.00	302281*	05/07/2025	$231.00	302403*	05/13/2025	$352.22
301961*	05/08/2025	$2,354.39	302295*	05/01/2025	$455.00	302405*	05/05/2025	$4,800.00
302010*	05/01/2025	$2,000.00	302307*	05/05/2025	$2,942.00	302406	05/01/2025	$789.80
302014*	05/23/2025	$8,053.54	302309*	05/06/2025	$6,631.88	302407	05/16/2025	$5,085.97
302021*	05/01/2025	$1,155.00	302314*	05/01/2025	$1,028.20	302409*	05/20/2025	$746.00
302065*	05/06/2025	$1,637.06	302315	05/05/2025	$6,833.28	302410	05/20/2025	$324.00
302075*	05/27/2025	$100.80	302316	05/01/2025	$4,714.32	302411	05/20/2025	$485.00
302088*	05/12/2025	$49.70	302318*	05/02/2025	$1,911.90	302412	05/05/2025	$894.40
302113*	05/01/2025	$70.00	302320*	05/06/2025	$1,861.70	302417*	05/12/2025	$180.60
302119*	05/28/2025	$172.20	302329*	05/12/2025	$1,741.44	302418	05/05/2025	$111.00
302126*	05/01/2025	$10.50	302337*	05/07/2025	$2,308.06	302419	05/01/2025	$3,303.00
302127	05/02/2025	$212.10	302350*	05/27/2025	$8,343.84	302422*	05/02/2025	$1,480.70
302146*	05/05/2025	$9.80	302356*	05/02/2025	$2,718.31	302423	05/02/2025	$4,882.85
302151*	05/12/2025	$18.20	302358*	05/14/2025	$622.38	302427*	05/01/2025	$871.20
302158*	05/08/2025	$15,125.00	302363*	05/08/2025	$1,684.37	302428	05/07/2025	$550.00
302169*	05/12/2025	$50.40	302365*	05/05/2025	$3,881.23	302429	05/05/2025	$10,838.28
302174*	05/13/2025	$60.90	302375*	05/08/2025	$930.00	302430	05/01/2025	$1,123.35
302198*	05/08/2025	$114.80	302376	05/05/2025	$100.80	302437*	05/19/2025	$40,713.20

ANALYZED BUSINESS PLAN - 521105933 (continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
302438	05/01/2025	$8,148.25	302546	05/02/2025	$1,012.91	302619	05/07/2025	$3,375.00
302439	05/05/2025	$2,200.00	302547	05/01/2025	$2,025.82	302620	05/07/2025	$305.00
302440	05/01/2025	$1,089.50	302548	05/02/2025	$622.38	302621	05/06/2025	$12,993.14
302441	05/01/2025	$2,429.71	302549	05/01/2025	$95.00	302622	05/06/2025	$2,490.08
302442	05/01/2025	$7,022.35	302553*	05/02/2025	$984.41	302623	05/06/2025	$395.91
302444*	05/08/2025	$61.66	302555*	05/01/2025	$1,124.65	302624	05/06/2025	$1,974.08
302445	05/01/2025	$445.43	302558*	05/01/2025	$4,193.68	302625	05/06/2025	$660.20
302446	05/02/2025	$256.20	302559	05/05/2025	$2,740.89	302626	05/06/2025	$2,805.37
302447	05/13/2025	$1,500.00	302561*	05/06/2025	$2,691.65	302627	05/08/2025	$198.02
302450*	05/28/2025	$1,925.37	302564*	05/09/2025	$3,187.99	302628	05/07/2025	$1,960.00
302451	05/19/2025	$42.22	302565	05/30/2025	$1,223.87	302629	05/06/2025	$5,348.66
302454*	05/05/2025	$3.50	302566	05/22/2025	$2,593.22	302630	05/09/2025	$673.75
302455	05/02/2025	$4,000.00	302567	05/05/2025	$999.69	302631	05/22/2025	$352.80
302458*	05/09/2025	$100.00	302571*	05/05/2025	$762.19	302632	05/07/2025	$225.00
302459	05/08/2025	$253.67	302573*	05/01/2025	$1,042.24	302634*	05/08/2025	$27.29
302460	05/07/2025	$158.90	302574	05/09/2025	$40.00	302635	05/06/2025	$102.89
302462*	05/01/2025	$1,331.25	302575	05/14/2025	$110.00	302636	05/06/2025	$1,571.06
302463	05/01/2025	$1,800.00	302576	05/07/2025	$102.65	302637	05/06/2025	$30.30
302466*	05/06/2025	$75.60	302577	05/07/2025	$1,561.86	302638	05/06/2025	$925.53
302470*	05/12/2025	$11.20	302578	05/08/2025	$2,997.00	302639	05/06/2025	$1.12
302478*	05/15/2025	$6,267.00	302579	05/08/2025	$65.09	302640	05/14/2025	$3,660.00
302482*	05/13/2025	$925.00	302580	05/06/2025	$3,000.00	302642*	05/13/2025	$869.40
302483	05/01/2025	$18.20	302581	05/15/2025	$185.00	302643	05/07/2025	$142.84
302485*	05/19/2025	$109.20	302582	05/05/2025	$3,974.97	302644	05/09/2025	$6,526.17
302486	05/09/2025	$433.84	302583	05/07/2025	$958.67	302645	05/13/2025	$600.00
302487	05/09/2025	$438.77	302584	05/12/2025	$1,381.05	302646	05/05/2025	$71.81
302488	05/09/2025	$170.00	302585	05/06/2025	$20.85	302647	05/05/2025	$1,006.92
302489	05/09/2025	$435.96	302586	05/12/2025	$799.80	302649*	05/06/2025	$2,124.02
302490	05/09/2025	$436.66	302587	05/20/2025	$453.00	302650	05/05/2025	$1,483.00
302491	05/09/2025	$436.26	302588	05/20/2025	$453.00	302651	05/20/2025	$407.40
302492	05/09/2025	$5,538.00	302590*	05/05/2025	$70.70	302652	05/05/2025	$18,832.00
302493	05/06/2025	$2,547.00	302591	05/09/2025	$5,635.74	302653	05/08/2025	$1,513.65
302495*	05/07/2025	$407.37	302592	05/14/2025	$102.65	302654	05/05/2025	$825.05
302497*	05/05/2025	$3,885.00	302593	05/07/2025	$4,598.00	302655	05/12/2025	$3,602.80
302510*	05/07/2025	$150.00	302595*	05/07/2025	$595.00	302656	05/19/2025	$1,258.21
302512*	05/08/2025	$3,253.61	302597*	05/28/2025	$65.80	302657	05/15/2025	$1,897.62
302513	05/22/2025	$700.00	302598	05/06/2025	$1,739.58	302658	05/14/2025	$325.73
302514	05/09/2025	$4,923.64	302599	05/06/2025	$1,616.98	302659	05/21/2025	$1,227.80
302515	05/07/2025	$816.00	302601*	05/05/2025	$407.40	302660	05/20/2025	$90.63
302517*	05/01/2025	$95.90	302602	05/12/2025	$20,146.91	302661	05/13/2025	$108,305.04
302519*	05/01/2025	$700.00	302603	05/12/2025	$75.00	302662	05/13/2025	$3,498.38
302521*	05/01/2025	$111.00	302604	05/19/2025	$183.40	302664*	05/21/2025	$17.99
302522	05/07/2025	$804.03	302605	05/07/2025	$5,211.99	302665	05/14/2025	$18.44
302523	05/02/2025	$500.00	302606	05/09/2025	$5,150.00	302666	05/20/2025	$4,102.12
302524	05/05/2025	$8,918.02	302607	05/12/2025	$3,150.00	302667	05/15/2025	$750.54
302527*	05/13/2025	$133.70	302609*	05/07/2025	$950.00	302668	05/13/2025	$9.64
302534*	05/23/2025	$375.00	302610	05/07/2025	$15,800.00	302669	05/12/2025	$9.00
302536*	05/05/2025	$11,413.46	302611	05/05/2025	$125.97	302670	05/12/2025	$9.00
302537	05/07/2025	$887.84	302612	05/05/2025	$125.39	302671	05/12/2025	$9.00
302538	05/09/2025	$1,700.04	302613	05/05/2025	$570.35	302672	05/12/2025	$9.00
302540*	05/07/2025	$603.48	302614	05/05/2025	$126.84	302673	05/12/2025	$9.00
302541	05/07/2025	$1,844.38	302615	05/05/2025	$170.61	302674	05/12/2025	$9.00
302542	05/20/2025	$2,825.27	302616	05/05/2025	$171.00	302675	05/21/2025	$169.63
302544*	05/01/2025	$11,770.17	302617	05/05/2025	$171.00	302676	05/14/2025	$524.39
302545	05/01/2025	$1,962.49	302618	05/05/2025	$171.00	302677	05/19/2025	$56.00

ANALYZED BUSINESS PLAN - 521105933 (continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
302678	05/13/2025	$3,585.00	302741	05/13/2025	$654.79	302806	05/19/2025	$16.80
302679	05/20/2025	$165.89	302742	05/12/2025	$71.81	302807	05/22/2025	$4,590.00
302680	05/14/2025	$31,605.75	302743	05/13/2025	$226.18	302810*	05/21/2025	$24,031.85
302681	05/14/2025	$151,931.72	302744	05/20/2025	$8,250.00	302813*	05/23/2025	$201.60
302682	05/20/2025	$463.00	302745	05/14/2025	$4,091.69	302814	05/20/2025	$8.40
302683	05/20/2025	$500.00	302746	05/20/2025	$1,093.80	302815	05/27/2025	$19.60
302684	05/20/2025	$500.00	302747	05/09/2025	$1,308.19	302816	05/19/2025	$18.20
302685	05/20/2025	$500.00	302748	05/27/2025	$203.50	302819*	05/20/2025	$50.40
302686	05/12/2025	$11,274.77	302751*	05/20/2025	$112.70	302820	05/30/2025	$9,500.00
302687	05/12/2025	$1,241.61	302752	05/19/2025	$609.00	302822*	05/19/2025	$208.69
302688	05/15/2025	$37.92	302754*	05/27/2025	$29.40	302823	05/20/2025	$58.80
302689	05/14/2025	$260.00	302756*	05/21/2025	$31.88	302824	05/20/2025	$68.66
302691*	05/19/2025	$35.18	302757	05/22/2025	$125.30	302825	05/22/2025	$65.10
302692	05/12/2025	$1,963.62	302758	05/27/2025	$1,893.12	302826	05/23/2025	$13,450.01
302693	05/08/2025	$3.50	302760*	05/19/2025	$1,748.54	302828*	05/19/2025	$260.22
302694	05/09/2025	$1,001.19	302761	05/19/2025	$96.60	302829	05/19/2025	$392.03
302695	05/16/2025	$9,922.16	302763*	05/29/2025	$238.70	302830	05/19/2025	$216.05
302696	05/27/2025	$18.20	302764	05/22/2025	$111.65	302831	05/27/2025	$51.95
302697	05/16/2025	$8,432.12	302765	05/28/2025	$93.10	302832	05/20/2025	$6,553.15
302699*	05/13/2025	$114.60	302766	05/19/2025	$4,644.75	302833	05/19/2025	$2,513.03
302701*	05/19/2025	$1,552.19	302767	05/21/2025	$688.80	302834	05/19/2025	$174.85
302702	05/13/2025	$1,278.82	302768	05/20/2025	$540.21	302835	05/20/2025	$11,828.53
302704*	05/12/2025	$2,550.00	302769	05/22/2025	$573.78	302836	05/21/2025	$1,458.70
302705	05/19/2025	$28.70	302770	05/28/2025	$12,849.75	302838*	05/28/2025	$35.00
302707*	05/19/2025	$16.80	302771	05/23/2025	$524.40	302842*	05/21/2025	$2,319.00
302708	05/16/2025	$1,273.32	302772	05/20/2025	$33.60	302843	05/19/2025	$263.20
302709	05/20/2025	$193.90	302773	05/19/2025	$1,196.15	302844	05/20/2025	$45.73
302710	05/13/2025	$380.83	302774	05/20/2025	$7,695.08	302845	05/27/2025	$255.00
302711	05/14/2025	$14,450.00	302775	05/19/2025	$89.26	302846	05/19/2025	$23.23
302712	05/14/2025	$8,500.00	302776	05/21/2025	$391.30	302847	05/20/2025	$455.00
302713	05/12/2025	$1,333.38	302777	05/15/2025	$2,100.00	302848	05/19/2025	$443.84
302715*	05/12/2025	$454.93	302778	05/20/2025	$27.00	302849	05/20/2025	$2,805.50
302716	05/12/2025	$455.65	302779	05/20/2025	$27.00	302850	05/19/2025	$725.75
302717	05/12/2025	$851.84	302780	05/20/2025	$1,044.79	302851	05/20/2025	$220.25
302718	05/12/2025	$1,183.15	302781	05/28/2025	$46.90	302852	05/22/2025	$214.00
302719	05/12/2025	$2,082.70	302782	05/28/2025	$42.00	302853	05/22/2025	$214.00
302720	05/27/2025	$382.60	302783	05/21/2025	$39.90	302854	05/22/2025	$256.00
302721	05/14/2025	$16,669.30	302784	05/19/2025	$42.00	302855	05/22/2025	$200.00
302722	05/13/2025	$2,655.00	302785	05/19/2025	$70.71	302856	05/22/2025	$214.00
302723	05/13/2025	$481.09	302786	05/19/2025	$318.62	302857	05/22/2025	$214.00
302724	05/13/2025	$198.67	302787	05/19/2025	$800.98	302858	05/16/2025	$570.00
302726*	05/13/2025	$218.13	302788	05/20/2025	$161.70	302859	05/16/2025	$512.50
302727	05/12/2025	$1,305.05	302789	05/28/2025	$3,733.86	302860	05/20/2025	$35.38
302728	05/15/2025	$144.41	302790	05/15/2025	$3,200.00	302861	05/23/2025	$140.00
302729	05/13/2025	$37.18	302791	05/27/2025	$151.20	302862	05/23/2025	$845.75
302730	05/13/2025	$17.52	302794*	05/19/2025	$2,087.97	302863	05/22/2025	$6,043.70
302731	05/14/2025	$21.48	302795	05/19/2025	$141.40	302864	05/21/2025	$10,287.75
302732	05/20/2025	$346.25	302796	05/23/2025	$20,161.24	302865	05/27/2025	$29.40
302733	05/20/2025	$170.25	302797	05/23/2025	$19,250.97	302866	05/20/2025	$214.76
302734	05/20/2025	$176.25	302800*	05/20/2025	$58.80	302867	05/20/2025	$3,721.58
302735	05/22/2025	$170.00	302801	05/16/2025	$3,200.22	302868	05/20/2025	$42,170.66
302736	05/13/2025	$243.60	302802	05/22/2025	$28,633.03	302869	05/21/2025	$82.60
302738*	05/12/2025	$750.30	302803	05/19/2025	$687.20	302870	05/22/2025	$20.00
302739	05/13/2025	$220.72	302804	05/19/2025	$589.20	302871	05/23/2025	$63.00
302740	05/13/2025	$162.87	302805	05/21/2025	$20.00	302874*	05/20/2025	$209.65

ANALYZED BUSINESS PLAN - 521105933 (continued)

Checks Cleared (continued)

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
302875	05/16/2025	$71.81	302950	05/27/2025	$824.56	303015	05/28/2025	$4,569.59
302876	05/20/2025	$1,362.02	302951	05/27/2025	$296.27	303017*	05/28/2025	$13,633.58
302877	05/27/2025	$10,742.08	302952	05/27/2025	$278.08	303019*	05/28/2025	$1,921.79
302878	05/19/2025	$358.29	302953	05/27/2025	$219.67	303021*	05/28/2025	$2,834.11
302879	05/20/2025	$299.00	302954	05/27/2025	$171.00	303022	05/27/2025	$1,114.67
302880	05/20/2025	$663.40	302955	05/27/2025	$125.97	303023	05/30/2025	$2,631.76
302881	05/19/2025	$1,530.00	302956	05/27/2025	$181.87	303024	05/30/2025	$984.41
302882	05/19/2025	$2,026.76	302957	05/28/2025	$85.40	303025	05/27/2025	$2,652.11
302884*	05/30/2025	$854.00	302962*	05/28/2025	$12,792.91	303026	05/30/2025	$622.38
302886*	05/29/2025	$30.80	302963	05/28/2025	$2,184.19	303027	05/28/2025	$462.40
302887	05/28/2025	$65.80	302964	05/28/2025	$654.13	303028	05/29/2025	$1,013.51
302888	05/29/2025	$50.40	302965	05/28/2025	$1,401.53	303030*	05/28/2025	$4,367.56
302889	05/28/2025	$15.64	302966	05/30/2025	$2,209.11	303031	05/27/2025	$1,211.40
302890	05/28/2025	$26.58	302967	05/28/2025	$125.80	303032	05/28/2025	$1,656.55
302891	05/30/2025	$1,200.54	302970*	05/30/2025	$235.20	303033	05/28/2025	$7,602.53
302894*	05/29/2025	$1,850.30	302971	05/27/2025	$16.97	303035*	05/28/2025	$4,307.38
302896*	05/28/2025	$434.62	302972	05/23/2025	$100.00	303036	05/28/2025	$1,371.16
302897	05/30/2025	$8.04	302973	05/29/2025	$241.50	303038*	05/30/2025	$9,366.31
302898	05/30/2025	$20.14	302974	05/29/2025	$616.00	303039	05/28/2025	$2,284.20
302899	05/27/2025	$20.15	302975	05/30/2025	$155.45	303040	05/28/2025	$6,569.03
302901*	05/29/2025	$2,050.00	302976	05/27/2025	$2,389.10	303042*	05/29/2025	$12,063.62
302904*	05/29/2025	$244.00	302977	05/27/2025	$289.33	303043	05/27/2025	$1,718.21
302906*	05/29/2025	$424.30	302979*	05/29/2025	$246.25	303044	05/28/2025	$12,407.54
302907	05/28/2025	$1,432.22	302980	05/29/2025	$156.25	303046*	05/29/2025	$2,667.33
302908	05/28/2025	$67.86	302981	05/27/2025	$385.38	303047	05/28/2025	$5,371.20
302910*	05/29/2025	$1,712.79	302982	05/27/2025	$13,888.43	303049*	05/27/2025	$1,910.60
302912*	05/29/2025	$163.80	302984*	05/27/2025	$71.81	303050	05/29/2025	$4,852.80
302913	05/28/2025	$61.47	302985	05/29/2025	$177.80	303051	05/28/2025	$9,091.25
302914	05/28/2025	$388.00	302986	05/28/2025	$157.02	303055*	05/27/2025	$1,325.30
302915	05/29/2025	$118.30	302988*	05/27/2025	$659.45	303058*	05/30/2025	$13,416.39
302916	05/30/2025	$296.00	302990*	05/27/2025	$3,486.04	303061*	05/28/2025	$989.71
302919*	05/28/2025	$9,520.00	302993*	05/27/2025	$2,863.04	303062	05/28/2025	$1,789.72
302922*	05/30/2025	$9,164.47	302994	05/28/2025	$1,931.31	303064*	05/28/2025	$7,005.02
302923	05/28/2025	$94.83	302996*	05/29/2025	$1,480.55	303065	05/29/2025	$907.39
302931*	05/27/2025	$388.00	302999*	05/28/2025	$1,742.44	303066	05/27/2025	$3,607.53
302932	05/29/2025	$282.10	303001*	05/28/2025	$1,870.47	303067	05/28/2025	$930.00
302935*	05/27/2025	$17,316.62	303002	05/28/2025	$4,766.92	303069*	05/30/2025	$652.38
302936	05/30/2025	$23.80	303004*	05/28/2025	$4,659.78	303070	05/29/2025	$950.00
302938*	05/29/2025	$200.00	303007*	05/28/2025	$1,227.93	303071	05/29/2025	$363.12
302944*	05/29/2025	$179.90	303008	05/27/2025	$2,467.45	303074*	05/30/2025	$444.57
302945	05/30/2025	$9,028.88	303009	05/28/2025	$527.78	303089*	05/30/2025	$700.00
302947*	05/27/2025	$169.83	303010	05/30/2025	$1,080.11	303093*	05/30/2025	$1,275.56
302948	05/27/2025	$1,215.28	303013*	05/28/2025	$627.52	303131*	05/30/2025	$3,139.00
302949	05/27/2025	$486.98	303014	05/27/2025	$915.68			

* Indicates skipped check number

551 item(s) totaling $1,511,697.86

Daily Balances

Date	Amount	Date	Amount	Date	Amount
05/01/2025	$14,464,589.47	05/09/2025	$14,408,673.32	05/19/2025	$12,669,727.00
05/02/2025	$14,259,599.02	05/12/2025	$14,350,081.41	05/20/2025	$12,260,789.96
05/05/2025	$14,166,352.68	05/13/2025	$12,877,424.50	05/21/2025	$10,283,751.33
05/06/2025	$13,418,701.05	05/14/2025	$13,468,437.65	05/22/2025	$10,413,793.50
05/07/2025	$14,485,741.67	05/15/2025	$12,926,946.10	05/23/2025	$10,204,175.61
05/08/2025	$14,453,792.33	05/16/2025	$12,909,135.69	05/27/2025	$13,094,370.38

ANALYZED BUSINESS PLAN - 521105933 (continued)

Daily Balances (continued)

Date	Amount	Date	Amount	Date	Amount
05/28/2025	$10,700,891.68	05/29/2025	$10,135,261.40	05/30/2025	$11,118,274.12

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**05/31/25**		**1,318,568.82**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**1,318,568.82**

BALANCE PER G/L	**04/30/25**		**1,318,547.15**
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	**05/31/25**		**1,318,568.82**

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: 07/07/25

APPROVED BY: Tracy Webster Tracy Webster (Jul 7, 2025 14:02 PDT) TITLE: Chief Financial Officer DATE: 07/07/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**05/31/25**		**380,331.29**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**380,331.29**

BALANCE PER G/L	**04/30/25**		**828,153.44**
ADD: DEPOSITS		56,013.52	
INTEREST/WAIVE FEE		9.60	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		503,845.27	
BALANCE PER G/L	**05/31/25**		**380,331.29**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/07/25

APPROVED BY: Tracy Webster Tracy Webster (Jul 7, 2025 14:52 PDT) TITLE: Chief Financial Officer DATE: 07/07/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**05/31/25**		**25,114.37**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**25,114.37**
BALANCE PER GENERAL LEDGER	**04/30/25**		**25,113.96**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST/ WAIVE FEE		0.41	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO CITIZENS BUSINESS		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**05/31/25**		**25,114.37**

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/07/25

APPROVED BY: Tracy Webster (Jul 7, 2025 14:54 PDT) TITLE: Chief Financial Officer DATE: 07/07/2025

Community Action Partnership of Kern
Journal Entries
05/31/2025

Initiated By Naomi Ibarra 7/7/2025

Approved By 7/7/2025

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	5/31/2025	1125-410023-4000-100-400-100	0.41	
Interest Income	5/31/2025	4310-410023-4000-100-400-100		0.41
Bank Charges	5/31/2025	6695-410023-4000-100-400-100		0.00
Restricted Bank Account	5/31/2025	1120-410023-4000-100-400-100	0.00	
TO REC DAY 1 FAMILIES, INT, & FEES FOR May 2025			0.41	0.41

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**05/31/25**		**7,654.77**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**7,654.77**

BALANCE PER G/L	**04/30/25**		**7,654.64**
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	**05/31/25**		**7,654.77**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/07/25

APPROVED BY: Tracy Webster Tracy Webster (Jul 7, 2025 14:53 PDT) TITLE: Chief Financial Officer DATE: 07/07/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**05/31/25**		**55,263.63**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**55,263.63**

BALANCE PER G/L	**04/30/25**		**55,262.72**
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		0.00	
BALANCE PER G/L	**05/31/25**		**55,263.63**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/07/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 07/07/2025
Tracy Webster (Jul 7, 2025 16:03 PDT)

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X6018

BANK BALANCE ENDING:	**05/31/25**		**0.00**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/25**		**0.00**
BALANCE PER G/L	**04/30/25**		**1,357,625.73**
ADD: DEPOSITS		0.00	
INTEREST		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		1,357,625.73	
BALANCE PER G/L	**05/31/25**		**0.00**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/07/25

APPROVED BY: Tracy Webster (Jul 7, 2025 16:06 PDT) TITLE: Chief Financial Officer DATE: 07/07/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED May 1, 2025 - May 31, 2025

Cardholder	Position	Amount Charged - CBB
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	4,608.86
Gloria Barbero	Administrator - EHS San Joaquin	2,072.84
Yolanda Gonzales	Director of Head Start/State Child Development Programs	-
Freddy Hernandez	Director of Youth and Community Services	1,751.45
Louis Gill	Chief Program Officer	
Lisa McGranahan	Director of Human Resources	1,292.58
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	81.88
Pritika Ram	Chief Business Development Officer	2,190.94
Jeremy Tobias	Chief Executive Officer	11,871.47
Emilio Wagner	Chief Facilities and Technology Officer	9,153.74
Tracy Webster	Chief Financial Officer	2,480.43
Rebecca Moreno	Director of Housing Support Services	9,113.26
Susana Magana	Director of Nutrition Services	2,489.58
	Total	$ 47,107.03

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 05/23/2025

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:** 05/23/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/27/2025 04/28/2025	EB *FIX THE FISH BENEF 801-413-7200, CA	**$57.04** $57.04	USD	57.04	C.Anspach and guest attending a fundraiser
04/28/2025 04/29/2025	PY *FOOD-EX 214-1111111, CA	**$411.72** $411.72	USD	411.72	Food for Food Bank Lunch and Learn Event
04/29/2025 04/30/2025	PY *FOOD-EX 214-1111111, CA	**$272.79** $272.79	USD	272.79	Food for meeting with BMO
04/30/2025 05/01/2025	24TH STREET CAFE BAKERSFIELD, CA	**($10.00)** ($10.00)	USD	(10.00)	Refund for an overcharged credit
05/02/2025 05/05/2025	ANYPROMO.COM 909-628-9955, CA	**$1,210.17** $1,210.17	USD	1,210.17	Swag bag items for Gourmet for Good
05/08/2025 05/09/2025	4 ALL PROMOS 888-501-3450, CT	**$476.62** $476.62	USD	476.62	Wine tags for Gourmet for Good
05/12/2025 05/13/2025	SQ *BRELLION INC LOS ANGELES, CA	**$750.00** $750.00	USD	750.00	Auction item for Gourmet for Good
05/13/2025 05/14/2025	HOMEGOODS #0518 BAKERSFIELD, CA	**$696.46** $696.46	USD	696.46	Small items to add to auction for Gourmet for Good
05/13/2025 05/14/2025	SQ *PARTY CITY BAKERSFIELD, CA	**$49.25** $49.25	USD	49.25	Decor for Gourmet for Good

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/13/2025 05/15/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$105.49** $105.49	USD	105.49	Small items to add to auction for Gourmet for Good
05/13/2025 05/15/2025	BAKERSFIELD -BITE-CAFISHG BAKERSFIELD, CA	**$83.65** $83.65	USD	83.65	Gourmet for Good lunch meeting
05/13/2025 05/15/2025	BOBBI'S HALLMARK #1 BAKERSFIELD, CA	**$92.00** $92.00	USD	92.00	Gourmet for Good Auction item
05/15/2025 05/16/2025	SIXFLAGS MM VALENCIACA 661-255-4100, CA	**$260.00** $260.00	USD	260.00	Gourmet for Good Auction item
05/21/2025 05/22/2025	HOMEGOODS #0518 BAKERSFIELD, CA	**$45.41** $45.41	USD	45.41	Extra baskets for Gourmet for Good
05/21/2025 05/23/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$37.83** $37.83	USD	37.83	Decor for Gourmet for Good

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/22/2025 05/22/2025	DICKS SPORTING GOODS BAKERSFIELD, CA	**$70.43** $70.43	USD	70.43	Auction items for Gourmet for Good

Activity Totals	Purchases	Payments
$4,608.86	$4,608.86	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 05/23/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/25/2025 04/28/2025	SQ *MATAGA OF STOCKTON STOCKTON, CA	**$1,520.47** $1,520.47	USD	1,520.47	Maintenance repairs on the 2019 GMC Savana Cargo replace sensor and repair camera wires.
05/15/2025 05/16/2025	VCN*SJLATHMANTFI REPRODIST 866-255-1857, CA	**$552.37** $552.37	USD	552.37	Fire Annual Permit for Lathrop center

Activity Totals	Purchases	Payments
$2,072.84	$2,072.84	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 05/23/2025

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: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 05/23/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/01/2025 05/02/2025	SMITHS BAKERIES INC BAKERSFIELD, CA	**$229.68** $229.68	USD	229.68	Drinks and treats were purchased for clients and staff who attended EKFRC Ribbon Cutting ceremony on May 2nd.
05/01/2025 05/02/2025	SMART AND FINAL 326 BAKERSFIELD, CA	**$28.96** $28.96	USD	28.96	Drinks and treats were purchased for clients and staff who attended EKFRC Ribbon Cutting ceremony on May 2nd.
05/05/2025 05/06/2025	LOWES #02424* BAKERSFIELD, CA	**$55.01** $55.01	USD	55.01	Energy Weatherization Installers needed inventory items purchased locally in order to fulfill client contract repair needs.
05/07/2025 05/08/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$434.20** $434.20	USD	434.20	EKFRC staff will be attending this year's ACE's conference here in Bakersfield. Requested by Anna Saavedra and approved by Freddy Hernandez.
05/07/2025 05/08/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$81.88** $81.88	USD	81.88	Anna Saavedra will be attending this year's ACE's conference here in Bakersfield with her staff. Approved by Freddy Hernandez.
05/07/2025 05/08/2025	EL BUEN PASTOR TACOS Y M BAKERSFIELD, CA	**$515.00** $515.00	USD	515.00	VITA Volunteer appreciation
05/12/2025 05/14/2025	HODEL'S COUNTRY DINING BAKERSFIELD, CA	**$100.00** $100.00	USD	100.00	The CalVIP team will host participants in the Women Empowerment to stand against gun and gang violence, on November 14th from 5:30pm-8:00pm at Hodels, Its $100 for the deposit. Approved by Freddy Hernandez.
05/13/2025 05/15/2025	MOMS HOUSE CHICKEN & W 661-5881018, CA	**$438.26** $438.26	USD	438.26	CalVIP is hosting empowering women to stand together against gun & gang violence at Mom's Kitchen. City approved funds. Approved by Freddy Hernandez.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/14/2025 05/16/2025	STATERBROS102 MOJAVE, CA	**$121.32** $121.32	USD	121.32	Supply purchase for all programs at EKFRC. Approved by Freddy Hernandez.
05/16/2025 05/19/2025	EB *2025 KERN COUNTY A 801-413-7200, CA	**$108.55** $108.55	USD	108.55	Margarita Morales at EKFRC was able to attend the ACE's Conference in Bakersfield. Approved by Freddy Hernandez.
05/19/2025 05/21/2025	CVI CONFERENCE SAN FRANCISCO, CA	**($526.41)** ($526.41)	USD	(526.41)	Jaubrae Dixon will be attending the Community Violence Intervention in Los Angeles in June. He was asked to be a speaker and was credited his fees in return.
05/23/2025 05/23/2025	ASSOCIATION OF ASTHMA ROYERSFORD, PA	**$165.00** $165.00	USD	165.00	Jeremy Tobias is requesting Energy have a membership with the Asthma Association since we are collaborating with them in our CalAIM program.

Activity Totals	Purchases	Payments
$1,751.45	$1,751.45	$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

000037674 01 SP 106481358828151 S
LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
05-07	05-08	13863	EZCATER*URBANE CAFE 800-488-1803 MA	227.15	Lunch for 05/07/2025 Personnel Committee meeting
05-10	05-12	06201	BIOMETRICS4ALL 714-5689888 CA SAFETY	8.25	LiveScan for pre-employment
05-15	05-16	86181	HOLDINGS 888-9472622 NM	1,057.18	Driver monitoring services

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-2963-7461

STATEMENT DATE:
05/25/25

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00
CHECKS/CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	1,292.58

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

Cardholder Activity

Name: JERRY MEADE **Account Number:** **3950 **Cycle End Date:** 05/23/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/29/2025 04/30/2025	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.

Activity Totals	Purchases	Payments
$81.88	$81.88	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 05/23/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
04/23/2025 04/28/2025	FOODRESEARC 4344297643, DC	**$639.00** $639.00	USD	639.00	Savannah Oates Conference Registration
04/25/2025 04/28/2025	VONS.COM #1969 877-505-4040, CA	**$45.38** $45.38	USD	45.38	Food Order for CNA public hearing on 4/24/25 @ Friendship house
05/01/2025 05/02/2025	LOGCABINFLORIST.C OM LOGCABINFLORI, CA	**$27.01** $27.01	USD	27.01	Ribbon for East Kern FRC expansion event
05/03/2025 05/05/2025	LINKEDIN P392568556 855-6535653, CA	**$88.79** $88.79	USD	88.79	VITA Campaign
05/03/2025 ONLINE SRVC 05/05/2025	OMNI SHOREHAM 800-8096664, DC	**$400.00** $400.00	USD	400.00	hold on Pritika's card for Savannah's Hotel stay for Anti-Hunger Conference.
05/05/2025 05/06/2025	CA SECRETARY OF STATE WEB 916-6951338, CA	**$5.00** $5.00	USD	5.00	Updated certificate for a grant
05/07/2025 05/13/2025	OMNI SHOREHAM ONLINE SRVC 800-8096664, DC	**($400.00)** ($400.00)	USD	(400.00)	Refund on Pritika's card for Savannah's Hotel stay for Anti-Hunger Conference.
05/13/2025 05/14/2025	SEQ SAND ROSEDALE BAKERSFIELD, CA	**$110.00** $110.00	USD	110.00	Lunch for PRE Committee

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/13/2025 05/14/2025	SQ *PARTY CITY BAKERSFIELD, CA	**$25.98** $25.98	USD	25.98	Decoration for 60th anniversary
05/16/2025 05/19/2025	YARD HOUSE ZK 0108335 FRESNO, CA	**$103.24** $103.24	USD	103.24	Lunch Meeting after touring Fresno Housing Property with P. Ram
05/20/2025 05/21/2025	FACEBK *EFVVBRQEM2 650-5434800, CA	**$5.20** $5.20	USD	5.20	Foundation Social Media Promotion
05/20/2025 05/21/2025	FACEBK *KV5RFS8FM2 650-5434800, CA	**$284.88** $284.88	USD	284.88	Social Media Promotion for Outreach event, Gourment for Good and JJO Food Drive
05/21/2025 05/23/2025	HYATT REGENCY ORANGE COU 7147501234, CA	**$683.37** $683.37	USD	683.37	Hotel for Sabrina Jones Conference in Anaheim
05/22/2025 05/22/2025	EZCATER*FLAME SKEWERS 800-488-1803, MA	**$173.09** $173.09	USD	173.09	Evening Meeting dinner with CAPK and Kern Coalition Partners

Activity Totals	Purchases	Payments
$2,190.94	$2,190.94	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8415**

Cycle End Date: 05/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
04/25/25	MARRIOTT COPLEY PLACE BOSTON, MA	**$348.19**	Hotel Deposit Fee for Board Member Michelle Jara-Rangel to attend the CAPLAW Conference in Boston, MA
05/02/2025	CHEVRON	**$73.62**	Gasoline for CEO's Agency Vehicle
05/05/2025	FOOD-EX	**$644.62**	Lunch for Board Meeting on 4/30/25. Agenda and Attendee List are attached.
05/06/2025	CVENT MEETING SOLUTIONS / CVENT.COM	**$1,100.00**	Registration Fee for Board Member Fatima Echeverria to attend the NEUAC Conference in Charlotte, NC
05/07/2025	COMMUNITY ACTION PARTNERSHIP - NAT'L	**$840.00**	Registration Fee for Jeremy Tobias to attend the NCAP Annual Convention in Detroit, MI
05/13/2025	SHELL OIL	**$67.76**	Gasoline for CEO's Agency Vehicle
05/15/2025	CVENT MEETING SOLUTIONS / CVENT.COM	**-$200.00**	Credit for Membership Registration for the NEUAC Conference for Board Member Fatima Echeverria
05/16/2025	SHERATON BOSTON	**$348.19**	Hotel Deposit Fee for Board Member Fred Plane to attend the CAPLAW Conference in Boston, MA
05/19/2025	CVENT MEETING SOLUTIONS / CVENT.COM	**$1050.00**	Registration Fee for Board Member Gina Martinez to attend the NEUAC Conference in Charlotte, NC
05/21/2025	AMERICAN AIRLINES	**$913.96**	Airline Ticket for Board Member Gina Martinez to attend the NEUAC Conference in Charlotte, NC
			Airline Ticket for Board Member Fatima

05/21/2025	AMERICAN AIRLINES	**$913.96**	Echeverria to attend the NEUAC Conference in Charlotte, NC
05/20/2025	KERN COUNTY PARKS & RECREATION	**$805.00**	Advance Payment for 2026 Staff Development Day Park Rental - Stramler Park for April 30, 2026
05/20/2025	SHERATON BOSTON	**$1459.15**	Advance Payment for Hotel for Board Member Gina Martinez - CAPLAW Conference in Boston, MA
05/21/2025	J.W. MARRIOTT CHARLOTTE, NC	**$1408.36**	Advance Payment for Hotel for Board Member Gina Martinez - NEUAC Conference in Charlotte, NC
05/21/2025	J.W. MARRIOTT CHARLOTTE, NC	**$1408.36**	Advance Payment for Hotel for Board Member Fatima Echeverria - NEUAC Conference in Charlotte, NC
05/22/2025	HYATT REGENCY COLUMBUS, OH	**$690.30**	Hotel Fee for Board Member Michelle Jara-Rangel to attend NHSA Conference in Columbus, OH
		$11,871.47	**Total Expenses for Cycle with End Date of 5/25/2025**

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

000037675 01 SP 106481358828152 S
EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
05-02	05-02	59038	CBI*PARALLELS 151-2289241 IL	105.10	1 year software subscription
05-05	05-06	65675	TM HCC SURETY GROUP 310-649-0990 CA	504.00	Bond reinstatement fee
05-09	05-09	51416	MICROSOFT#G091200908 MICROSOFT.COM WA	1,586.47	Microsoft Azure standard
05-14	05-15	09104	COMMUNITY ACTION PARTNER 202-265-7546 DC	2,129.00	Annuel NCAP Convention reg fees
05-14	05-15	09112	COMMUNITY ACTION PARTNER 202-265-7546 DC	449.00	Data Convening-NCAP Convention
05-15	05-16	13043	AMERICAN AIR0012240481332 FORT WORTH TX WAGNER/EMILIO DEPARTURE: 08-24-25 BFL AA S PHX AA S DTW AA S PHX	913.96	Airline ticket E Wagner NCAP conference
05-15	05-16	17226	AMERICAN AIR0012240483053 FORT WORTH TX AHMED/MOHAMED DEPARTURE: 08-24-25 BFL AA S PHX AA S DTW AA S PHX	913.96	Airline ticket M Ahmed NCAP conference
05-19	05-19	85093	MINDBODY, INC. WWW.MINDBODYO CA	498.65	Recurring subscription
05-15	05-19	72293	STATE WATER BOARD 916-3415100 CA	1,454.00	Storm water annual permit
05-15	05-19	72921	OPC STATE WB FEE 800-3525002 NE	39.99	Storm water annual permit service fee
05-21	05-21	50789	MSFT * E0400W4Z4L MICROSOFT.COM WA	559.61	Virtual network monthly bill

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-3467-0150

STATEMENT DATE:
05/25/25

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	9,153.74

PAGE 1 OF 1

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 05/23/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
04/29/2025 04/30/2025	CTC-VIS *SVC 279-842-9957, MD	**$3.73** $3.73	USD	3.73	Fee for Clean Air Payment Processing
04/29/2025 04/30/2025	CTC-VIS 279-842-9957, CA	**$124.72** $124.72	USD	124.72	CA Air Resources Board - Annual Clean Air Compliance fee to
05/07/2025 05/08/2025	FELDESMAN LIEFER LLP 202-4668960, DC	**$185.00** $185.00	USD	185.00	Monthly online course regarding Federal Grantees
05/09/2025 05/12/2025	AMERICAN AIR0012238827896 FORT WORTH, TX	**$873.17** $873.17	USD	873.17	Flights for NCAP Conference for Tracy Webster & Naomi Ibarra
05/13/2025 05/14/2025	CA SECRETARY OF STATE WEB 916-6951338, CA	**$5.00** $5.00	USD	5.00	Fee for certified certificate copy
05/14/2025 05/15/2025	HILTON HOTELS 404-6592000, GA	**$284.39** $284.39	USD	284.39	Hotel for G.Alexander for SAGE Conference in Atlanta, GA
05/14/2025 05/15/2025	HILTON HOTELS 404-6592000, GA	**$284.39** $284.39	USD	284.39	Hotel for N. Ibarra for SAGE Conference in Atlanta, GA
05/14/2025 05/15/2025	HILTON HOTELS 404-6592000, GA	**$284.39** $284.39	USD	284.39	Hotel for M.Goni for SAGE Conference in Atlanta, GA
05/14/2025 05/15/2025	HILTON HOTELS 404-6592000, GA	**$284.39** $284.39	USD	284.39	Hotel for L.Rodriquez for SAGE Conference in Atlanta, GA

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/19/2025 05/20/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$151.25** $151.25	USD	151.25	Lunch for Budget & Finance Committee meeting

Activity Totals	Purchases	Payments
$2,480.43	$2,480.43	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number: **9741** **Cycle End Date: 05/25/2025**

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
04/29/25	MARRIOTT NEW ORLEANS, LA	**$1081.44**	Hotel fee for Marlene Ruiz while attending NHSDC 2025 Spring Conference in New Orleans
05/05/2025	MARRIOTT NEW ORLEANS, LA	**$1081.44**	Hotel fee for Joseph Aguilar while attending NHSDC 2025 Spring Conference in New Orleans
05/05/2025	MARRIOTT NEW ORLEANS, LA	**$1081.44**	Hotel fee for Rebecca Moreno while attending NHSDC 2025 Spring Conference in New Orleans
05/14/2025	CAPLAW.ORG	**$80.00**	Pre-Conference Tour CAPLAW
05/15/2025	HILTON WASHINGTON	**$963.55**	Hotel Pre-Payment for upcoming NAEH Conference in WA, DC - G. Nevel
05/15/2025	HILTON WASHINGTON	**$963.55**	Hotel Pre-Payment for upcoming NAEH Conference in WA, DC - K. Norman
05/15/2025	HILTON WASHINGTON	**$963.55**	Hotel Pre-Payment for upcoming NAEH Conference in WA, DC - H. Weightman
05/15/2025	HILTON WASHINGTON	**$963.55**	Hotel Pre-Payment for upcoming NAEH Conference in WA, DC J. Aguilar

05/16/2025	SECURCARE SELF-STORAGEE	**$293.00**	Monthly Storage for Housing & Supportive Services
05/23/2025	SHERATON BOSTON, MA	**$348.19**	Hotel fee for Rebecca Moreno while attending CAPLAW Conference in Boston, MA
05/23/2025	ASSOCIATION OF ASTHMA	**$165.00**	June 2025 Asthma Education for the Comm Health Worker course - R. Jimenez
05/23/2025	ASSOCIATION OF ASTHMA	**$165.00**	June 2025 Asthma Education for the Comm Health Worker course - V. Ramos

Cardholder Activity

Name: SUSANA MAGANA **Account Number: **4027** **Cycle End Date: 05/25/2025**

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
04/30/25	TEXTEDLY	**$267.00**	Monthly Text Service Subscription for CSFP
05/01/2025	MADERA TOYOTA CHEVROLET	**$145.03**	Emergency vehicle repair needed for staff safety
05/02/2025	ALBERTSONS #0358	**$27.93**	Special Diet Foods
05/06/2025	LASSEN'S	**$9.58**	Special Diet Foods
05/07/2025	TARGET	**$31.42**	Special Diet Foods
05/14/2025	HUMANATIX.COM	**$16.88**	One-day conference re: law & policies for CFHL staff
05/14/2025	HUMANATIX.COM	**$16.88**	One-day conference re: law & policies for CFHL staff
05/14/2025	HUMANATIX.COM	**$16.88**	One-day conference re: law & policies for CFHL staff
05/19/2025	USPS	**$35.10**	Postage to mail breast pump to PHFE WIC & Office phones to Needles, CA

05/19/2025	REGENTS UNIVERSITY OF CA	**$995.00**	Certified Lactation Counselor Course Online
05/19/2025	REGENTS UNIVERSITY OF CA	**$27.36**	Service Fee for Certified Lactation Counselor Course Online
05/20/2025	TARGET	**$61.76**	Special Diet Foods
05/21/2025	LASSEN'S	**$41.52**	Special Diet Foods
05/22/2025	BLACKSTONE CHEVROLET	**$135.10**	Vehicle Repair
05/22/2025	WALMART.COM	**$176.00**	Special Diet Foods/Milks
05/23/2025	MAGNOLIA HOTEL, HOUSTON, TX	**$486.14**	Hotel Fee for Kelly Lowery to attend LevelUp Food Bank Cohort Program in Houston, TX
		$2,489.58	**Total Expenses for Cycle with End Date of 5/25/2025**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (3 OF 12 MONTHS OR 25.0%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	421,518	25.9%	1,208,667
Head Start Subsidy	1,405,385	457,933	32.6%	947,452
Total Revenue	3,035,570	879,451	29.0%	2,156,119
Expenditures (Note B)				
Salaries	923,953	216,219	23.4%	707,734
Benefits	319,677	73,164	22.9%	246,513
Vehicle Gasoline, Repair/Maintenance	51,300	23,210	45.2%	28,090
Space Costs	121,700	47,234	38.8%	74,466
Supplies - Office & Food Service	156,000	16,082	10.3%	139,918
Equipment Repair/Maintenance & Lease	11,000	7,993	72.7%	3,007
Communication	13,000	2,794	21.5%	10,206
Risk Insurance	12,700	8,450	66.5%	4,250
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	405,428	35.3%	742,219
Sub Total	2,758,577	800,968	29.0%	1,957,609
Adult Meals Prepared	128,794	52,162	40.5%	76,632
Indirect	148,199	26,321	17.8%	121,878
Total Expenditures	3,035,570	879,451	29.0%	2,156,119

	Prior Period	May 2025	Cumulative
Total Meals Prepared and Vended (Note C)	134,240	55,947	190,187
Total Meals Claimed	95,092	41,167	136,259
Difference	39,148	14,780	53,928
Percentage Claimed to Prepared/Vended	70.8%	73.6%	71.6%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.
Note B: Expenditures are for meals prepared, including vended meals.
Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/24 - 6/30/25 (11 OF 12 MONTHS = 91.67%)

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	$ 2,105,286	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ 2,073,847	$ -	$ 22,551,494		
Add: Family Fees	55	55	55	55	55	178	239	208	-	-	-	-	$ 898		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,272	$ 2,105,525	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ 2,073,847	$ -	$ 22,552,184	80.60%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**76.71%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,272	$ 2,105,525	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ 2,073,847	$ -	$ 22,552,184		
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	$ 526,668	$ 559,697	$ 530,813	$ 547,083	$ 555,389	$ 551,276	$ -	$ 5,994,889		
Program Administration/Support Services Costs	192,845	232,508	32,286	172,502	335,651	332,115	269,102	450,166	181,684	308,270	377,529	-	2,884,657	10.31%	
Indirect (10% x MTDC) Costs	216,593	234,682	231,370	229,163	227,605	225,811	237,000	241,672	220,819	236,606	242,657	-	2,543,979	9.09%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,438	$ 467,190	$ 263,656	$ 401,665	$ 563,256	$ 557,925	$ 506,103	$ 691,838	$ 402,503	$ 544,876	$ 620,186	$ -	5,428,636	19.40%	
Revenue Earned Over/(Under) Costs	$ 119,353	$ 99,054	$ 269,775	$ 169,609	$ (39,031)	$ (31,258)	$ 53,594	$ (161,026)	$ 144,579	$ 10,513	$ (68,909)	$ -	566,253		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,698	$ 2,597,346	$ 2,270,371	$ 2,550,739	$ 2,535,336	$ 2,539,197	$ 2,611,627	$ 2,688,703	$ 2,460,575	$ 2,634,196	$ 2,694,032	$ -	27,980,821	100.00%	

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

Provider payments	22,552,184
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	5,994,889

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.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (11 OF 12 MONTHS = 91.67%)

	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	10,837		99,248	
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	$ 536,861	$ -	$ 4,994,776	**124.98%**
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%	99.46%			**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%			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	14,368		137,356	
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	$ 794,102	$ -	$ 7,591,672	**102.84%**
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%	98.97%			**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%			100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	24	22	25	20	21	23	20	23	22	23		246	
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	$ 1,144	$ -	$ 12,656	**4.31%**
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%			**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%			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 (11 OF 12 MONTHS = 91.67%)

	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	4,927		53,505	
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	$ 240,642	$ -	$ 2,613,177	**93.70%**
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%	99.70%			**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%			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 Educatio

Division/CFO: Tracy Webster, CFO
Month/Year: May-2025
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May 2025		Year to Date 03/1/25 - 05/31/25	
Description	**Number**	**Amount**		**Amount**
Bank/Wire Deposits	56	9,845,149	267	22,836,366
Vendor Checks Issued	1,719	6,371,434	5,412	22,497,790
Payroll Disbursed		4,995,804		15,665,321
Grant Reports Prepared	38		116	
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 2025				
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	329	33	296	812
Contracts	23	2	20	49
Leases	5	0	4	10
Requests for Proposals	10	1	9	17

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 Positions

CFO	Accountant II (2)	Administrative Coordinator (1)
Director of Finance	Accounting Technician (6)	Procurement Supervisor (1)
Finance Administrator	Accounting Specialist (2)	Business Technician (2)
Controller	Accounting Clerk (1)	
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (3)	Payroll Supervisor (1)	

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 MAY 31, 2025

ASSETS	
Cash in Bank	20,098,401
Cash - Vacation Reserve	1,318,547
Petty Cash	-
Accounts Receivable	0
Travel Advance	25,387
Prepaid Expense	1,289,469
Inventory	4,827,806
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	41,016,608
Total Assets	77,682,834
LIABILITES AND NET ASSETS	
Accounts Payable	4,676,405
Accrued Expenses	1,734,181
Accrued Vacation	1,173,890
Line of Credit	-
Note Payable	7,509,265
Advance Payable	4,076,699
Deferred Revenue	11,726,145
Total Liabilites	30,896,584
Total Net Assets	46,786,250
Total Liabilities and Net Assets	77,682,834

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2025 TO MAY 31, 2025

REVENUE	
Grant Revenue	25,680,006
Donations	87,968
Other Revenue	1,539,288
In-Kind	4,292,437
Total Revenue	31,599,700
EXPENDITURES	
Salaries	7,357,649
Benefits	2,873,370
Travel	219,187
Space Costs	3,880,444
Supplies	1,122,973
Consultant/Contract Services	1,379,481
Other Costs	1,043,052
Program Costs	8,531,989
Capital Expenditures	4,614
Indirect	1,605,491
In-Kind	4,292,437
Total Expenditures	32,310,688
Net Change in Assets	(710,988)
Net Assets, beginning	47,497,237
Net Assets, ending	46,786,250

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,648,986	11,434,240	41,214,746	22%
BENEFITS	16,057,706	4,151,527	11,906,179	26%
TRAVEL	1,169,206	192,017	977,189	16%
SPACE COST	8,189,839	3,608,942	4,580,897	44%
SUPPLIES	2,243,864	1,059,321	1,184,543	47%
EQUIPMENT	-	4,614	(4,614)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	890,216	3,831,781	19%
OTHER COSTS	3,481,549	869,689	2,611,860	25%
PROGRAM COSTS	32,585,152	8,531,989	24,053,163	26%
INDIRECT	11,637,040	2,713,361	8,923,679	23%
TOTAL	132,735,339	33,455,916	99,279,423	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	8,638,150	30,361,774	22%
BENEFITS	11,690,857	3,116,903	8,573,954	27%
TRAVEL	836,996	107,599	729,397	13%
SPACE COST	3,757,138	2,835,280	921,858	75%
SUPPLIES	1,649,146	742,265	906,881	45%
EQUIPMENT	-	-	-	
CONSULTANT/CONTRACT SERVICES	1,407,736	338,260	1,069,476	24%
OTHER COSTS	1,688,881	362,285	1,326,596	21%
PROGRAM COSTS	28,405,475	7,448,079	20,957,396	26%
INDIRECT	8,755,735	2,075,354	6,680,381	24%
TOTAL	97,191,888	25,664,175	71,527,713	26%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	795,206	4,291,643	16%
BENEFITS	1,666,602	292,910	1,373,692	18%
TRAVEL	115,667	53,862	61,805	47%
SPACE COST	733,727	317,959	415,768	43%
SUPPLIES	199,399	179,026	20,373	90%
EQUIPMENT	-	4,614	(4,614)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	171,874	781,030	18%
OTHER COSTS	614,558	177,866	436,692	29%
PROGRAM COSTS	3,061,030	768,991	2,292,039	25%
INDIRECT	1,067,671	244,435	823,236	23%
TOTAL	13,498,407	3,006,744	10,491,663	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	519,367	2,507,263	17%
BENEFITS	966,559	198,482	768,077	21%
TRAVEL	80,650	5,581	75,069	7%
SPACE COST	253,000	31,374	221,626	12%
SUPPLIES	136,000	28,319	107,681	21%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	252,815	1,825,316	12%
OTHER COSTS	563,693	128,498	435,195	23%
PROGRAM COSTS	302,662	104,014	198,648	34%
INDIRECT	740,732	123,708	617,024	17%
TOTAL	8,148,057	1,392,157	6,755,900	17%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	1,161,518	3,120,592	27%
BENEFITS	1,347,365	408,200	939,165	30%
TRAVEL	66,742	23,409	43,333	35%
SPACE COST	3,195,293	353,388	2,841,905	11%
SUPPLIES	208,638	96,506	112,132	46%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	277,476	112,598	164,878	41%
OTHER COSTS	447,277	115,373	331,904	26%
PROGRAM COSTS	812,985	208,225	604,760	26%
INDIRECT	852,469	212,583	639,886	25%
TOTAL	11,490,355	2,691,799	8,798,556	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	226,134	724,178	24%
BENEFITS	282,380	113,222	169,158	40%
TRAVEL	43,851	1,335	42,516	3%
SPACE COST	253,681	33,493	220,188	13%
SUPPLIES	31,831	3,165	28,666	10%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	35	5,715	1%
OTHER COSTS	51,480	14,726	36,754	29%
PROGRAM COSTS	3,000	2,680	320	89%
INDIRECT	169,042	36,130	132,912	21%
TOTAL	1,791,327	430,919	1,360,408	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 05-31-25 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	93,865	209,296	31%
BENEFITS	103,943	21,810	82,133	21%
TRAVEL	25,300	231	25,069	1%
SPACE COST	(3,000)	37,449	(40,449)	-1248%
SUPPLIES	18,850	10,040	8,810	53%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	14,635	(14,635)	Not budgeted
OTHER COSTS	115,660	70,941	44,719	61%
PROGRAM COSTS	-	-	-	0%
INDIRECT	51,391	21,152	30,239	41%
TOTAL	615,305	270,123	345,182	44%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 02/28/26 (3 OF 12 MONTHS = 25.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 2,713,361**	**23.3%**	**$ 8,923,679**
Expenditures				
Salaries	6,185,191	1,200,389	19.4%	4,984,802
Benefits @ 23.6% actual	1,946,896	391,664	20.1%	1,555,232
Total Personnel Costs	8,132,087	1,592,053	19.6%	6,540,034
Operating Costs				
Travel	113,200	39,263	34.7%	73,937
Space Costs	459,000	178,676	38.9%	280,324
Supplies	270,486	76,310	28.2%	194,176
Equipment	-	-	0.0%	-
Consultant/Contract	1,254,700	505,896	40.3%	748,804
Other Operating Costs	713,015	219,392	30.8%	493,623
Total Operating Costs	2,810,401	1,019,537	36.3%	1,790,864
Total Expenditures	**$ 10,942,488**	**$ 2,611,590**	**23.9%**	**$ 8,330,898**
Excess (Deficit) Indirect Revenue	**$ 694,552**	**$ 101,771**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,682,171	$ 313,501	18.6%	$ 1,368,670
Operations	3,779,805	1,010,202	26.7%	2,769,603
Executive	749,484	214,874	28.7%	534,610
Finance	3,354,458	776,319	23.1%	2,578,139
Community Development	1,376,570	297,038	21.6%	1,079,532
	$ 10,942,488	$ 2,613,418	23.9%	$ 8,329,070

Prepared Date: 07/09/25

Community Action Partnership of Kern (CAPK)

Check register

Company name: Community Action Partnership of Kern (CAPK)

Report name: Check register

Created on: 7/8/2025

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	5/2/2025	V04592--VANESSA IRENE GARCIA	302654	825.05
	5/2/2025	V04590--MISTY R ALLEN	302653	1,513.65
	5/6/2025	V03858--OCTAVIO OJEDA	302713	1,333.38
	5/6/2025	V04598--SHIHAAB MOHAMAD HARB	302727	1,305.05
	5/6/2025	V04293--GURSHAN GILL	302694	1,001.19
	5/6/2025	V04100--ALEJANDRA TREVINO	302656	1,258.21
	5/6/2025	V03786--MARIA PINANO	302655	3,602.80
	5/6/2025	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	302677	56.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302674	9.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302673	9.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302672	9.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302671	9.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302670	9.00
	5/6/2025	V00209--CITY OF BAKERSFIELD	302669	9.00
	5/6/2025	V03314--VESTIS GROUP, INC	302742	71.81
	5/6/2025	V04596--RENAISSANCE AT BAKER LP	302725	2,479.00
	5/6/2025	V04595--LOCKHART INVESTMENTS	302704	2,550.00
	5/6/2025	V03326--CLEMMER AND COMPANY REAL ESTATE SERVICES	302678	3,585.00
	5/6/2025	V03427--LANEISHA HAMMOND	302703	33.60
	5/6/2025	V03426--MAYRA GARCIA	302707	16.80
	5/6/2025	V02597--CATHARYN LAURIE SPROULE	302663	103.60
	5/6/2025	V00597--LAMONT SANITATION INC	302702	1,278.82
	5/6/2025	V00801--PRODUCERS DAIRY FOODS INC	302724	198.67
	5/6/2025	V00799--PRICE DISPOSAL	302723	481.09
	5/6/2025	V03417--GIA DAOUTIS	302693	3.50
	5/6/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	302710	380.83
	5/6/2025	V03246--YESENIA SALAZAR PENA dba BABIES BLOOM LLC	302744	8,250.00
	5/6/2025	V00302--DINGO ENTERPRISES INC	302687	1,241.61
	5/6/2025	V01022--VALLEY PROPANE SERVICE	302740	162.87
	5/6/2025	V00240--COMPETITIVE EDGE PRODUCTS, INC	302680	31,605.75
	5/6/2025	V04093--AT&T	302660	90.63
	5/6/2025	V00215--CITY OF SHAFTER	302676	524.39
	5/6/2025	V00229--COMCAST CORPORATION	302679	165.89
	5/6/2025	V00374--FERGUSON ENTERPRISES INC #1350	302692	1,963.62
	5/6/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	302745	4,091.69
	5/6/2025	V03172--OFFICE1 LEASING	302719	2,082.70
	5/6/2025	V03172--OFFICE1 LEASING	302718	1,183.15
	5/6/2025	V03172--OFFICE1 LEASING	302717	851.84
	5/6/2025	V03172--OFFICE1 LEASING	302716	455.65
	5/6/2025	V03172--OFFICE1 LEASING	302715	454.93
	5/6/2025	V01022--VALLEY PROPANE SERVICE	302739	220.72
	5/6/2025	V00511--JIM'S TOWING SERVICE, INC	302699	114.60
	5/6/2025	V00092--AT&T	302659	1,227.80
	5/6/2025	V04332--LOURDES MENDOZA	302706	46.90
	5/6/2025	V00562--KEITH C PFEFFER	302701	1,552.19
	5/6/2025	V04562--JESSICA HERNANDEZ	302698	58.80
	5/6/2025	V03713--KAYLONIE HOWARD	302700	37.87
	5/6/2025	V04081--CHRISTOPHER CUZUL	302665	18.44
	5/6/2025	V04498--DOMINIQUE BASSI	302688	37.92
	5/6/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	302736	243.60

Bank	Date	Vendor	Document no.	Amount
	5/6/2025	V02985--WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	302743	226.18
	5/6/2025	V00370--FEDEX	302691	35.18
	5/6/2025	V00368--FATIMA ECHEVERRIA	302690	20.12
	5/6/2025	V00788--PHILADELPHIA INSURANCE COMPANIES	302722	2,655.00
	5/6/2025	V00787--PG&E	302721	16,669.30
	5/6/2025	V03430--SPECTRUM/CHARTER	302735	170.00
	5/6/2025	V00914--SOUTHERN CALIFORNIA EDISON	302730	17.52
	5/6/2025	V03288--OASIS AIR AND SOLAR	302712	8,500.00
	5/6/2025	V01012--UNITED RENTALS INC	302738	750.30
	5/6/2025	V00907--SOCALGAS	302728	144.41
	5/6/2025	V00914--SOUTHERN CALIFORNIA EDISON	302729	37.18
	5/6/2025	V00919--SPECTRUM	302734	176.25
	5/6/2025	V00192--CHARLIE'S DAY & NITE, INC.	302664	17.99
	5/6/2025	V01026--VARNER & SON INC	302741	654.79
	5/6/2025	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	302661	108,305.04
	5/6/2025	V00919--SPECTRUM	302733	170.25
	5/6/2025	V00206--CHRISTOPHER PERCIVAL	302666	4,102.12
	5/6/2025	V00917--SOUTHWEST GAS CORPORATION	302731	21.48
	5/6/2025	V00919--SPECTRUM	302732	346.25
	5/6/2025	V04586--DFT HOTELS, INC.	302686	11,274.77
	5/6/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302695	9,922.16
	5/6/2025	V03288--OASIS AIR AND SOLAR	302711	14,450.00
	5/6/2025	V00208--CITY HARDWARE	302668	9.64
	5/6/2025	V00087--ARVIN COMMUNITY SERVICE DISTRICT	302658	325.73
	5/6/2025	V00744--ODP BUSINESS SOLUTIONS LLC	302714	2,041.84
	5/6/2025	V04161--LORENA ORTIZ IBARRA	302705	28.70
	5/6/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	302681	151,931.72
	5/6/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302685	500.00
	5/6/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302684	500.00
	5/6/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302683	500.00
	5/6/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302682	463.00
	5/6/2025	V02320--JACQUELINE MARTINEZ CORTEZ	302696	18.20
	5/6/2025	V00207--CINTAS CORPORATION #668	302667	750.54
	5/6/2025	V00683--MCWILLIAMS & WALDEN INC	302708	1,273.32
	5/6/2025	V03346--MIRELLA RUBIO	302709	193.90
	5/6/2025	V00846--ROUTE 66 BROADBAND LLC	302726	218.13
	5/6/2025	V04591--STAR 2 HOLDING LLC	302737	2,035.80
	5/6/2025	V00212--CITY OF DELANO	302675	169.63
	5/6/2025	V00169--CALIFORNIA WATER SERVICE	302662	3,498.38
	5/6/2025	V04584--ERICK HARTMAN - TUMBLERS LOCKSMITH	302689	260.00
	5/6/2025	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOTT STC	302720	382.60
	5/6/2025	V03280--JEREMY MARRS	302697	8,432.12
	5/6/2025	V03238--ALPHA OMEGA SHUTTERS INSTALLATIONS	302657	1,897.62
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003526	1,907.85
	5/6/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003525	1,571.76
	5/6/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003524	2,146.14
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003523	182.17
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003522	133.50
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003521	360.14
	5/6/2025	V00478--INDOFF INCORPORATED	122234140003520	5,645.00
	5/6/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003519	161.00
	5/6/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003518	225.40
	5/6/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140003517	601.04
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003516	287.29
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003515	266.05
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003514	216.63
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003513	164.42

Bank	Date	Vendor	Document no.	Amount
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003512	104.17
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003511	58.45
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003510	54.65
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003509	49.66
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003508	49.43
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003507	33.30
	5/6/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003506	982.93
	5/6/2025	V00909--SOIL ENGINEERING, INC.	122234140003505	4,652.00
	5/6/2025	V00478--INDOFF INCORPORATED	122234140003504	24,000.62
	5/6/2025	V00478--INDOFF INCORPORATED	122234140003503	2,856.51
	5/6/2025	V00478--INDOFF INCORPORATED	122234140003502	2,581.76
	5/6/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140003501	252.23
	5/6/2025	V00312--DONAHUE TRUCK CENTERS	122234140003500	2,610.31
	5/6/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140003499	1,068.60
	5/6/2025	V00057--AMERICAN REFUSE, INC.	122234140003498	766.18
	5/6/2025	V03316--YESENIA MONTOYA	122234140003497	3,750.00
	5/6/2025	V03301--COLLETTE ROYAL	122234140003496	8,250.00
	5/6/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003495	299.46
	5/6/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003494	41.86
	5/6/2025	V03239--AMAROK, LLC	122234140003493	5,757.00
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003492	815.35
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003491	651.91
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003490	633.70
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003489	594.78
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003488	565.04
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003487	478.22
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003486	433.02
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003485	379.51
	5/6/2025	V03255--CYNTHIA BORJON-COSBY	122234140003484	6,750.00
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003483	689.35
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003482	295.32
	5/6/2025	V03331--TINA MOUA	122234140003481	27.30
	5/6/2025	V04525--BRENDA ORTIZ	122234140003480	21.00
	5/6/2025	V04549--THUY TRANG TRAN	122234140003479	8.40
	5/6/2025	V00128--BRADY INDUSTRIES	122234140003478	6,953.87
	5/6/2025	V00284--DELK PEST CONTROL	122234140003477	90.00
	5/6/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140003476	1,172.32
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003475	60.39
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003474	596.20
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003473	939.39
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003472	1,340.56
	5/6/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003471	15,635.77
	5/6/2025	V02868--SAFIYA PRICE	122234140003470	38.50
	5/6/2025	V03191--VAL-PRO, INC	122234140003469	545.15
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003468	95.07
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003467	69.50
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003466	63.68
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003465	50.00
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003464	44.29
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003463	44.09
	5/6/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003462	32.14
	5/6/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140003461	1,504.64
	5/6/2025	V00694--MICHAEL E BRADLEY	122234140003460	1,026.00
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003459	55.68
	5/6/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003458	160.00
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003457	1,046.16
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003456	1,276.00

Bank	Date	Vendor	Document no.	Amount
	5/6/2025	V04100--ALEJANDRA TREVINO	122234140003455	45.50
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003454	905.44
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003453	643.29
	5/6/2025	V00182--CDW LLC	122234140003452	551.17
	5/6/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003451	830.00
	5/6/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003450	1,060.00
	5/6/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003449	1,925.00
	5/6/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140003448	3,166.91
	5/6/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140003447	3,152.78
	5/6/2025	V04051--NFP EXECUTIVE BENEFITS	122234140003446	1,882.50
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003445	203.28
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003444	417.35
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003443	231.20
	5/6/2025	V00182--CDW LLC	122234140003442	903.62
	5/6/2025	V00182--CDW LLC	122234140003441	1,283.16
	5/6/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003440	180.00
	5/6/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140003439	2,387.41
	5/6/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140003438	107.78
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003437	137.29
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003436	107.32
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003435	103.80
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003434	99.82
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003433	27.96
	5/6/2025	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140003432	7,630.00
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003431	216.76
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003430	156.22
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003429	140.66
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003428	129.64
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003427	126.11
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003426	111.57
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003425	110.85
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003424	109.94
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003423	114.31
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003422	254.21
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003421	742.25
	5/6/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003420	13,725.00
	5/6/2025	V00029--ADVANCED DATA STORAGE	122234140003419	1,743.80
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003418	103.37
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003417	317.50
	5/6/2025	V00406--GARCIA INDUSTRIES INC	122234140003416	2,200.00
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003415	63.87
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003414	205.59
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003413	255.02
	5/6/2025	V04073--ASHLEY TREVINO	122234140003412	5.60
	5/6/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003411	173.26
	5/6/2025	V00224--CLASSIC CHARTER INC	122234140003410	5,952.25
	5/6/2025	V03159--JOHN REY	122234140003409	90.98
	5/6/2025	V00134--BRONCO ELECTRIC INC	122234140003408	2,250.00
	5/6/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003407	685.07
	5/6/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003406	390.28
	5/6/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140003405	26,770.00
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003404	2,593.17
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003403	1,243.67
	5/6/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140003402	238.69
	5/6/2025	V03328--Hometown Plumbing	122234140003401	197.00
	5/6/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003400	476.05
	5/6/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140003399	247.55

Bank	Date	Vendor	Document no.	Amount
	5/6/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140003398	846.81
	5/6/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003397	1,182.08
	5/6/2025	V03398--OLGA CASTRO	122234140003396	172.20
	5/6/2025	V03852--NICOLE NINO	122234140003395	293.50
	5/6/2025	V03741--LILIANA GONZALEZ GABRIEL	122234140003394	259.00
	5/6/2025	V03641--GLORIA BARBERO	122234140003393	259.00
	5/6/2025	V01020--VALLEY GARBAGE SERVICE	122234140003392	480.62
	5/6/2025	V03849--NELLY MENDOZA	122234140003391	244.50
	5/6/2025	V00721--NARAMA INC. - TREK IMAGING	122234140003390	1,031.88
	5/6/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140003389	54.13
	5/6/2025	V01044--W W GRAINGER INC	122234140003388	1,783.08
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003387	332.05
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003386	284.09
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003385	249.80
	5/6/2025	V00704--MISSION LINEN SUPPLY	122234140003384	55.68
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003383	21.26
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003382	23.00
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003381	213.75
	5/6/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003380	122.89
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003379	47.15
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003378	137.29
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003377	1,355.15
	5/6/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140003376	7,080.00
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003375	177.55
	5/6/2025	V00228--COLOMBO CONSTRUCTION COMPANY INC.	122234140003374	294,568.84
	5/6/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140003373	291.00
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003372	1,266.91
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003371	2,152.66
	5/6/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140003370	6,286.35
	5/6/2025	V01064--WIPFLI LLP	122234140003369	15,109.20
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003368	27.96
	5/6/2025	V03374--ADRIANA LOPEZ	122234140003367	157.50
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003366	139.34
	5/6/2025	V03939--SULEMA GARCIA	122234140003365	127.75
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003364	259.47
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003363	120.25
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003362	99.82
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003361	156.22
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003360	296.91
	5/6/2025	V03174--OFFICE IMAGING, INC	122234140003359	267.76
	5/6/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003358	358.26
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003357	1,367.96
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003356	1,136.91
	5/6/2025	V03879--RASHI STROTHER	122234140003355	230.11
	5/6/2025	V03006--GRACE COMMUNITY CHURCH	122234140003354	1,216.25
	5/6/2025	V00937--STINSON STATIONERS	122234140003353	768.71
	5/6/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003352	901.81
	5/6/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003351	1,276.80
	5/6/2025	V00937--STINSON STATIONERS	122234140003350	189.81
	5/6/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140003349	26,030.00
	5/6/2025	V00937--STINSON STATIONERS	122234140003348	2,501.56
	5/6/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140003347	1,469.71
	5/6/2025	V00322--ECONO WEST INC	122234140003346	7,975.00
	5/6/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140003345	8,258.09
	5/6/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003344	1,441.80
	5/6/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140003343	66,449.39
	5/7/2025	V04601--ANA CECILIA TORRES	302747	1,308.19

Bank	Date	Vendor	Document no.	Amount
	5/7/2025	P02545--ROCIO OROZCO IBARRA	122234140003528	12,363.75
	5/7/2025	P01809--CONSUELO PUGA	122234140003527	3,803.19
	5/7/2025	P01809--CONSUELO PUGA	Voided - 12223414000258	-3,803.19
	5/7/2025	P02545--ROCIO OROZCO IBARRA	Voided - 12223414000273	-12,363.75
	5/7/2025	V04599--QUEMESHA SHALEY BANNER	302746	1,093.80
	5/13/2025	V04569--RIDGECREST HOUSING INVESTORS, LP	302842	2,319.00
	5/13/2025	V04596--RENAISSANCE AT BAKER LP	302841	2,479.00
	5/13/2025	V04611--LAURELWOOD OAKS INVETORS, LP	302807	4,590.00
	5/13/2025	V04608--KEZRA PA'E	302799	6,000.00
	5/13/2025	V04610--DAVID FERNANDEZ	302777	2,100.00
	5/13/2025	V04609--RENAISSANCE AT BAKER LP	302840	2,479.00
	5/13/2025	V04605--SABRINA JONES-ROBERTS	302845	255.00
	5/13/2025	V04577--INTERSTATE 2010-1 LLC	302790	3,200.00
	5/13/2025	V00642--MANUEL G BARRIOS	302812	75.00
	5/13/2025	V03314--VESTIS GROUP, INC	302875	71.81
	5/13/2025	V00302--DINGO ENTERPRISES INC	302780	1,044.79
	5/13/2025	V00296--DEPARTMENT OF MOTOR VEHICLES	302779	27.00
	5/13/2025	V00806--PROTECTION 1/ADT	302836	1,458.70
	5/13/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	302877	10,742.08
	5/13/2025	V04036--NANCY COSTA	302822	208.69
	5/13/2025	V03877--RAMIRO LOPEZ	302837	106.40
	5/13/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	302878	358.29
	5/13/2025	V00801--PRODUCERS DAIRY FOODS INC	302834	174.85
	5/13/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302778	27.00
	5/13/2025	V00241--COMPUTER LINX	302773	1,196.15
	5/13/2025	V00207--CINTAS CORPORATION #668	302769	573.78
	5/13/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	302774	7,695.08
	5/13/2025	V01022--VALLEY PROPANE SERVICE	302874	209.65
	5/13/2025	V04066--NICOLE ROBERSON	302825	65.10
	5/13/2025	V00801--PRODUCERS DAIRY FOODS INC	302833	2,513.03
	5/13/2025	V03368--KENDRA COBB	302795	141.40
	5/13/2025	V04535--TIGER SUPPLIES INC	302868	42,170.66
	5/13/2025	V03430--SPECTRUM/CHARTER	302857	214.00
	5/13/2025	V03430--SPECTRUM/CHARTER	302856	214.00
	5/13/2025	V03430--SPECTRUM/CHARTER	302855	200.00
	5/13/2025	X0319--JUAN RAMIREZ CALDERON	302793	50.40
	5/13/2025	V04018--LAURA MUNOZ	302806	16.80
	5/13/2025	V04025--NANCY PEREZ	302823	58.80
	5/13/2025	V04024--MARIA CERVANTES	302814	8.40
	5/13/2025	V04002--RUBEN RIVERA	302843	263.20
	5/13/2025	V03950--TINA NUNEZ	302869	82.60
	5/13/2025	V03628--FRANCIS VEGA	302788	161.70
	5/13/2025	V03626--EVELYN BALLESTEROS	302784	42.00
	5/13/2025	V03825--MELODY ALDEN	302819	50.40
	5/13/2025	V03823--MELISSA DEWITT	302818	64.40
	5/13/2025	V03756--LORRAINE PALOMO	302809	76.30
	5/13/2025	V03615--ERIKA VENTURA	302782	42.00
	5/13/2025	V03610--ENEDINA MARTINEZ	302781	46.90
	5/13/2025	V03564--CLAUDIA VALENCIA PRECIADO	302772	33.60
	5/13/2025	V03543--CARMEN STARKS	302762	9.80
	5/13/2025	V03539--CARLA VALDIVIA	302761	96.60
	5/13/2025	V03513--ASELIDA DEL TORO	302755	37.80
	5/13/2025	V04353--MARTHA GABRIELA PEREZ DE SERRANO	302815	19.60
	5/13/2025	V04130--ANA HERNANDEZ ZARATE	302750	19.60
	5/13/2025	V04132--MARTHA HUERTA	302816	18.20
	5/13/2025	V04115--ESTEFANY AVITIA	302783	39.90
	5/13/2025	V03156--PROLIFIC PKG, LLC	302835	11,828.53

Bank	Date	Vendor	Document no.	Amount
	5/13/2025	V00775--PATRIOTS INC	302831	51.95
	5/13/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	302867	3,721.58
	5/13/2025	V02573--ARLEEN N ORNELAS	302754	29.40
	5/13/2025	V00948--SUPERIOR SANITATION SERVICE INC	302862	845.75
	5/13/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	302860	35.38
	5/13/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302797	19,250.97
	5/13/2025	V00601--LASTAND, INC	302805	20.00
	5/13/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	302803	687.20
	5/13/2025	V02777--MARIA ALICIA HUIZAR	302813	201.60
	5/13/2025	V02742--KIMBERLY D FREIBERG	302800	58.80
	5/13/2025	V02700--JACINTA ZEPEDA	302791	151.20
	5/13/2025	V03430--SPECTRUM/CHARTER	302854	256.00
	5/13/2025	V03430--SPECTRUM/CHARTER	302853	214.00
	5/13/2025	V03430--SPECTRUM/CHARTER	302852	214.00
	5/13/2025	V00209--CITY OF BAKERSFIELD	302770	12,849.75
	5/13/2025	V00035--ALAMO ALARM CO INC	302748	203.50
	5/13/2025	V04186--ANDREW GREEN	302753	18.20
	5/13/2025	V03172--OFFICE1 LEASING	302830	216.05
	5/13/2025	V00252--COUNTY OF KERN PUBLIC WORKS	302775	89.26
	5/13/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	302796	20,161.24
	5/13/2025	V00599--LANGUAGE LINE SERVICES INC	302804	589.20
	5/13/2025	V00787--PG&E	302832	6,553.15
	5/13/2025	V04582--MELTWATER NEWS US INC.	302820	9,500.00
	5/13/2025	V00202--CHILD CARE RESULTS, INC.	302766	4,644.75
	5/13/2025	V00092--AT&T	302756	31.88
	5/13/2025	V00389--FLYERS ENERGY LLC	302787	800.98
	5/13/2025	V03745--LISA MORENO	302808	89.60
	5/13/2025	V00923--STAGLER CORPORATION	302859	512.50
	5/13/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	302759	1,839.20
	5/13/2025	V00562--KEITH C PFEFFER	302794	2,087.97
	5/13/2025	V00919--SPECTRUM	302851	220.25
	5/13/2025	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	302824	68.66
	5/13/2025	V00923--STAGLER CORPORATION	302858	570.00
	5/13/2025	V00914--SOUTHERN CALIFORNIA EDISON	302849	2,805.50
	5/13/2025	V00206--CHRISTOPHER PERCIVAL	302768	540.21
	5/13/2025	V00848--RUBY REYES CRUZ	302844	45.73
	5/13/2025	V00854--SAFEWAY INC VONS DIVISION	302846	23.23
	5/13/2025	V04459--SPECIALTY TRIM AND AWNING INC	302850	725.75
	5/13/2025	V03059--T-MOBILE USA INC	302863	6,043.70
	5/13/2025	V03358--REBECCA ROCHA	302838	35.00
	5/13/2025	V00220--CITY OF WASCO	302771	524.40
	5/13/2025	V04432--CAZADOR CONSULTING GROUP INC	302764	111.65
	5/13/2025	V03288--OASIS AIR AND SOLAR	302826	13,450.01
	5/13/2025	X0357--MICHELLE JARA RANGEL	302821	280.00
	5/13/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	302876	1,362.02
	5/13/2025	V00912--SOUTH TULARE RICHGROVE REFUSE INC	302848	443.84
	5/13/2025	X0386--SAGASER WATKINS & WIELAND PC	302847	455.00
	5/13/2025	V03555--CHRISTINA CLAYSON	302767	688.80
	5/13/2025	V03046--THE SWAP SHEET	302866	214.76
	5/13/2025	V00370--FEDEX	302785	70.71
	5/13/2025	V01003--TRES HOMBRES FENCE COMPANY	302873	480.00
	5/13/2025	V04594--BROOKFIELD US 2 REAL ESTATE LLC - HYATT REGENCY SONOMA \	302758	1,893.12
	5/13/2025	V03172--OFFICE1 LEASING	302829	392.03
	5/13/2025	V04044--BRITTANY NICHOLE ORTEGA	302757	125.30
	5/13/2025	V00592--LAKESHORE EQUIPMENT COMPANY	302801	3,200.22
	5/13/2025	V03354--TOMASA JARA	302871	63.00
	5/13/2025	V03355--CHANTAL QUINO	302765	93.10

Bank	Date	Vendor	Document no.	Amount
	5/13/2025	V03360--TERESA LARA	302865	29.40
	5/13/2025	V03882--REGINA HINES	302839	58.80
	5/13/2025	V03951--TOMMIE SUE CORDOVA	302872	151.90
	5/13/2025	V03474--ALICIA GAMINO	302749	26.60
	5/13/2025	V03172--OFFICE1 LEASING	302828	260.22
	5/13/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302789	3,733.86
	5/13/2025	V00374--FERGUSON ENTERPRISES INC #1350	302786	318.62
	5/13/2025	V03547--CASSANDRA WORTHY	302763	238.70
	5/13/2025	V04094--ANA MARTINEZ	302751	112.70
	5/13/2025	V04337--MAGDALENA CARDENAS	302811	33.60
	5/13/2025	V00579--KERN VALLEY SUN	302798	85.00
	5/13/2025	V03496--ANDREW CHAVEZ	302752	609.00
	5/13/2025	V03441--JANEY FELSOCI	302792	105.00
	5/13/2025	V03810--MARTHA ORDUNA	302817	98.70
	5/13/2025	V00946--SUKHMANI SHERGILL	302861	140.00
	5/13/2025	V00744--ODP BUSINESS SOLUTIONS LLC	302827	1,529.67
	5/13/2025	V00624--LOWES COMPANIES INC	302810	24,031.85
	5/13/2025	V03429--TiYONNA MITCHELL	302870	20.00
	5/13/2025	V00957--TEACHING STRATEGIES INC	302864	10,287.75
	5/13/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	302802	28,633.03
	5/13/2025	V03356--CYNTHIA RODRIGUEZ	302776	391.30
	5/13/2025	V00169--CALIFORNIA WATER SERVICE	302760	1,748.54
	5/13/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003708	2,102.09
	5/13/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003707	10,267.72
	5/13/2025	V00123--BLACKHAWK NETWORK, INC	122234140003706	1,629.66
	5/13/2025	V03551--CHASE RANGEL	122234140003705	111.00
	5/13/2025	V03618--ERNESTO LEON	122234140003704	396.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003703	23.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003702	43.21
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003701	50,000.00
	5/13/2025	V03191--VAL-PRO, INC	122234140003700	121.70
	5/13/2025	V00022--ADOBE INC	122234140003699	27,108.00
	5/13/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003698	460.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003697	46.60
	5/13/2025	V03191--VAL-PRO, INC	122234140003696	265.05
	5/13/2025	V04070--TERRIVA PORTER	122234140003695	173.60
	5/13/2025	V00128--BRADY INDUSTRIES	122234140003694	7,309.22
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003693	1,187.55
	5/13/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003692	140.00
	5/13/2025	V00010--ABILA INC	122234140003691	4,266.26
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003690	690.00
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003689	55.68
	5/13/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003688	510.40
	5/13/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003687	1,276.00
	5/13/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140003686	11,245.58
	5/13/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140003685	485.85
	5/13/2025	V00937--STINSON STATIONERS	122234140003684	2,170.90
	5/13/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003683	252.87
	5/13/2025	V03290--PLANTS FOR YOUR SOLIE	122234140003682	200.00
	5/13/2025	V03423--Jessica Reyes Gonzalez	122234140003681	149.80
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003680	115.61
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003679	154.89
	5/13/2025	V04123--AYLEEN CERNAS	122234140003678	4.20
	5/13/2025	V04023--SILVIA HULSEY	122234140003677	25.90
	5/13/2025	V03927--SHARON BRIGGS	122234140003676	21.70
	5/13/2025	V03898--ROSA RABAGO	122234140003675	151.20
	5/13/2025	V03788--MARIA RAMOS	122234140003674	53.20

Bank	Date	Vendor	Document no.	Amount
	5/13/2025	V03784--MARIA MORALES	122234140003673	29.40
	5/13/2025	V03765--Magaly Witz	122234140003672	167.30
	5/13/2025	V03690--JOCELINE LUCAS	122234140003671	10.50
	5/13/2025	V03671--JAYSHREE MADEKA	122234140003670	83.30
	5/13/2025	V03637--GIRLHENE SORIANO	122234140003669	95.20
	5/13/2025	V03636--GIOVANNI ARAGON	122234140003668	58.80
	5/13/2025	V03540--CARLEEN BENCOMA	122234140003667	141.40
	5/13/2025	V03490--ANABEL JIMENEZ	122234140003666	39.90
	5/13/2025	V03484--AMBER PUMPHREY	122234140003665	45.50
	5/13/2025	V03440--LUZVIMINDA ADAMS	122234140003664	151.20
	5/13/2025	V03439--MARY ANN MOONEY	122234140003663	131.60
	5/13/2025	V03437--LETISHA BROOKS	122234140003662	169.40
	5/13/2025	V03353--Cynthia Magdaleno	122234140003661	12.60
	5/13/2025	V03341--KARAYA GAGE	122234140003660	21.00
	5/13/2025	V03339--ANGELICA NELSON	122234140003659	264.60
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003658	240.60
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003657	33.95
	5/13/2025	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140003656	883,458.32
	5/13/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140003655	5,461.66
	5/13/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140003654	82.67
	5/13/2025	V00384--FIVE9 INC	122234140003653	5,428.25
	5/13/2025	V00384--FIVE9 INC	122234140003652	4,029.07
	5/13/2025	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140003651	2,940.00
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003650	100.00
	5/13/2025	V00753--ORKIN PEST CONTROL	122234140003649	5,213.99
	5/13/2025	V00407--GARDEN PATHWAYS INC	122234140003648	8,204.04
	5/13/2025	V00226--RLH FIRE PROTECTION, INC.	122234140003647	240.00
	5/13/2025	V00182--CDW LLC	122234140003646	11,545.80
	5/13/2025	V04363--MICHELLE RUIZ	122234140003645	61.60
	5/13/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140003644	2,250.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003643	130.57
	5/13/2025	V01033--VERNON SORENSON MD INC	122234140003642	1,415.00
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003641	2,110.44
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003640	1,485.00
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003639	1,164.48
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003638	626.05
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003637	240.00
	5/13/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140003636	60.00
	5/13/2025	V00226--RLH FIRE PROTECTION, INC.	122234140003635	365.00
	5/13/2025	V00226--RLH FIRE PROTECTION, INC.	122234140003634	1,023.00
	5/13/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140003633	32.48
	5/13/2025	V01044--W W GRAINGER INC	122234140003632	639.61
	5/13/2025	V00226--RLH FIRE PROTECTION, INC.	122234140003631	1,299.00
	5/13/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140003630	299.33
	5/13/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140003629	72.59
	5/13/2025	V00312--DONAHUE TRUCK CENTERS	122234140003628	1,053.96
	5/13/2025	V00182--CDW LLC	122234140003627	1,700.37
	5/13/2025	V00134--BRONCO ELECTRIC INC	122234140003626	1,875.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003625	99.82
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003624	1,984.00
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003623	1,984.00
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003622	1,984.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003621	126.11
	5/13/2025	V00867--HECTOR M SANCHEZ	122234140003620	1,720.00
	5/13/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140003619	2,800.00
	5/13/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140003618	511.53
	5/13/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003617	495.00

Bank	Date	Vendor	Document no.	Amount
	5/13/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140003616	36,725.24
	5/13/2025	V00559--KAPLAN EARLY LEARNING CO	122234140003615	1,236.56
	5/13/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140003614	4,994.04
	5/13/2025	V03060--JAB COMMUNICATION INC.	122234140003613	600.00
	5/13/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140003612	7,423.20
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003611	23.00
	5/13/2025	V00029--ADVANCED DATA STORAGE	122234140003610	1,561.60
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003609	23.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003608	73.16
	5/13/2025	V03186--BLUETRITON BRANDS INC	122234140003607	215.35
	5/13/2025	V03186--BLUETRITON BRANDS INC	122234140003606	85.27
	5/13/2025	V03186--BLUETRITON BRANDS INC	122234140003605	54.11
	5/13/2025	V02330--JEREMY T TOBIAS	122234140003604	150.00
	5/13/2025	V03718--KELLY LOWERY	122234140003603	128.50
	5/13/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140003602	3,214.90
	5/13/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140003601	21,097.00
	5/13/2025	V00874--SAVE MART SUPERMARKETS	122234140003600	2,729.11
	5/13/2025	V00182--CDW LLC	122234140003599	75.20
	5/13/2025	V00182--CDW LLC	122234140003598	75.20
	5/13/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140003597	3,160.03
	5/13/2025	V04180--DIESEL DIRECT LLC	122234140003596	1,328.89
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003595	101.15
	5/13/2025	V03450--ADA HARPSTER	122234140003594	414.00
	5/13/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140003593	966.09
	5/13/2025	V03234--TEACHSTONE, INC	122234140003592	1,620.00
	5/13/2025	V00794--PLC SYSTEM SERVICES LLC	122234140003591	630.00
	5/13/2025	V00134--BRONCO ELECTRIC INC	122234140003590	450.62
	5/13/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003589	495.00
	5/13/2025	V00182--CDW LLC	122234140003588	109.77
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003587	390.78
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003586	742.25
	5/13/2025	V01032--VERIZON WIRELESS	122234140003585	3,746.41
	5/13/2025	V03849--NELLY MENDOZA	122234140003584	96.00
	5/13/2025	V03359--RACHEL LECKKIRK	122234140003583	74.90
	5/13/2025	V03879--RASHI STROTHER	122234140003582	111.00
	5/13/2025	V02868--SAFIYA PRICE	122234140003581	111.00
	5/13/2025	V03939--SULEMA GARCIA	122234140003580	301.34
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003579	297.90
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003578	973.53
	5/13/2025	V03376--ANGELICA PALMA	122234140003577	79.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003576	294.55
	5/13/2025	V00967--THE BAKERSFIELD CALIFORNIAN	122234140003575	155.88
	5/13/2025	V03392--Unum Insurance Company	122234140003574	26,054.48
	5/13/2025	V03492--Andrea Chavez	122234140003573	197.76
	5/13/2025	V03415--STACY MERRIFIELD	122234140003572	2.80
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003571	469.80
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003570	33.95
	5/13/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140003569	7,438.16
	5/13/2025	V00976--THE HARTFORD PRIORITY ACCOUNTS	122234140003568	2,841.54
	5/13/2025	V04069--BOBBI CAMACHO	122234140003567	36.40
	5/13/2025	V04045--NATALIE BEATRIZ RODRIGUEZ	122234140003566	110.60
	5/13/2025	V04043--ALONDRA MURILLO	122234140003565	127.40
	5/13/2025	V04041--STEPHANIE CORONEL	122234140003564	396.20
	5/13/2025	V03863--PALOMA SANDOVAL	122234140003563	95.90
	5/13/2025	V03645--GLORIANA TEIXEIRA	122234140003562	192.50
	5/13/2025	V03620--ESTEFANIE VIDAURY	122234140003561	92.40
	5/13/2025	V03584--DENISE COOPER	122234140003560	74.20

Bank	Date	Vendor	Document no.	Amount
	5/13/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140003559	109.90
	5/13/2025	V03462--ALAN RODRIGUEZ	122234140003558	63.70
	5/13/2025	V03438--LIZETTE BRAVO	122234140003557	71.40
	5/13/2025	V03414--ALMA SANCHEZ	122234140003556	2.10
	5/13/2025	V03406--KATHYA CORRALES VARGAS	122234140003555	47.60
	5/13/2025	V03394--MARIA DIAZ CORNEJO	122234140003554	114.80
	5/13/2025	V03390--LAURA SERNA	122234140003553	212.10
	5/13/2025	V03332--Mariana Rios	122234140003552	156.10
	5/13/2025	V02955--LOANA LUGO	122234140003551	118.30
	5/13/2025	V00937--STINSON STATIONERS	122234140003550	57,376.95
	5/13/2025	V00182--CDW LLC	122234140003549	42,227.22
	5/13/2025	V04240--ASHLEY MCALLISTER	122234140003548	116.20
	5/13/2025	V04204--JANELL NICOLE GORE	122234140003547	236.60
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003546	572.99
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003545	1,027.58
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003544	140.66
	5/13/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140003543	284.92
	5/13/2025	V00182--CDW LLC	122234140003542	75.20
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003541	205.82
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003540	48.70
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003539	894.00
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003538	304.20
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003537	46.47
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003536	1,319.41
	5/13/2025	V00704--MISSION LINEN SUPPLY	122234140003535	1,481.66
	5/13/2025	V03174--OFFICE IMAGING, INC	122234140003534	237.90
	5/13/2025	V00182--CDW LLC	122234140003533	384.46
	5/13/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140003532	6,218.90
	5/13/2025	V00180--CCI OFFICE TECHNOLOGIES	122234140003531	299.57
	5/13/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140003530	14,284.99
	5/13/2025	V00905--SMART & FINAL	122234140003529	666.18
	5/14/2025	V04616--GAYLE ANNETTE DIXON	302880	663.40
	5/14/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	302879	299.00
	5/14/2025	V03773--MARIA A VALENCIA	302881	1,530.00
	5/16/2025	V04493--THE BAKERSFIELD COLLEGE FOUNDATION	Voided - 302518	-217.00
	5/16/2025	V00366--FAMILY RESOURCE & REFERRAL CENTER	Voided - 302420	-50.00
	5/16/2025	V04609--RENAISSANCE AT BAKER LP	Voided - 302840	-2,479.00
	5/16/2025	V02994--CLEMMER AND COMPANY	Voided - 302400	-2,550.00
	5/16/2025	V04618--SULMA FUENTES	302882	2,026.76
	5/20/2025	V04083--MICHELLE JARA-RANGEL	122234140003831	296.00
	5/20/2025	X0357--MICHELLE JARA RANGEL	Voided - 302942	-296.00
	5/20/2025	V04162--SOUKSOMPHONE NORVANG	302976	2,389.10
	5/20/2025	X0357--MICHELLE JARA RANGEL	302942	296.00
	5/20/2025	V04628--JACQUELINE JOHNSON	302927	1,500.00
	5/20/2025	V04630--COVENTRY ESTATES, LP	302900	1,987.20
	5/20/2025	V04626--PEDRO CASTILLO	302961	2,200.00
	5/20/2025	V04627--RIDGE APARTMENTS LP	302968	1,500.00
	5/20/2025	V03694--JUANITA JACKSON	302931	388.00
	5/20/2025	V04164--GOLDEN EMPIRE AFFORDABLE HOUSING INC	302918	660.00
	5/20/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	302960	2,800.00
	5/20/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	302959	575.00
	5/20/2025	V00801--PRODUCERS DAIRY FOODS INC	302965	1,401.53
	5/20/2025	V01845--DESERT OASIS APTS LLC	302905	1,500.00
	5/20/2025	V04625--LUCIA O'DONOGHUE	302937	700.00
	5/20/2025	V04619--CHILDREN FIRST	302895	1,600.00
	5/20/2025	V04613--EMPLOYMENT DEVELOPMENT DEPT	302910	1,712.79
	5/20/2025	V00914--SOUTHERN CALIFORNIA EDISON	302977	289.33

Bank	Date	Vendor	Document no.	Amount
	5/20/2025	V00801--PRODUCERS DAIRY FOODS INC	302964	654.13
	5/20/2025	V00576--KERN RIVER PROPANE INC	302934	2,344.00
	5/20/2025	V00058--AMERIGAS LAKE ISABELLA	302884	854.00
	5/20/2025	V00290--DELTA LIQUID ENERGY	302903	789.80
	5/20/2025	V00477--INDIAN WELLS VALLEY WATER DISTRICT	302924	1,747.05
	5/20/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	302908	67.86
	5/20/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	302981	385.38
	5/20/2025	V00207--CINTAS CORPORATION #668	302896	434.62
	5/20/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	302907	1,432.22
	5/20/2025	V00854--SAFEWAY INC VONS DIVISION	302971	16.97
	5/20/2025	V00801--PRODUCERS DAIRY FOODS INC	302963	2,184.19
	5/20/2025	V03288--OASIS AIR AND SOLAR	302945	9,028.88
	5/20/2025	V03314--VESTIS GROUP, INC	302984	71.81
	5/20/2025	V00683--MCWILLIAMS & WALDEN INC	302941	141.30
	5/20/2025	V00562--KEITH C PFEFFER	302933	302.54
	5/20/2025	V00907--SOCALGAS	302975	155.45
	5/20/2025	V00370--FEDEX	302913	61.47
	5/20/2025	V00787--PG&E	302962	12,792.91
	5/20/2025	V03172--OFFICE1 LEASING	302956	181.87
	5/20/2025	V03280--JEREMY MARRS	302929	311.00
	5/20/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	302980	156.25
	5/20/2025	V03172--OFFICE1 LEASING	302955	125.97
	5/20/2025	V03172--OFFICE1 LEASING	302954	171.00
	5/20/2025	V03172--OFFICE1 LEASING	302953	219.67
	5/20/2025	V03172--OFFICE1 LEASING	302952	278.08
	5/20/2025	V03172--OFFICE1 LEASING	302951	296.27
	5/20/2025	V00294--DEPARTMENT OF JUSTICE	302904	244.00
	5/20/2025	V02985--WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	302986	157.02
	5/20/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	302979	246.25
	5/20/2025	V00216--CITY OF STOCKTON	302898	20.14
	5/20/2025	V00216--CITY OF STOCKTON	302897	8.04
	5/20/2025	V00092--AT&T	302891	1,200.54
	5/20/2025	V01009--ULINE	302982	13,888.43
	5/20/2025	V04606--Anabel Cervantes Nunez	302885	26.60
	5/20/2025	V00091--AT&T	302890	26.58
	5/20/2025	V00091--AT&T	302889	15.64
	5/20/2025	V00896--SHEVADA DOVE-WILLIAMS	302973	241.50
	5/20/2025	V00646--MARIA AGUILAR	302939	40.60
	5/20/2025	V02178--ANGELICA HERALDEZ	302888	50.40
	5/20/2025	V02687--GUADALUPE A VILLASANA	302920	72.10
	5/20/2025	V03383--ESTHER REYES-GARZA	302912	163.80
	5/20/2025	V03387--JAZMYN REDICK	302928	113.40
	5/20/2025	V03364--IRIS GONZALEZ	302925	78.40
	5/20/2025	V04617--YESENIA OCAMPO	302989	154.63
	5/20/2025	V03886--RIGOBERTO REYES	302969	109.20
	5/20/2025	V03862--OSCAR W MARTINEZ	302957	85.40
	5/20/2025	V03833--MONICA LOPEZ	302943	16.80
	5/20/2025	V03498--ANGEL TEJEDA	302887	65.80
	5/20/2025	V03497--ANGEL PEREZ AREVALO	302886	30.80
	5/20/2025	V03644--GLORIA VERGARA	302917	67.20
	5/20/2025	V03453--ADILENE NAVA	302883	119.00
	5/20/2025	V03568--CRISEL AVELAR	302902	22.40
	5/20/2025	V04161--LORENA ORTIZ IBARRA	302936	23.80
	5/20/2025	V04293--GURSHAN GILL	302921	11.20
	5/20/2025	V04102--IRIS LOPEZ	302926	89.60
	5/20/2025	V04095--KATERINA GONZALEZ-ROSARIO	302932	282.10
	5/20/2025	V04097--VICTORIA FLORES	302985	177.80

Bank	Date	Vendor	Document no.	Amount
	5/20/2025	V04133--MARIA VILLANUEVA	302940	36.40
	5/20/2025	V04103--GABRIELA MORENO	302915	118.30
	5/20/2025	V03172--OFFICE1 LEASING	302950	824.56
	5/20/2025	V03172--OFFICE1 LEASING	302949	486.98
	5/20/2025	V04572--ERICA FRIAS	302911	212.10
	5/20/2025	V03894--ROSA CALLEJAS	302970	235.20
	5/20/2025	V03840--NALLELY SANCHEZ	302944	179.90
	5/20/2025	V03599--EDNA QUINONEZ	302909	112.70
	5/20/2025	V04050--SKYRIDE UNLIMITED	302974	616.00
	5/20/2025	V04096--JUANA CAMACHO	302930	186.90
	5/20/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	302983	7,418.61
	5/20/2025	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	302923	94.83
	5/20/2025	V00813--QUADIENT LEASING USA, INC	302966	2,209.11
	5/20/2025	V04586--DFT HOTELS, INC.	302906	424.30
	5/20/2025	V04602--SEQUOIA PEST SOLUTIONS	302972	100.00
	5/20/2025	V00169--CALIFORNIA WATER SERVICE	302894	1,850.30
	5/20/2025	V03172--OFFICE1 LEASING	302948	1,215.28
	5/20/2025	V03172--OFFICE1 LEASING	302947	169.83
	5/20/2025	V03051--GINA MARTINEZ	302916	296.00
	5/20/2025	V04594--BROOKFIELD US 2 REAL ESTATE LLC - HYATT REGENCY SONOMA \	302892	709.92
	5/20/2025	V00397--FRED PLANE	302914	388.00
	5/20/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	302922	9,164.47
	5/20/2025	V04182--RELIANCE TRUST COMPANY	302967	125.80
	5/20/2025	V00255--COVERALL NORTH AMERICA INC	302901	2,050.00
	5/20/2025	V03430--SPECTRUM/CHARTER	302978	254.00
	5/20/2025	V00744--ODP BUSINESS SOLUTIONS LLC	302946	736.22
	5/20/2025	V00592--LAKESHORE EQUIPMENT COMPANY	302935	17,316.62
	5/20/2025	V04567--MANJINDER SINGH	302938	200.00
	5/20/2025	V03053--CAL KERN CABINETS, INC	302893	490.00
	5/20/2025	V01071--XPRESSMYSELF.COM LLC (DBA SMARTSIGN)	302988	659.45
	5/20/2025	V00252--COUNTY OF KERN PUBLIC WORKS	302899	20.15
	5/20/2025	V00761--PACIFICA HOST INC / STOCKTON HOSPITALITY LP	302958	4,471.47
	5/20/2025	V00429--GRIMMWAY ENTERPRISES, INC.	302919	9,520.00
	5/20/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	302987	10,742.08
	5/20/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140003830	1,257.42
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003829	814.48
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003828	930.82
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003827	82.97
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003826	503.24
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003825	12,374.76
	5/20/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140003824	1,330.93
	5/20/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003823	13,056.83
	5/20/2025	V00286--DELL TECHNOLOGIES, INC.	122234140003822	1,463.88
	5/20/2025	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH	122234140003821	6,335.00
	5/20/2025	V03247--BKAT, INC	122234140003820	11,247.60
	5/20/2025	V02658--ELSA NAVARRETE	122234140003819	388.00
	5/20/2025	V03986--YOLANDA GONZALES	122234140003818	388.00
	5/20/2025	V03942--SYLVIA ORTEGA	122234140003817	388.00
	5/20/2025	V03681--JERRY MEADE	122234140003816	388.00
	5/20/2025	V03741--LILIANA GONZALEZ GABRIEL	122234140003815	388.00
	5/20/2025	V03641--GLORIA BARBERO	122234140003814	388.00
	5/20/2025	V03421--REBECCA MORENO	122234140003813	388.00
	5/20/2025	V00704--MISSION LINEN SUPPLY	122234140003812	55.68
	5/20/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140003811	122.36
	5/20/2025	V03191--VAL-PRO, INC	122234140003810	501.05
	5/20/2025	V00979--THE MARCOM GROUP, INC.	122234140003809	95.00
	5/20/2025	V00979--THE MARCOM GROUP, INC.	122234140003808	95.00

Bank	Date	Vendor	Document no.	Amount
	5/20/2025	V03191--VAL-PRO, INC	122234140003807	316.70
	5/20/2025	V00128--BRADY INDUSTRIES	122234140003806	8,381.50
	5/20/2025	V03191--VAL-PRO, INC	122234140003805	69.00
	5/20/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003804	98.98
	5/20/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140003803	1,313.00
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003802	258.27
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003801	204.01
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003800	159.69
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003799	139.78
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003798	116.53
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003797	107.31
	5/20/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140003796	120.00
	5/20/2025	V00937--STINSON STATIONERS	122234140003795	182.91
	5/20/2025	V00704--MISSION LINEN SUPPLY	122234140003794	1,269.26
	5/20/2025	V00704--MISSION LINEN SUPPLY	122234140003793	55.68
	5/20/2025	V03191--VAL-PRO, INC	122234140003792	1,008.85
	5/20/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140003791	288.93
	5/20/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140003790	179.22
	5/20/2025	V00284--DELK PEST CONTROL	122234140003789	720.00
	5/20/2025	V00182--CDW LLC	122234140003788	75.20
	5/20/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003787	267.66
	5/20/2025	V00312--DONAHUE TRUCK CENTERS	122234140003786	2,016.38
	5/20/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003785	268.11
	5/20/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140003784	538.47
	5/20/2025	V00874--SAVE MART SUPERMARKETS	122234140003783	390.25
	5/20/2025	V03147--SEQUOIA PAINT ENTERPRISE	122234140003782	57.72
	5/20/2025	V00182--CDW LLC	122234140003781	1,620.33
	5/20/2025	V01064--WIPFLI LLP	122234140003780	12,428.52
	5/20/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140003779	9,564.12
	5/20/2025	V00937--STINSON STATIONERS	122234140003778	463.92
	5/20/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140003777	30,816.24
	5/20/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140003776	800.00
	5/20/2025	V03492--Andrea Chavez	122234140003775	207.20
	5/20/2025	V03987--YOLANDA LOPEZ	122234140003774	169.40
	5/20/2025	V03925--SAVANNAH FLORES	122234140003773	401.80
	5/20/2025	V03866--PATRICIA MEXICANO	122234140003772	93.80
	5/20/2025	V03832--MONICA CASTANEDA	122234140003771	30.10
	5/20/2025	V03742--LILLIAN URREA	122234140003770	56.00
	5/20/2025	V03603--ELIZABETH CISNEROS	122234140003769	19.60
	5/20/2025	V03586--DESIREE JACKSON	122234140003768	57.40
	5/20/2025	V03493--ANDREA MARQUEZ	122234140003767	156.10
	5/20/2025	V03421--REBECCA MORENO	122234140003766	121.42
	5/20/2025	V03394--MARIA DIAZ CORNEJO	122234140003765	116.90
	5/20/2025	V03390--LAURA SERNA	122234140003764	201.60
	5/20/2025	V03382--DENA WALKER	122234140003763	148.40
	5/20/2025	V03371--LUCERO GONZALEZ	122234140003762	229.60
	5/20/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140003761	88.57
	5/20/2025	V03006--GRACE COMMUNITY CHURCH	122234140003760	1,640.78
	5/20/2025	V02778--MARIA C VARELA	122234140003759	259.00
	5/20/2025	V01062--WESTED	122234140003758	100.00
	5/20/2025	V00937--STINSON STATIONERS	122234140003757	1,778.88
	5/20/2025	V00937--STINSON STATIONERS	122234140003756	264.78
	5/20/2025	V00937--STINSON STATIONERS	122234140003755	47.65
	5/20/2025	V01064--WIPFLI LLP	122234140003754	279.00
	5/20/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140003753	7,220.20
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	5/20/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140003749	135.90
	5/20/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003748	387.62
	5/20/2025	V00029--ADVANCED DATA STORAGE	122234140003747	773.89
	5/20/2025	V03786--MARIA PINANO	122234140003746	72.80
	5/20/2025	V03601--ELENA GARCIA	122234140003745	72.10
	5/20/2025	V03583--DELORES PATRICIO	122234140003744	71.40
	5/20/2025	V03057--CSG-NAM, LLC	122234140003743	1,145.74
	5/20/2025	V02888--SUSIE E MARTINEZ	122234140003742	60.20
	5/20/2025	V02411--MARISELA GONZALEZ	122234140003741	283.50
	5/20/2025	V00587--KRAZAN & ASSOCIATES INC	122234140003740	1,598.00
	5/20/2025	V00937--STINSON STATIONERS	122234140003739	44.37
	5/20/2025	V00721--NARAMA INC. - TREK IMAGING	122234140003738	2,650.72
	5/20/2025	V03174--OFFICE IMAGING, INC	122234140003737	197.21
	5/20/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140003736	367.95
	5/20/2025	V01044--W W GRAINGER INC	122234140003735	731.52
	5/20/2025	V00182--CDW LLC	122234140003734	10,961.84
	5/20/2025	V00937--STINSON STATIONERS	122234140003733	529.56
	5/20/2025	V00024--ADP, LLC.	122234140003732	24,978.34
	5/20/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140003731	350.00
	5/20/2025	V03060--JAB COMMUNICATION INC.	122234140003730	700.00
	5/20/2025	V00937--STINSON STATIONERS	122234140003729	1,378.46
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	5/20/2025	V03186--BLUETRITON BRANDS INC	122234140003727	432.54
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	5/20/2025	V00937--STINSON STATIONERS	122234140003719	628.69
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	5/20/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140003710	55,684.59
	5/20/2025	V00905--SMART & FINAL	122234140003709	1,257.97
	5/21/2025	V04632--CURTIS BRANDON LEE SHOOPMAN	303066	3,607.53
	5/21/2025	P02326--MARIA J MARTINEZ DE GARCIA	303048	2,659.82
	5/21/2025	P01593--MANUELA P MEDINA	303040	6,569.03
	5/21/2025	P01544--MARIA B CRUZ DE PULIDO	303044	12,407.54
	5/21/2025	P02315--CRISTINA SOTO DE MARTINEZ	303005	1,937.02
	5/21/2025	P01229--MARIA PICOS DE GARCIA	303052	2,824.51
	5/21/2025	P01208--MARIA M ANGULO	303050	4,852.80
	5/21/2025	P01069--HERLINDA NOLASCO DE GONZALEZ	303024	984.41
	5/21/2025	P02261--JUANA MORILLON GUILLEN	303030	4,367.56
	5/21/2025	P02252--ANDREA R RIVERA	302998	4,701.99
	5/21/2025	P00801--ROSAURA QUINTERO DE LOPEZ	303059	3,881.27
	5/21/2025	P00769--LETICIA MARIA BOTELLO	303033	7,602.53
	5/21/2025	P02226--LILIA ESQUIVEL MONROY	303034	2,758.92
	5/21/2025	P00705--AMPARO MAGANA	302994	1,931.31
	5/21/2025	P00635--ESTELA N. VEGA	303012	1,777.14

Bank	Date	Vendor	Document no.	Amount
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	5/21/2025	P02224--ROCIO JOSEFINA HERNANDEZ	303058	13,416.39
	5/21/2025	P02154--GUADALUPE CABRERA	303020	12,813.56
	5/21/2025	P02457--MARIA ELENA CORONA DE IBARRA	303045	7,840.21
	5/21/2025	P02100--SOCORRO LARA DE GOVEA	303061	989.71
	5/21/2025	P02053--ANA BERTHA BALLESTEROS JAIME	302995	6,617.10
	5/21/2025	P02032--MARIA F AGUILAR DE SANDOVAL	303047	5,371.20
	5/21/2025	P02414--BERTHA NERTO	303000	6,483.64
	5/21/2025	P01972--RUBICELA ALCANTAR DE TORRES	303060	1,374.39
	5/21/2025	P02408--ALL ABOARD PRESCHOOL	302991	2,772.34
	5/21/2025	P02407--GUADALUPE ELIZABETH PENUELAS	303021	2,834.11
	5/21/2025	P01884--BLANCA NELLY VERA	303001	1,870.47
	5/21/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	303042	12,063.62
	5/21/2025	P01849--LORI MACIAS CERNA	303035	4,307.38
	5/21/2025	P01805--CONSUELO RAMIREZ DE MAGDALENO	303004	4,659.78
	5/21/2025	P01775--CECILIA GAYTAN DE ZARATE	303002	4,766.92
	5/21/2025	P01754--VERONICA L ESCOBAR	303064	7,005.02
	5/21/2025	P01697--IRMA JIMENEZ CASTANEDA	303025	2,652.11
	5/21/2025	P01644--ESTELA LOPEZ	303011	946.31
	5/21/2025	P02849--Lucero Amairani Vilasenor Botello	303036	1,371.16
	5/21/2025	P02523--MARCELINA PERALTA	303043	1,718.21
	5/21/2025	P02819--JAQUILINA GARCIA OSORIO	303026	622.38
	5/21/2025	P02833--MANUEL VILLAGOMEZ	303039	2,284.20
	5/21/2025	P02494A--Maria Lourdes Moreno Esquivel	303049	1,910.60
	5/21/2025	P02860--EMILY LANDEROS	303009	527.78
	5/21/2025	P02854--FERNANDO MARQUEZ ROMERO	303014	915.68
	5/21/2025	P02855--CLAUDIA OROZCO CORONA	303003	1,911.91
	5/21/2025	P02865--JENNIFER REYES	303028	1,013.51
	5/21/2025	P00053--GLORIA GARCIA DE MADERA	303017	13,633.58
	5/21/2025	P00039--GUILLERMINA RAMIREZ	303023	2,631.76
	5/21/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	302997	2,843.94
	5/21/2025	P00485--MARIA P COSIO	303051	9,091.25
	5/21/2025	P00444--LUZ E VENEGAS	303038	9,366.31
	5/21/2025	P00383--PATRICIA H MARTINEZ	303056	2,699.47
	5/21/2025	P00325--YOLANDA SALDANA MORENO	303065	907.39
	5/21/2025	P00161--ALICIA GARCIA DE LEYVA	302990	3,486.04
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	5/21/2025	P02900--FABIOLA LEDEZMA DE NAVARRO	303013	627.52
	5/21/2025	P02880--DIANA OCHOA	303007	1,227.93
	5/21/2025	P02876--ESPERANZA GALLEGOS-RUIZ	303010	1,080.11
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	5/21/2025	P02898--JASMIN HERRERA	303027	462.40
	5/21/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	302993	2,863.04
	5/21/2025	P02643--MARIA V SOSA	303054	622.38
	5/21/2025	P02617--SONIA C LOPEZ DE JUAREZ	303062	1,789.72
	5/21/2025	P02614--ORELLANA RODIGUEZ TOMASA MARISOL	303055	1,325.30
	5/21/2025	P02745--FLOR JAZMIN ZACARIAS	303015	4,569.59
	5/21/2025	P02564--DIEGO FERREIRA	303008	2,467.45
	5/21/2025	P02560--VERONICA HERNANDEZ	303063	3,701.67
	5/21/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	302996	1,480.55
	5/21/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	303053	1,204.80
	5/21/2025	P02692--KASANDRA LOPEZ-CORDERO	303031	1,211.40
	5/21/2025	P01663--MARCELA CHAVEZ OSEGUERA	303041	1,984.60
	5/21/2025	P02676--ALMA YANETH NUNEZ GUTIERREZ	302992	603.48
	5/21/2025	P00833--GLORIA LEMUS DE LEMUS	303018	1,844.40
	5/21/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	303046	2,667.33

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	5/21/2025	P02770--GUADALUPE AYON DE MENDOZA	303019	1,921.79
	5/21/2025	P02777--BELEN IZAZAGA MERCADO	302999	1,742.44
	5/21/2025	P02873--GABRIELA IBARRA	303016	1,937.02
	5/21/2025	P02820--ROCIO GARDUNO MAGO	303057	1,865.39
	5/21/2025	P02899--ANGELICA MORENO ESPINO	122234140004262	467.04
	5/21/2025	P02897--MARTHA ALICIA CEJA	122234140004261	1,043.82
	5/21/2025	P02896--MARTA CORONA DE TORRES	122234140004260	3,812.36
	5/21/2025	P02894--MARIBEL GARCIA RAMIREZ	122234140004259	1,832.88
	5/21/2025	P02893--GABRIELA OLIVA LOPEZ	122234140004258	4,938.49
	5/21/2025	P02892--SANDRA GABRIELA ARMENDARIZ	122234140004257	3,524.00
	5/21/2025	P02885--ANA RIOS	122234140004256	4,938.49
	5/21/2025	P02882--MARIA MENDOZA	122234140004255	2,395.72
	5/21/2025	P02879--MAYRA A. RAMIREZ	122234140004254	1,028.71
	5/21/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140004253	2,805.11
	5/21/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140004252	2,773.19
	5/21/2025	P02871--MIRIAM ELIZABETH JAIME	122234140004251	2,573.06
	5/21/2025	P02870--ANA MARIA MARTINEZ	122234140004250	1,075.78
	5/21/2025	P02868--JOANNA CORTEZ	122234140004249	985.24
	5/21/2025	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140004248	1,704.44
	5/21/2025	P02864--REINA SANTIAGO PEREZ	122234140004247	1,704.36
	5/21/2025	P02863--LAURA ANDRADE	122234140004246	3,281.94
	5/21/2025	P02859--DEISY GUADALUPE FERNANDEZ ARCEO	122234140004245	844.27
	5/21/2025	P02857--IRMA VILLA DE OLIVARES	122234140004244	4,928.86
	5/21/2025	P02856--CONSUELO LIRA DE LEMUS	122234140004243	3,823.82
	5/21/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140004242	1,752.90
	5/21/2025	P02852--NORMA HERRERA	122234140004241	2,004.40
	5/21/2025	P02851--MARIA A ROMERO DE CRUZ	122234140004240	955.89
	5/21/2025	P02850--LINDA MAE MUSTIN	122234140004239	981.79
	5/21/2025	P02848--ANA LAURA RODRIGUEZ	122234140004238	4,189.79
	5/21/2025	P02847--ELSA LARREYNAGA BATRES	122234140004237	6,608.00
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	5/21/2025	P02842--ELIA SANCHEZ	122234140004235	1,893.48
	5/21/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140004234	5,028.74
	5/21/2025	P02839--CARLAANGELA RUIZ	122234140004233	1,507.98
	5/21/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140004232	3,011.26
	5/21/2025	P02837--ADELINA BELTRAN	122234140004231	490.44
	5/21/2025	P02832--ANDREA MOHAMMED	122234140004230	2,152.36
	5/21/2025	P02828--MARIA FERNANDA GARIBAY	122234140004229	3,668.56
	5/21/2025	P02826--SILVIA LEMUS DE OROSCO	122234140004228	1,114.67
	5/21/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140004227	3,838.87
	5/21/2025	P02823--DANIELA ALVAREZ	122234140004226	4,998.30
	5/21/2025	P02821--DANIEL MORENO	122234140004225	626.72
	5/21/2025	P02816--NANCY NATHALY TOSCANO CRUZ	122234140004224	477.76
	5/21/2025	P02815--VICTORIA GOMEZ CRUZ	122234140004223	4,307.54
	5/21/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140004222	1,826.58
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	5/21/2025	P02803--JAQUELINE MATURINO MONARREZ	122234140004218	3,827.71
	5/21/2025	P02802--GUADALUPE DURAN	122234140004217	1,926.16
	5/21/2025	P02799--ARACELI CASTRO BARRAZA	122234140004216	1,049.86
	5/21/2025	P02798--MARGARITA VALENCIA AVILA	122234140004215	6,708.23
	5/21/2025	P02796--NEREYDA LIRA LOPEZ	122234140004214	2,104.38
	5/21/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140004213	1,826.58
	5/21/2025	P02788--SILVIA MAGALLON DE REYES	122234140004212	5,690.04
	5/21/2025	P02786--MARISOL PEREZ	122234140004211	1,999.40

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	5/21/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140004209	753.99
	5/21/2025	P02780--MARISSA LOPEZ LOPEZ	122234140004208	3,763.62
	5/21/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140004207	3,537.80
	5/21/2025	P02776--BRENDA BENAVIDEZ	122234140004206	2,386.12
	5/21/2025	P02775--NORA E LEMUS	122234140004205	6,827.53
	5/21/2025	P02771--MARIA T HERNANDEZ	122234140004204	1,893.22
	5/21/2025	P02769--BEATRIZ BUENO	122234140004203	1,619.22
	5/21/2025	P02768--ALICIA MONTEJANO PENA	122234140004202	4,832.16
	5/21/2025	P02767--LUCERO L IBARRA	122234140004201	3,283.15
	5/21/2025	P02766--MIREYA GUZMAN CRISTOBAL	122234140004200	3,709.47
	5/21/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140004199	4,419.29
	5/21/2025	P02764--MARGARITA GARIBAY CORTES	122234140004198	10,346.94
	5/21/2025	P02760--JUANA INEZ SALGADO RENTERIA	122234140004197	1,237.06
	5/21/2025	P02757--BERTHA CARAVES	122234140004196	366.45
	5/21/2025	P02754--ANTONIO PERALTA DUQUE	122234140004195	3,643.61
	5/21/2025	P02753--MAYRA ALEJANDRA RIOS	122234140004194	3,045.49
	5/21/2025	P02750--ROSA HILDA NAVARRO	122234140004193	4,016.29
	5/21/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140004192	1,743.75
	5/21/2025	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140004191	4,577.56
	5/21/2025	P02742--JOANNA ROBLES	122234140004190	946.61
	5/21/2025	P02740A--LUCEROS DAYCARE	122234140004189	880.25
	5/21/2025	P02736--CLAUDIA ZAVALA CISNEROS	122234140004188	2,773.19
	5/21/2025	P02733--ANA M HERNANDEZ DE RIOS	122234140004187	9,123.40
	5/21/2025	P02728--AMALIA BUENROSTRO	122234140004186	9,958.97
	5/21/2025	P02725--BAUDELINA SANTOS PACHECO	122234140004185	7,508.70
	5/21/2025	P02722--BRENDA SUJEY MARTINEZ	122234140004184	3,007.93
	5/21/2025	P02721--OLGA LIRA DE GALLARDO	122234140004183	2,091.30
	5/21/2025	P02720--GUADALUPE LEMUS LEMUS	122234140004182	2,892.13
	5/21/2025	P02717--JOSELINE ARREDONDO	122234140004181	2,301.92
	5/21/2025	P02716--ESPERANZA RESENDEZ	122234140004180	1,880.86
	5/21/2025	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140004179	7,328.56
	5/21/2025	P02711--MARIA ELIZABETH MARIN	122234140004178	2,772.37
	5/21/2025	P02710--MARIA G TAMAYO DE ZAMORA	122234140004177	2,372.15
	5/21/2025	P02708--SYDNEY GONZALEZ	122234140004176	1,820.24
	5/21/2025	P02707--MAGDALENA GUERRERO DE PARRA	122234140004175	6,879.09
	5/21/2025	P02704--JANETH G SARABIA	122234140004174	9,587.39
	5/21/2025	P02700--GLADYS ITZEL GALVAN	122234140004173	1,858.90
	5/21/2025	P02699--CONSUELO MEJIA	122234140004172	336.09
	5/21/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140004171	2,533.35
	5/21/2025	P02690--STEPHANIE VERDUGO	122234140004170	6,940.60
	5/21/2025	P02689--GUADALUPE OLAZABAL	122234140004169	1,131.86
	5/21/2025	P02687--ELIM RODRIGUEZ	122234140004168	3,526.83
	5/21/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140004167	4,488.63
	5/21/2025	P02682--ELOISA QUINTINO DE MARTINEZ	122234140004166	654.10
	5/21/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140004165	1,828.41
	5/21/2025	P02667--MARIA ANGELA DIAZ	122234140004164	6,421.50
	5/21/2025	P02666--LUCERO MILLAN GARCIA	122234140004163	2,838.27
	5/21/2025	P02665--LETICIA GARIBAY DE CEJA	122234140004162	946.61
	5/21/2025	P02664--LESLIE KARINA TOSCANO CRUZ	122234140004161	917.93
	5/21/2025	P02663--DIANE LOMELI	122234140004160	4,727.31
	5/21/2025	P02661--MARIA TERESA HEREDIA	122234140004159	943.26
	5/21/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140004158	2,523.79
	5/21/2025	P02654--MARIA C CUEVAS DE GARCIA	122234140004157	2,493.13
	5/21/2025	P02652--MARIA ESTELA ARROYO	122234140004156	1,820.24
	5/21/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140004155	5,260.10
	5/21/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140004154	989.71

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	5/21/2025	P02645--JANET IBARRA	122234140004153	3,810.72
	5/21/2025	P02644--YAJAIRA GUZMAN	122234140004152	835.78
	5/21/2025	P02640--TERESA MENDOZA	122234140004151	989.71
	5/21/2025	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140004150	3,421.48
	5/21/2025	P02635--MARIA E CUARA	122234140004149	1,256.50
	5/21/2025	P02634--EVA DILMA VARGAS	122234140004148	6,839.39
	5/21/2025	P02623--SCHYIENELL JONES	122234140004147	1,812.14
	5/21/2025	P02620--ARACELI JIMENEZ AVILA	122234140004146	2,722.17
	5/21/2025	P02618--MARIA CHRISTINA RUBALCAVA	122234140004145	3,155.95
	5/21/2025	P02615--NINFA E. RODRIGUEZ	122234140004144	4,517.87
	5/21/2025	P02613--MAYRA HERNANDEZ	122234140004143	2,474.64
	5/21/2025	P02609--ROSAURA IBARRA OROZCO	122234140004142	2,901.62
	5/21/2025	P02608--GUADALUPE CECILIA JAIME	122234140004141	946.61
	5/21/2025	P02607--SYLVIA MORA	122234140004140	1,244.83
	5/21/2025	P02606--CLARA ACOSTA FERREL	122234140004139	919.87
	5/21/2025	P02602--ADRIANA GOMEZ	122234140004138	12,645.09
	5/21/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140004137	10,220.43
	5/21/2025	P02597--INES MARISCAL MACIAS	122234140004136	662.65
	5/21/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140004135	5,477.18
	5/21/2025	P02592--ELDA KARINA IBARRA	122234140004134	8,806.99
	5/21/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140004133	1,375.54
	5/21/2025	P02587--LORENA IBARRA	122234140004132	737.54
	5/21/2025	P02584--NORMA PULIDO CRUZ	122234140004131	2,765.26
	5/21/2025	P02582--OLGA LIDIA ALVAREZ	122234140004130	1,362.47
	5/21/2025	P02581--MARIA ELENA ESCOBAR	122234140004129	2,778.85
	5/21/2025	P02579--YOLANDA LIRA LEMUS	122234140004128	4,456.06
	5/21/2025	P02578--MARIA NANCY CRUZ	122234140004127	2,230.48
	5/21/2025	P02575--MARIA A VARGAS	122234140004126	1,013.17
	5/21/2025	P02574--OLGA NOVELA DE HUERTA	122234140004125	5,917.59
	5/21/2025	P02572--ESTHER NAVARRO	122234140004124	5,309.21
	5/21/2025	P02570--TINA MARIE LOPEZ	122234140004123	9,620.70
	5/21/2025	P02567--LORENA PEREZ MELGOZA	122234140004122	8,189.92
	5/21/2025	P02566--GLORIA ISITA MEJIA	122234140004121	1,717.22
	5/21/2025	P02562--IRMA FLORES	122234140004120	4,398.61
	5/21/2025	P02561--JACINTA GLORIA CRUZ	122234140004119	5,372.35
	5/21/2025	P02558--FABIOLA GARCIA AVILES	122234140004118	1,191.24
	5/21/2025	P02557--MARIA A LOPEZ	122234140004117	8,806.93
	5/21/2025	P02555--ORGARIDT ALCANZAR MAGANA	122234140004116	5,160.61
	5/21/2025	P02553--ELENA OCHOA CONTRERAS	122234140004115	1,256.50
	5/21/2025	P02549--MARIA REINA OROZCO MORA	122234140004114	4,813.53
	5/21/2025	P02547--CLAUDIA GARCIA	122234140004113	3,128.16
	5/21/2025	P02546--SENDY N HERNANDEZ SOSA	122234140004112	1,241.27
	5/21/2025	P02545--ROCIO OROZCO IBARRA	122234140004111	12,723.95
	5/21/2025	P02543--MARISOL PEREZ	122234140004110	2,883.85
	5/21/2025	P02542A--LA ESTACION CHILDCARE LLC	122234140004109	6,740.53
	5/21/2025	P02539--KASANDRA BASURTO	122234140004108	830.68
	5/21/2025	P02533--LIZET MONSERRAT PRECIADO	122234140004107	2,710.46
	5/21/2025	P02529--ROSA M SALAZAR	122234140004106	662.65
	5/21/2025	P02527--DULCE IRASEMA MUNOZ LOPEZ	122234140004105	946.61
	5/21/2025	P02526--MARTINA RANGEL	122234140004104	5,228.25
	5/21/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140004103	1,711.23
	5/21/2025	P02521--JASMIN ALEJANDRA ARANDA	122234140004102	898.86
	5/21/2025	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140004101	12,122.26
	5/21/2025	P02516A--EVANY MURILLO	122234140004100	1,006.62
	5/21/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140004099	7,829.82
	5/21/2025	P02513--ESMERALDA Y GONZALES	122234140004098	1,584.73
	5/21/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140004097	7,440.62

Bank	Date	Vendor	Document no.	Amount
	5/21/2025	P02507--LETICIA HERNANDEZ	122234140004096	1,823.48
	5/21/2025	P02505--YANELY GARCIA	122234140004095	1,548.10
	5/21/2025	P02504--VIRGINIA RUELAS DE LEYVA	122234140004094	4,627.24
	5/21/2025	P02503--YESENIA SALAZAR-PENA	122234140004093	1,132.99
	5/21/2025	P02502A--JUANITA FAY GALVAN	122234140004092	1,571.61
	5/21/2025	P02500--CYNTHIA E CASTILLO	122234140004091	2,745.74
	5/21/2025	P02498--YESENIA ESCOTO MURILLO	122234140004090	567.40
	5/21/2025	P02489--VANESSA NICOLE MEJIA	122234140004089	5,641.41
	5/21/2025	P02486--ROSALINDA VARGAS MATA	122234140004088	2,929.51
	5/21/2025	P02483--JASMINE CANCHOLA	122234140004087	1,788.65
	5/21/2025	P02481--Maricela Munoz Sanchez	122234140004086	4,392.33
	5/21/2025	P02479--ORALIA QUIROZ	122234140004085	4,663.50
	5/21/2025	P02477--MAGANA IRIS FCC LLC	122234140004084	5,240.34
	5/21/2025	P02476--DOLORES M PLATERO	122234140004083	5,473.23
	5/21/2025	P02468--DAVID PANTOJA	122234140004082	9,261.88
	5/21/2025	P02467--Karla Elizabeth Huling	122234140004081	5,065.06
	5/21/2025	P02466--Rosa Elena Arellano	122234140004080	1,840.25
	5/21/2025	P02464--Gladys Isela Rodriguez	122234140004079	5,665.21
	5/21/2025	P02462--IRMA L IBARRA	122234140004078	8,176.28
	5/21/2025	P02455--LUCIA MENDOZA OCHOA	122234140004077	3,664.81
	5/21/2025	P02454--INOCENCIA SALAS ROJAS	122234140004076	3,976.98
	5/21/2025	P02453--LORENA TRUJILLO ESCOBEDO	122234140004075	2,924.30
	5/21/2025	P02450--RUBICEL RUIZ SOLORIO	122234140004074	5,588.29
	5/21/2025	P02448--JANET RODRIGUEZ	122234140004073	5,668.22
	5/21/2025	P02446--MARIA DOLORES GOMEZ	122234140004072	6,452.10
	5/21/2025	P02443--MONICA VEGA	122234140004071	5,624.78
	5/21/2025	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140004070	4,691.01
	5/21/2025	P02435--JANET GARCIA-ALAPIZCO	122234140004069	6,191.29
	5/21/2025	P02432--LILIANA SOLORIO	122234140004068	2,647.21
	5/21/2025	P02424--DALILA J CAVAZOS	122234140004067	9,307.90
	5/21/2025	P02422--ELIZABETH DIAZ	122234140004066	4,749.09
	5/21/2025	P02418--BERTHA ALICIA GOMEZ	122234140004065	9,058.31
	5/21/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140004064	3,614.58
	5/21/2025	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140004063	9,843.19
	5/21/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140004062	2,662.45
	5/21/2025	P02411--MAYRA ELENA GONZALEZ MORALES	122234140004061	6,630.68
	5/21/2025	P02402--EDITH ELIZABETH SANCHEZ	122234140004060	1,937.24
	5/21/2025	P02397--ELVIRA GAMBOA	122234140004059	705.27
	5/21/2025	P02393--ADRIANA CEJA GONZALEZ	122234140004058	7,867.62
	5/21/2025	P02389--SANDRA RODRIGUEZ	122234140004057	909.95
	5/21/2025	P02387--MARIA G SANCHEZ ESCALERA	122234140004056	3,521.58
	5/21/2025	P02386--GREGORIA GALLEGOS	122234140004055	8,519.66
	5/21/2025	P02385--TEODORA GIRON MORALES	122234140004054	685.99
	5/21/2025	P02380--ZEFERINO GONZALEZ	122234140004053	1,220.32
	5/21/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140004052	7,197.23
	5/21/2025	P02374--SUNSHINE CENTER	122234140004051	1,012.91
	5/21/2025	P02368--CARMEN SANTOS PACHECO	122234140004050	6,932.75
	5/21/2025	P02351--ALMA DELIA WENCES	122234140004049	2,524.35
	5/21/2025	P02347--RAQUEL G DE IZARRARAS	122234140004048	3,463.13
	5/21/2025	P02342--SANDRA PEREZ	122234140004047	5,539.53
	5/21/2025	P02336--PAULA GARCIA	122234140004046	11,795.34
	5/21/2025	P02334--SILVIA E ZUNIGA	122234140004045	11,615.16
	5/21/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140004044	4,643.11
	5/21/2025	P02331--PAULA LARA VALDOVINOS	122234140004043	7,200.93
	5/21/2025	P02329--JULISSA MARIE ARAGON	122234140004042	4,481.82
	5/21/2025	P02327--REYNA TORRES DE CASTRO	122234140004041	5,271.54
	5/21/2025	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140004040	10,598.83

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	5/21/2025	P02323--SONIA PANTOJA	122234140004038	4,536.21
	5/21/2025	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140004037	6,120.36
	5/21/2025	P02320--LILIANA REYES GONZALEZ	122234140004036	946.61
	5/21/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140004035	4,658.12
	5/21/2025	P02314--KENDAHL ROSE ROWE	122234140004034	8,388.27
	5/21/2025	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140004033	928.39
	5/21/2025	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140004032	9,491.98
	5/21/2025	P02303--MARTHA A ANGUIANO REYES	122234140004031	1,937.02
	5/21/2025	P02296--DOLORES SANCHEZ LOPEZ	122234140004030	906.92
	5/21/2025	P02295--EDUVIJES SUAREZ	122234140004029	3,502.97
	5/21/2025	P02287--SILVIA BAHENA OCAMPO	122234140004028	1,052.45
	5/21/2025	P02280--NORMA MENDOZA	122234140004027	12,520.04
	5/21/2025	P02278--HAYDEE ESTEBAN	122234140004026	1,691.96
	5/21/2025	P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	122234140004025	13,359.58
	5/21/2025	P02276--MARIA E CORONA HEREDIA	122234140004024	963.08
	5/21/2025	P02275--GUADALUPE PEREZ DOMINGUEZ	122234140004023	1,911.91
	5/21/2025	P02271--Guadalupe Carrizoza De Castillo	122234140004022	12,340.85
	5/21/2025	P02267--MARTHA SALGADO	122234140004021	12,580.77
	5/21/2025	P02266--ELIZABETH CHAVEZ	122234140004020	4,718.60
	5/21/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140004019	10,380.69
	5/21/2025	P02263--MARISOL GONZALEZ	122234140004018	4,690.74
	5/21/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140004017	7,035.42
	5/21/2025	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140004016	3,561.49
	5/21/2025	P02258--MARISOL MEDINA	122234140004015	7,080.69
	5/21/2025	P02249--ADRIANA AGUIRRE GAONA	122234140004014	5,416.32
	5/21/2025	P02246--CAROLINA GIL	122234140004013	6,358.70
	5/21/2025	P02241--ANA PATRICIA CAMARGO	122234140004012	4,904.25
	5/21/2025	P02240--MARIA SANTOS DE LOPEZ	122234140004011	8,870.52
	5/21/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140004010	2,672.22
	5/21/2025	P02237--IRMA SANDOVAL ROBLES	122234140004009	5,596.86
	5/21/2025	P02236--ROSEMARY ZAVALA	122234140004008	8,835.98
	5/21/2025	P02235--GABRIELA ARREGUIN	122234140004007	3,511.76
	5/21/2025	P02232--DEYSI ISELA ESQUIVEL	122234140004006	2,934.93
	5/21/2025	P02222--MARIA GARCIA	122234140004005	7,090.45
	5/21/2025	P02218--ADELA RUIZ	122234140004004	3,752.42
	5/21/2025	P02215--ERIKA L CENTENO	122234140004003	7,264.32
	5/21/2025	P02214--CECILIA ATAI PEREZ	122234140004002	4,994.78
	5/21/2025	P02208--CELFIDA SANTOS DE RUIZ	122234140004001	4,622.82
	5/21/2025	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140004000	4,019.75
	5/21/2025	P02201--BERTHA GOMEZ NUNEZ	122234140003999	14,093.95
	5/21/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140003998	1,845.33
	5/21/2025	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140003997	9,904.30
	5/21/2025	P02190--ESPERANZA TORRES	122234140003996	928.39
	5/21/2025	P02189--MARIA ELENA CASTILLO	122234140003995	4,241.58
	5/21/2025	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140003994	10,443.49
	5/21/2025	P02174--NORMA M. ZARAZUA	122234140003993	4,669.59
	5/21/2025	P02172--Maria Ledesma De Garcia	122234140003992	7,464.94
	5/21/2025	P02163--ALICIA DE LA GARZA	122234140003991	2,051.75
	5/21/2025	P02158--CASA DE ADORACION TULARE	122234140003990	11,328.70
	5/21/2025	P02152--EDELMIRA L VIVEROS	122234140003989	3,067.33
	5/21/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140003988	3,948.78
	5/21/2025	P02146--RAQUEL SANCHEZ	122234140003987	5,187.33
	5/21/2025	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140003986	352.04
	5/21/2025	P02138--JACOBA C DE ANDRACA	122234140003985	11,959.11
	5/21/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140003984	14,314.05
	5/21/2025	P02128--MARIA ARACELI CRUZ	122234140003983	378.35

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	5/21/2025	P02122--JOANNA GONZALEZ	122234140003981	946.61
	5/21/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140003980	10,184.40
	5/21/2025	P02109--JACLYN PRADO	122234140003979	4,674.20
	5/21/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140003978	4,149.28
	5/21/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140003977	7,135.81
	5/21/2025	P02090--HERMELINDA VILLEDA	122234140003976	2,793.59
	5/21/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140003975	5,615.67
	5/21/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140003974	2,930.80
	5/21/2025	P02083--MARIA PAZ	122234140003973	7,258.97
	5/21/2025	P02080--MARIA F MARTINEZ	122234140003972	5,006.35
	5/21/2025	P02078--GUADALUPE AVILES LEYVA	122234140003971	2,838.22
	5/21/2025	P02051--ANA MARTINEZ	122234140003970	982.75
	5/21/2025	P02044--AYDE JAIME	122234140003969	5,303.91
	5/21/2025	P01999--BERENICE IBARRA	122234140003968	2,467.40
	5/21/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140003967	3,688.80
	5/21/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140003966	2,618.62
	5/21/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140003965	6,514.92
	5/21/2025	P01968--LOURDES PEREZ DE GARCIA	122234140003964	8,507.34
	5/21/2025	P01963--ELVIRA OCHOA GOMEZ	122234140003963	6,295.11
	5/21/2025	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140003962	5,347.66
	5/21/2025	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140003961	6,145.69
	5/21/2025	P01951--IRENE R SIXTOS	122234140003960	9,088.91
	5/21/2025	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140003959	2,104.35
	5/21/2025	P01943--GLORIA MORENO DE HERNANDEZ	122234140003958	1,813.36
	5/21/2025	P01936--ALMA E PEREZ	122234140003957	2,723.96
	5/21/2025	P01934--MARIA A MAGALLON OROZCO	122234140003956	5,072.03
	5/21/2025	P01928--ANGELINA VASQUEZ	122234140003955	1,853.00
	5/21/2025	P01917--DAISY ALMIDA GONZALEZ	122234140003954	8,227.09
	5/21/2025	P01910--ANDREA BUENROSTRO	122234140003953	9,834.37
	5/21/2025	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140003952	8,657.36
	5/21/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140003951	7,807.25
	5/21/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140003950	2,910.94
	5/21/2025	P01889--MARIA SANDRA L DE ESTRADA	122234140003949	6,759.27
	5/21/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140003948	12,939.95
	5/21/2025	P01867--IRMA AYALA CONTRERAS	122234140003947	2,931.21
	5/21/2025	P01865--DINA BEATRIZ GONZALEZ	122234140003946	4,010.67
	5/21/2025	P01853--MARIA C ZEPEDA DE NUNEZ	122234140003945	3,322.59
	5/21/2025	P01850--RUTH CARINA PAREDES	122234140003944	4,154.33
	5/21/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140003943	3,844.67
	5/21/2025	P01843--MARIANELA G ORTIZ	122234140003942	5,363.15
	5/21/2025	P01837--ISABEL C MEDINA DE GARCIA	122234140003941	1,726.10
	5/21/2025	P01809--CONSUELO PUGA	122234140003940	4,249.60
	5/21/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140003939	5,693.68
	5/21/2025	P01804--CECILIA ZAMORA	122234140003938	3,913.31
	5/21/2025	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140003937	2,316.39
	5/21/2025	P01789--MARIA G AYALA	122234140003936	5,793.18
	5/21/2025	P01782--MONICA MARTINEZ	122234140003935	1,911.91
	5/21/2025	P01765--VERONICA ALVAREZ	122234140003934	5,103.99
	5/21/2025	P01759--MARIBEL MEDINA VARGAS	122234140003933	890.74
	5/21/2025	P01755--BEATRIZ JACQUEZ NUNEZ	122234140003932	1,870.42
	5/21/2025	P01735--MARGARITA PADILLA BARAJAS	122234140003931	7,635.71
	5/21/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140003930	12,311.79
	5/21/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140003929	3,534.79
	5/21/2025	P01718--ONOFRE ZAMORA	122234140003928	10,138.52
	5/21/2025	P01702--ALICIA SANCHEZ	122234140003927	2,104.03
	5/21/2025	P01692--MARIA PAZ RUIZ	122234140003926	4,746.02

Bank	Date	Vendor	Document no.	Amount
	5/21/2025	P01685--SILVIA PRECIADO	122234140003925	1,752.90
	5/21/2025	P01666--PATRICIA SANCHEZ	122234140003924	5,029.45
	5/21/2025	P01664--ELIDA CRUZ	122234140003923	2,847.76
	5/21/2025	P01654--HILDA ARACELI ARAMBULA MORENO	122234140003922	2,817.07
	5/21/2025	P01652--TRINIDAD TINOCO	122234140003921	3,344.18
	5/21/2025	P01638--ELIZABETH GONZALEZ	122234140003920	2,120.87
	5/21/2025	P01628--DORA LUZ RIVERA	122234140003919	6,456.87
	5/21/2025	P01612--DOLORES VERDUZCO GALINDO	122234140003918	2,028.36
	5/21/2025	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140003917	1,938.95
	5/21/2025	P01561--ANA M. DAVILA	122234140003916	3,948.78
	5/21/2025	P01555--NORMA PATRICIA AVILA MOLINA	122234140003915	1,752.90
	5/21/2025	P01522--ALIDA MERCADO DE GARNICA	122234140003914	1,834.14
	5/21/2025	P01518--ROMELIA MORENO DE ESPINOZA	122234140003913	6,975.36
	5/21/2025	P01508--ROCELIA OROZCO LEMUS	122234140003912	2,036.87
	5/21/2025	P01507--MARIANA NAVA	122234140003911	5,132.24
	5/21/2025	P01493--NORMA LISA GUZMAN	122234140003910	3,169.04
	5/21/2025	P01484--LILIBETH GODOY	122234140003909	1,661.48
	5/21/2025	P01482--ROSA ANGELA ORTIZ	122234140003908	7,054.70
	5/21/2025	P01465--ESMERALDA ALCANTARA	122234140003907	2,408.64
	5/21/2025	P01460--MARILU GARZA	122234140003906	9,937.09
	5/21/2025	P01456--ESTHER MELENDREZ	122234140003905	1,507.98
	5/21/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140003904	13,849.44
	5/21/2025	P01414--MARIA SALOME IBARRA	122234140003903	922.20
	5/21/2025	P01382--LUZ MARIA VILLAGOMEZ	122234140003902	12,677.34
	5/21/2025	P01366--MARIA R GARCIA DE ARAMBULA	122234140003901	7,379.50
	5/21/2025	P01353--CARMEN BELTRAN	122234140003900	9,495.10
	5/21/2025	P01318--MARIA CONCEPCION CEJA	122234140003899	5,170.25
	5/21/2025	P01307--MELANEA FIERROS HIDALGO	122234140003898	4,462.94
	5/21/2025	P01304--MARIA GUADALUPE JAYME	122234140003897	4,715.24
	5/21/2025	P01298--LETICIA MORALES	122234140003896	7,273.31
	5/21/2025	P01288--DOLORES PALACIOS DE GUZMAN	122234140003895	13,386.51
	5/21/2025	P01285--ADELA GARCIA DE SOSA	122234140003894	9,584.51
	5/21/2025	P01280--SILVIA MEJIA	122234140003893	11,353.08
	5/21/2025	P01266--MARIA CARRILLO DE GUTIERREZ	122234140003892	5,536.95
	5/21/2025	P01256--ALMA R RANGEL	122234140003891	3,881.27
	5/21/2025	P01189--RAQUEL POSADAS DE GIRON	122234140003890	6,661.69
	5/21/2025	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140003889	7,201.40
	5/21/2025	P01177--SARA ESTELA POSADA	122234140003888	11,774.41
	5/21/2025	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140003887	4,741.43
	5/21/2025	P01128--VIRGINIA RANGEL	122234140003886	6,590.42
	5/21/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140003885	1,520.61
	5/21/2025	P01114--ROCIO SALAZAR	122234140003884	2,733.14
	5/21/2025	P01108--IMELDA MARIN DE JUAREZ	122234140003883	9,035.32
	5/21/2025	P01106--HILDA BARAJAS JUAREZ	122234140003882	2,057.42
	5/21/2025	P01105--ANGELICA MAGANA MARES	122234140003881	6,156.33
	5/21/2025	P01096--LAURA A RODRIGUEZ	122234140003880	6,653.22
	5/21/2025	P01091--BIVIANA MANRIQUEZ	122234140003879	11,966.69
	5/21/2025	P01075--ROSALBA GONZALEZ	122234140003878	11,177.43
	5/21/2025	P01067--ANNA V MENDEZ	122234140003877	943.88
	5/21/2025	P01054--IRMA VERONICA OSEGUERA	122234140003876	5,181.11
	5/21/2025	P01050--LILIA YAZMIN JUAREZ	122234140003875	8,683.61
	5/21/2025	P01027--MA L MONROY DE SEVILLA	122234140003874	1,933.85
	5/21/2025	P01024--MACARMEN LUCATERO	122234140003873	1,374.70
	5/21/2025	P01013--SUSIE MARIA REYNA	122234140003872	3,380.93
	5/21/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140003871	4,539.28
	5/21/2025	P00931--CARMEN MORALES DIAZ	122234140003870	7,740.11
	5/21/2025	P00903--PATRICIA HERNANDEZ	122234140003869	12,091.13

Bank	Date	Vendor	Document no.	Amount
	5/21/2025	P00852--ELISA GONZALES	122234140003868	6,374.66
	5/21/2025	P00837--AGUSTINA MORENO	122234140003867	1,885.10
	5/21/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140003866	1,244.35
	5/21/2025	P00818--MARICELA CORTEZ	122234140003865	9,076.03
	5/21/2025	P00810--MAGDA F. SALDIVAR	122234140003864	5,985.65
	5/21/2025	P00808--MERCEDES RODRIGUEZ	122234140003863	933.47
	5/21/2025	P00805--ELVA BORUNDA FLORES	122234140003862	9,579.47
	5/21/2025	P00773--ROSALINDA G. OCHOA	122234140003861	13,408.27
	5/21/2025	P00735--LAURA A GUTIERREZ	122234140003860	11,907.52
	5/21/2025	P00718--JUANA CORTEZ DE PEREZ	122234140003859	8,627.29
	5/21/2025	P00716--ELIZABETH MARTINEZ	122234140003858	922.20
	5/21/2025	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140003857	9,345.49
	5/21/2025	P00682--Bertha Moreno	122234140003856	5,357.47
	5/21/2025	P00608--ISABEL GARCIA	122234140003855	6,248.23
	5/21/2025	P00593--RITA GARCIA	122234140003854	10,984.71
	5/21/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140003853	3,510.47
	5/21/2025	P00489--ESPERANZA B TOBAR	122234140003852	1,847.11
	5/21/2025	P00478--VIRGINIA PEREZ	122234140003851	908.40
	5/21/2025	P00446--OLGA ZAMAGO	122234140003850	1,796.50
	5/21/2025	P00435--PATRICIA MUNOZ VASQUEZ	122234140003849	13,201.77
	5/21/2025	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140003848	1,752.81
	5/21/2025	P00402--YOLANDA MUNOZ	122234140003847	12,916.63
	5/21/2025	P00399--REMEDIOS MORENO ZAVALA	122234140003846	889.11
	5/21/2025	P00349--YOLANDA JUAREZ	122234140003845	5,461.88
	5/21/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140003844	10,173.87
	5/21/2025	P00251--EVANGELINA CERVANTES DE RAMOS	122234140003843	985.24
	5/21/2025	P00241--MARIA ELENA RODRIGUEZ	122234140003842	1,796.50
	5/21/2025	P00163--LETICIA G HERNANDEZ	122234140003841	6,805.25
	5/21/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140003840	5,918.83
	5/21/2025	P00090--MARIA ELENA CEJA	122234140003839	2,365.88
	5/21/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140003838	6,906.28
	5/21/2025	P00021--ANA ROSA M SANCHEZ	122234140003837	10,766.38
	5/21/2025	P00019--TERESA CAROLINA OROPEZA	122234140003836	6,086.35
	5/21/2025	P00014--LILIA ISORDIA DE RANGEL	122234140003835	4,372.14
	5/21/2025	P00004--EMILY RAMIREZ - KIDS N US DAYCARE	122234140003834	985.24
	5/21/2025	P00003--CATALINA CASTRO AYALA	122234140003833	12,307.29
	5/21/2025	P02510A--NUBIA IVETTE ACEVES RODRIGUEZ	122234140003832	661.22
	5/23/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140004281	534.88
	5/23/2025	P00735--LAURA A GUTIERREZ	303092	11,907.52
	5/23/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	303071	363.12
	5/23/2025	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	303089	700.00
	5/23/2025	V00738--NORTH OF THE RIVER RECR & PARK DIST	303082	4,797.00
	5/23/2025	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	303068	3,700.00
	5/23/2025	V00953--TAFT CITY SCHOOL DISTRICT	303088	4,923.64
	5/23/2025	V00947--SUNRISE VILLA PARTNERS	303087	700.00
	5/23/2025	V00932--STELLAR PLAZA LLC	303086	3,253.61
	5/23/2025	V00689--MERCED COUNTY OFFICE OF EDUCATION	303079	253.67
	5/23/2025	V02479--RONALD SHELAN	303085	5,538.00
	5/23/2025	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	303078	100.00
	5/23/2025	V02973--OMNI FAMILY HEALTH	303083	6,267.00
	5/23/2025	V02967--MORE THAN ONE DIMENSION, INC.	303081	1,800.00
	5/23/2025	V02227--CITY OF ARVIN	303069	652.38
	5/23/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	303080	450.00
	5/23/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	303076	2,200.00
	5/23/2025	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	303070	950.00
	5/23/2025	V00798--PREWITT FAMILY DECEDENTS TRUST	303084	925.00
	5/23/2025	V01041--VINELAND SCHOOL DISTRICT	303091	375.00

Bank	Date	Vendor	Document no.	Amount
	5/23/2025	V02690--HEARTS & LIVES	303075	550.00
	5/23/2025	V02680--G STREET PLAZA LLC	303074	444.57
	5/23/2025	V02673--FIRST 5 MADERA COUNTY	303072	1,223.14
	5/23/2025	V01005--TULARE COUNTY OFFICE OF EDUCATION	303090	500.00
	5/23/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	303073	5,004.92
	5/23/2025	V03157--KERN ISLAND INVESTORS, GP	303077	7,022.35
	5/23/2025	V03124--1020 CECIL LLC	303067	930.00
	5/23/2025	V02653--EAST HILLS ROADWAY ASSOCIATION	122234140004280	514.73
	5/23/2025	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140004279	9,555.00
	5/23/2025	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140004278	3,532.50
	5/23/2025	V03278--LODI MUSLIM MOSQUE	122234140004277	5,000.00
	5/23/2025	V03295--RANCHO DE STINE LLC	122234140004276	14,175.00
	5/23/2025	V03006--GRACE COMMUNITY CHURCH	122234140004275	5,578.80
	5/23/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140004274	10,225.00
	5/23/2025	V00718--M-R PROPERTIES	122234140004273	7,091.00
	5/23/2025	V03007--JANET Y YU	122234140004272	700.00
	5/23/2025	V00808--PROTEUS INC	122234140004271	500.00
	5/23/2025	V01087--ZREP LLC	122234140004270	3,950.17
	5/23/2025	V02150--5905 NILES ST LLC	122234140004269	4,020.41
	5/23/2025	V02796--MARK AND HELENE MCELYEA	122234140004268	4,000.00
	5/23/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140004267	21,097.00
	5/23/2025	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140004266	44,367.81
	5/23/2025	V03159--JOHN REY	122234140004265	1,875.00
	5/23/2025	V01072--YABITO CORPORATION	122234140004264	1,548.00
	5/23/2025	V03155--MH 3101 MALL VIEW ROAD, LLC	122234140004263	6,000.00
	5/23/2025	P00735--LAURA A GUTIERREZ	Voided - 12223414000386	-11,907.52
	5/27/2025	V04634--ERICA ESPINOZA PONCE	303093	1,275.56
	5/28/2025	V04639--CITIZENS BUSIENSS BANK	303226	25.00
	5/28/2025	V04641--SYED QAISAR RAZA KAZMI	303228	3,131.80
	5/28/2025	V00907--SOCALGAS	303227	94.72
	5/28/2025	V00907--SOCALGAS	Voided - 303193	-84.83
	5/28/2025	V03094--MASS MUTUAL	303165	8,929.00
	5/28/2025	V04572--ERICA FRIAS	303139	133.50
	5/28/2025	V00907--SOCALGAS	303193	84.83
	5/28/2025	V00846--ROUTE 66 BROADBAND LLC	303189	218.13
	5/28/2025	V03326--CLEMMER AND COMPANY REAL ESTATE SERVICES	303131	3,139.00
	5/28/2025	V04596--RENAISSANCE AT BAKER LP	303186	660.00
	5/28/2025	V03459--AIDE AVELAR	303111	133.50
	5/28/2025	V03894--ROSA CALLEJAS	303187	133.50
	5/28/2025	V03843--NAOMI IBARRA	303169	296.00
	5/28/2025	V03810--MARTHA ORDUNA	303163	133.50
	5/28/2025	V03758--LOUIS RODRIGUEZ	303157	296.00
	5/28/2025	V03740--Liliana Altamirano	303156	133.50
	5/28/2025	V04629--YESENIA MOLINARES	303223	133.50
	5/28/2025	V00166--CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.	303122	22,363.36
	5/28/2025	V04635--HOUSING AUTHORITY OF THE COUNTY OF KERN	303148	1,848.00
	5/28/2025	V02100--SUMMERHILL BAKERSFIELD AR LP	303212	2,478.00
	5/28/2025	V00368--FATIMA ECHEVERRIA	303141	298.00
	5/28/2025	V04203--MARTIN GONI	303164	296.00
	5/28/2025	V03051--GINA MARTINEZ	303146	218.00
	5/28/2025	V00370--FEDEX	303142	95.55
	5/28/2025	V00801--PRODUCERS DAIRY FOODS INC	303184	252.80
	5/28/2025	V00207--CINTAS CORPORATION #668	303127	434.62
	5/28/2025	V00216--CITY OF STOCKTON	303130	63.57
	5/28/2025	V00216--CITY OF STOCKTON	303129	59.00
	5/28/2025	V00216--CITY OF STOCKTON	303128	57.36
	5/28/2025	V00919--SPECTRUM	303199	229.20

Bank	Date	Vendor	Document no.	Amount
	5/28/2025	V01009--ULINE	303215	98.58
	5/28/2025	V03846--NATIVIDAD VALDOVINOS GUTIERREZ	303170	300.00
	5/28/2025	V04141--BEATRIZ PLASENCIA	303120	70.00
	5/28/2025	V04575--LOWE'S COMPANIES, INC.	303158	2,042.72
	5/28/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	303210	165.20
	5/28/2025	V00330--EL CONCILIO CALIFORNIA	303138	225.00
	5/28/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	303134	18,200.00
	5/28/2025	V00302--DINGO ENTERPRISES INC	303136	1,059.34
	5/28/2025	V00014--Accrue Solutions Holding Co, LLC	303109	285.00
	5/28/2025	V00624--LOWES COMPANIES INC	303159	249.50
	5/28/2025	V00192--CHARLIE'S DAY & NITE, INC.	303124	931.76
	5/28/2025	V01063--WESTERN PROPANE SERVICE	303222	798.00
	5/28/2025	V00787--PG&E	303183	5,248.34
	5/28/2025	V01012--UNITED RENTALS INC	303216	204.70
	5/28/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	303211	123.30
	5/28/2025	V03403--VALERIA VALDEZ LOPEZ	303218	169.40
	5/28/2025	V00389--FLYERS ENERGY LLC	303144	899.41
	5/28/2025	V03430--SPECTRUM/CHARTER	303207	945.00
	5/28/2025	V03430--SPECTRUM/CHARTER	303206	220.00
	5/28/2025	V04614--BRANDON NGUYEN	303121	31.50
	5/28/2025	V00917--SOUTHWEST GAS CORPORATION	303195	11.00
	5/28/2025	V03279--MADERA SECURE STORAGE, LLC	303161	35.00
	5/28/2025	V03288--OASIS AIR AND SOLAR	303172	3,900.00
	5/28/2025	V00194--CHARTER COMMUNICATIONS	303125	126.25
	5/28/2025	V00094--AT&T	303117	1,338.65
	5/28/2025	V00914--SOUTHERN CALIFORNIA EDISON	303194	1,853.10
	5/28/2025	V03430--SPECTRUM/CHARTER	303205	180.00
	5/28/2025	V00683--MCWILLIAMS & WALDEN INC	303166	385.61
	5/28/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	303209	156.25
	5/28/2025	V03430--SPECTRUM/CHARTER	303204	219.99
	5/28/2025	V03430--SPECTRUM/CHARTER	303203	200.00
	5/28/2025	V03172--OFFICE1 LEASING	303182	392.03
	5/28/2025	V03430--SPECTRUM/CHARTER	303202	219.99
	5/28/2025	V03430--SPECTRUM/CHARTER	303201	499.00
	5/28/2025	V03430--SPECTRUM/CHARTER	303200	301.11
	5/28/2025	V00252--COUNTY OF KERN PUBLIC WORKS	303135	41.70
	5/28/2025	V00854--SAFEWAY INC VONS DIVISION	303190	71.69
	5/28/2025	V03172--OFFICE1 LEASING	303181	125.39
	5/28/2025	V03172--OFFICE1 LEASING	303180	126.84
	5/28/2025	V03172--OFFICE1 LEASING	303179	170.61
	5/28/2025	V03172--OFFICE1 LEASING	303178	171.00
	5/28/2025	V03172--OFFICE1 LEASING	303177	171.00
	5/28/2025	V03172--OFFICE1 LEASING	303176	260.22
	5/28/2025	V03172--OFFICE1 LEASING	303175	570.35
	5/28/2025	V03172--OFFICE1 LEASING	303174	1,849.52
	5/28/2025	V00374--FERGUSON ENTERPRISES INC #1350	303143	19.44
	5/28/2025	V00093--AT&T	303116	205.10
	5/28/2025	V00919--SPECTRUM	303198	211.23
	5/28/2025	V00092--AT&T	303115	3,166.18
	5/28/2025	V00953--TAFT CITY SCHOOL DISTRICT	303213	2,562.00
	5/28/2025	V04396--SANDRA MEJIA ESPARZA	303192	191.80
	5/28/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	303217	14,570.24
	5/28/2025	V03391--MARISELA GONZALEZ	303162	65.80
	5/28/2025	V03389--LIGIA JOHNSON	303155	176.20
	5/28/2025	V03367--VALERIE CAMACHO	303219	352.80
	5/28/2025	V03405--NICOLE CALLAHAN	303171	205.80
	5/28/2025	V03396--MICHELLE OLIVEROS	303167	74.20

Bank	Date	Vendor	Document no.	Amount
	5/28/2025	V03429--TiYONNA MITCHELL	303214	327.25
	5/28/2025	V03377--ALEJANDRA BAHENA	303112	150.50
	5/28/2025	V04631--Arnoldo Galindo Castro	303114	106.40
	5/28/2025	V03370--ROSLYN CRUZ	303188	403.70
	5/28/2025	V02986--ZAULDA MASHEL WATSON	303224	203.96
	5/28/2025	V04459--SPECIALTY TRIM AND AWNING INC	303196	1,732.00
	5/28/2025	V00229--COMCAST CORPORATION	303133	1,786.14
	5/28/2025	V00229--COMCAST CORPORATION	303132	1,785.97
	5/28/2025	V00592--LAKESHORE EQUIPMENT COMPANY	303153	11,456.41
	5/28/2025	V04427--AZUGA INC	303118	495.00
	5/28/2025	V01022--VALLEY PROPANE SERVICE	303220	798.00
	5/28/2025	V03190--ALPHA MEDIA LLC	303113	350.00
	5/28/2025	V00169--CALIFORNIA WATER SERVICE	303123	774.88
	5/28/2025	V03172--OFFICE1 LEASING	303173	302.78
	5/28/2025	V00919--SPECTRUM	303197	225.24
	5/28/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	303208	156.25
	5/28/2025	V04621--MIRANDA TAPA	303168	65.00
	5/28/2025	V04310--JESSICA CARRASCO	303150	102.65
	5/28/2025	V04159--Estela Corrales	303140	223.50
	5/28/2025	V04622--MA ELENA CORNEJO DE RODRIGUEZ	303160	90.00
	5/28/2025	V04620--ADRIANA AREVALO	303110	90.00
	5/28/2025	V03598--EDILU VEGA	303137	70.00
	5/28/2025	V03967--VERONICA AMAYA	303221	1,480.00
	5/28/2025	V03710--KATHERINE LEONARDO	303151	90.00
	5/28/2025	V04528--RELIANCE FENCE COMPANY INC	303185	481.00
	5/28/2025	V00102--BAKERSFIELD COLLEGE	303119	217.00
	5/28/2025	X0386--SAGASER WATKINS & WIELAND PC	303191	2,684.00
	5/28/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	303147	5,818.74
	5/28/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	303225	197.00
	5/28/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	303154	28,431.47
	5/28/2025	V04305--JEFFREY MARSH	303149	292.70
	5/28/2025	V00206--CHRISTOPHER PERCIVAL	303126	1,770.44
	5/28/2025	V04524--GALAXY DIGITAL, LLC	303145	350.00
	5/28/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	303152	353.67
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004472	1,267.98
	5/28/2025	V00286--DELL TECHNOLOGIES, INC.	122234140004471	715.38
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004470	19,880.55
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004469	8,878.75
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004468	1,398.20
	5/28/2025	V00286--DELL TECHNOLOGIES, INC.	122234140004467	2,008.75
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004466	1,185.17
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004465	953.62
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004464	640.68
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004463	343.08
	5/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140004462	74.99
	5/28/2025	V02411--MARISELA GONZALEZ	122234140004461	133.50
	5/28/2025	V03366--RHINA PEREZ	122234140004460	133.50
	5/28/2025	V03374--ADRIANA LOPEZ	122234140004459	133.50
	5/28/2025	V03385--GABRIELA PADILLA	122234140004458	133.50
	5/28/2025	V03584--DENISE COOPER	122234140004457	133.50
	5/28/2025	V03631--GABRIELLE ALEXANDER	122234140004456	296.00
	5/28/2025	V03641--GLORIA BARBERO	122234140004455	203.00
	5/28/2025	V03645--GLORIANA TEIXEIRA	122234140004454	133.50
	5/28/2025	V03741--LILIANA GONZALEZ GABRIEL	122234140004453	203.00
	5/28/2025	V03849--NELLY MENDOZA	122234140004452	203.00
	5/28/2025	V03879--RASHI STROTHER	122234140004451	203.00
	5/28/2025	V03948--TERESA MARTINEZ	122234140004450	133.50

Bank	Date	Vendor	Document no.	Amount
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004449	23.00
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004448	23.00
	5/28/2025	V03191--VAL-PRO, INC	122234140004447	333.95
	5/28/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004446	355.00
	5/28/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140004445	15.18
	5/28/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140004444	440.00
	5/28/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140004443	1,371.26
	5/28/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140004442	205.70
	5/28/2025	V00770--PAPER CONNECTION INC	122234140004441	1,439.38
	5/28/2025	V00704--MISSION LINEN SUPPLY	122234140004440	742.25
	5/28/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140004439	509.50
	5/28/2025	V00022--ADOBE INC	122234140004438	237.90
	5/28/2025	V00704--MISSION LINEN SUPPLY	122234140004437	1,166.01
	5/28/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140004436	140.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004435	155.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004434	286.00
	5/28/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140004433	9,498.94
	5/28/2025	V00874--SAVE MART SUPERMARKETS	122234140004432	891.21
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004431	3,018.75
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004430	228.00
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004429	228.00
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004428	132.00
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004427	96.00
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004426	9.00
	5/28/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140004425	3,205.76
	5/28/2025	V00182--CDW LLC	122234140004424	5,978.72
	5/28/2025	V00182--CDW LLC	122234140004423	2,202.50
	5/28/2025	V00182--CDW LLC	122234140004422	1,850.10
	5/28/2025	V00182--CDW LLC	122234140004421	1,370.00
	5/28/2025	V00182--CDW LLC	122234140004420	902.40
	5/28/2025	V00128--BRADY INDUSTRIES	122234140004419	3,868.35
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004418	140.00
	5/28/2025	V03195--ASANA, INC	122234140004417	591.77
	5/28/2025	V03191--VAL-PRO, INC	122234140004416	277.00
	5/28/2025	V01062--WESTED	122234140004415	2,250.00
	5/28/2025	V03169--PARAMOUNT TECHNOLOGIES, INC. DBA PAIRSOFT	122234140004414	10,980.00
	5/28/2025	V03366--RHINA PEREZ	122234140004413	100.80
	5/28/2025	V00937--STINSON STATIONERS	122234140004412	401.34
	5/28/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140004411	330.00
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004410	624.23
	5/28/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140004409	1,276.00
	5/28/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140004408	1,850.00
	5/28/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140004407	1,249.53
	5/28/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140004406	103.50
	5/28/2025	V00595--LAMONT GENERAL STORE	122234140004405	4.32
	5/28/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004404	514.95
	5/28/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140004403	146.16
	5/28/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140004402	750.00
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004401	220.73
	5/28/2025	V00312--DONAHUE TRUCK CENTERS	122234140004400	3,585.01
	5/28/2025	V00182--CDW LLC	122234140004399	228.82
	5/28/2025	V00127--BOOT BARN	122234140004398	155.87
	5/28/2025	V00127--BOOT BARN	122234140004397	126.64
	5/28/2025	V00029--ADVANCED DATA STORAGE	122234140004396	36.61
	5/28/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140004395	965.05
	5/28/2025	V03188--ACCO ENGINEERED SYSTEMS, INC.	122234140004394	840.00
	5/28/2025	V01044--W W GRAINGER INC	122234140004393	255.68

Bank	Date	Vendor	Document no.	Amount
	5/28/2025	V03186--BLUETRITON BRANDS INC	122234140004392	239.59
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004391	20.15
	5/28/2025	V00770--PAPER CONNECTION INC	122234140004390	269.95
	5/28/2025	V02330--JEREMY T TOBIAS	122234140004389	75.00
	5/28/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140004388	889.16
	5/28/2025	V03186--BLUETRITON BRANDS INC	122234140004387	3.67
	5/28/2025	V03186--BLUETRITON BRANDS INC	122234140004386	731.11
	5/28/2025	V04034--RINGCENTRAL INC.	122234140004385	20,403.91
	5/28/2025	V03867--PATRICIA ROBLES WESLEY	122234140004384	176.40
	5/28/2025	V03822--MELISSA DELA GARZA	122234140004383	107.10
	5/28/2025	V03407--CINDY RUIZ	122234140004382	50.40
	5/28/2025	V03406--KATHYA CORRALES VARGAS	122234140004381	40.60
	5/28/2025	V03402--VERLINDA DENWITTY	122234140004380	146.30
	5/28/2025	V03398--OLGA CASTRO	122234140004379	170.80
	5/28/2025	V03397--MAEGAN ROUSE	122234140004378	340.90
	5/28/2025	V03388--KAREN RIOS	122234140004377	430.50
	5/28/2025	V03385--GABRIELA PADILLA	122234140004376	138.60
	5/28/2025	V03384--GLORIA GONZALEZ	122234140004375	112.70
	5/28/2025	V03380--CARITINA PEREZ	122234140004374	240.10
	5/28/2025	V03376--ANGELICA PALMA	122234140004373	149.10
	5/28/2025	V03374--ADRIANA LOPEZ	122234140004372	140.00
	5/28/2025	V03365--MANUEL BALTIER	122234140004371	104.00
	5/28/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140004370	7,080.00
	5/28/2025	V03070--RELIABLE ENERGY MANAGEMENT, INC.	122234140004369	16,031.30
	5/28/2025	V02958--MARIA D FLORES TORRES	122234140004368	286.30
	5/28/2025	V03353--Cynthia Magdaleno	122234140004367	59.00
	5/28/2025	V03065--PIUSER STONE AND TILE, INC.	122234140004366	57,870.00
	5/28/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140004365	1,119.85
	5/28/2025	V03331--TINA MOUA	122234140004364	90.00
	5/28/2025	V03260--DR MARIA CHURCH INTERNATIONAL LLC	122234140004363	14,501.40
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004362	140.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004361	129.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004360	64.00
	5/28/2025	V03186--BLUETRITON BRANDS INC	122234140004359	206.65
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004358	470.03
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004357	468.69
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004356	423.72
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004355	354.59
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004354	329.85
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004353	199.67
	5/28/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004352	83.99
	5/28/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140004351	1,276.00
	5/28/2025	V00099--AUTOCELL ELECTRONICS, INC.	122234140004350	7,043.76
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004349	57.60
	5/28/2025	V03637--GIRLHENE SORIANO	122234140004348	102.65
	5/28/2025	V00697--MICROSOFT CORPORATION	122234140004347	56.00
	5/28/2025	V03186--BLUETRITON BRANDS INC	122234140004346	3,752.99
	5/28/2025	V04543--DEBORAH JOHNSON	122234140004345	192.00
	5/28/2025	V00794--PLC SYSTEM SERVICES LLC	122234140004344	670.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004343	286.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004342	64.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004341	129.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004340	155.00
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004339	286.00
	5/28/2025	V03174--OFFICE IMAGING, INC	122234140004338	183.39
	5/28/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140004337	12,688.47
	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004336	129.00

Bank	Date	Vendor	Document no.	Amount
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	5/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140004334	64.00
	5/28/2025	P02431--ROCIO VERONICA MUNIZ CERECEDA	303106	1,982.55
	5/28/2025	P02426--ANNA DELFINA REYES	303094	11,770.24
	5/28/2025	P02679--ROSELIA MADERA CALDERA	303108	1,851.04
	5/28/2025	P02639--CARMELITA JACINTA MORALES MEJIA	303096	622.38
	5/28/2025	P02596--BRIGHT FUTURES PRESCHOOL 2	303095	1,012.91
	5/28/2025	P02758--MA DEL CARMEN FLORES VALLECILLO	303101	602.40
	5/28/2025	P02840--MAURA J CHAVOLLA	303103	3,412.96
	5/28/2025	P02883--NORMA TORRES BALLESTEROS	303104	1,246.08
	5/28/2025	P02300--ELOISA MONTES DE ROMERO	303099	2,932.21
	5/28/2025	P02160--ROSALBA CABRAL	303107	1,063.46
	5/28/2025	P02895--MARIA LEPE GARCIA	303102	1,638.85
	5/28/2025	P02881--PERLA GUADALUPE DIAZ MORENO	303105	1,272.81
	5/28/2025	P02774--JOSEFA HERNANDEZ DE RODRIGUEZ	303100	2,632.43
	5/28/2025	P02809--DOMINGO I BASURTO	303098	1,034.80
	5/28/2025	P02831--CINDY G CORONA	303097	2,872.77
	5/28/2025	P02888--FANY J PEREZ DE RAMIREZ	122234140004333	1,229.22
	5/28/2025	P02869--DINA GONZALEZ	122234140004332	2,845.11
	5/28/2025	P02835--LORENA QUINTERO	122234140004331	2,989.20
	5/28/2025	P02826--SILVIA LEMUS DE OROSCO	122234140004330	177.49
	5/28/2025	P02755--LORRAINE DIAZ	122234140004329	2,800.56
	5/28/2025	P02739--CELESTINA ANDREAH CONTRERAS	122234140004328	584.68
	5/28/2025	P02701--LOURDES DE MOYA DE CAMILO	122234140004327	2,621.52
	5/28/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140004326	9,715.06
	5/28/2025	P02637--DEANNA RAMIREZ	122234140004325	1,911.91
	5/28/2025	P02616--HERMELINDA BRICENO NOH	122234140004324	1,607.21
	5/28/2025	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	122234140004323	5,930.78
	5/28/2025	P02609--ROSAURA IBARRA OROZCO	122234140004322	1,902.97
	5/28/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140004321	3,221.54
	5/28/2025	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140004320	1,292.98
	5/28/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140004319	11,360.02
	5/28/2025	P02544--ANABEL A MARTINEZ	122234140004318	1,363.24
	5/28/2025	P02537--MIRIAM GOMEZ ZARATE	122234140004317	2,793.54
	5/28/2025	P02535--JESSICA MICHELLE ANDRADE	122234140004316	2,797.72
	5/28/2025	P02513--ESMERALDA Y GONZALES	122234140004315	1,688.47
	5/28/2025	P02480--NYELI GONZALEZ	122234140004314	1,234.06
	5/28/2025	P02464--Gladys Isela Rodriguez	122234140004313	225.73
	5/28/2025	P02463--Yadira Rebolledo	122234140004312	3,773.99
	5/28/2025	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140004311	3,490.25
	5/28/2025	P02403--JANETH REYNOSA CASILLAS	122234140004310	1,671.64
	5/28/2025	P02396--ANA MARIA RAMIREZ MEJIA	122234140004309	3,154.58
	5/28/2025	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140004308	3,613.33
	5/28/2025	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140004307	1,645.24
	5/28/2025	P02318--MILCA REBEKAH PEREZ	122234140004306	1,200.95
	5/28/2025	P02284--ANDREA GUADALUPE DIAZ	122234140004305	1,886.52
	5/28/2025	P02218--ADELA RUIZ	122234140004304	3,450.12
	5/28/2025	P02217--MARIA LUISA CASAS	122234140004303	10,070.77
	5/28/2025	P02210--ANA HERMELINDA SANTOS PACHECO	122234140004302	10,766.64
	5/28/2025	P02209--MARYPAZ MAGANA	122234140004301	4,097.72
	5/28/2025	P02173--BERTHA CONTRERAS	122234140004300	2,858.61
	5/28/2025	P02161--SANDRA MARTINEZ VARELA	122234140004299	1,945.56
	5/28/2025	P02044--AYDE JAIME	122234140004298	400.71
	5/28/2025	P02036--VIRGINIA FERREIRA	122234140004297	9,903.03
	5/28/2025	P01981--EDITH DE LEON	122234140004296	1,760.35
	5/28/2025	P01941--JUANA RAMOS MUNOZ	122234140004295	1,507.98
	5/28/2025	P01919--MARIA FRANCISCA MENA	122234140004294	8,916.69

Bank	Date	Vendor	Document no.	Amount
	5/28/2025	P01806--MARIA E SANCHEZ DE GOMEZ	122234140004293	6,992.42
	5/28/2025	P01802--SAIDY LORENA MAYEN	122234140004292	6,894.83
	5/28/2025	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140004291	7,935.95
	5/28/2025	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140004290	4,598.39
	5/28/2025	P01373--ELOISA LEMUS	122234140004289	2,834.11
	5/28/2025	P01033--BLANCA ESTELA JIMENEZ	122234140004288	928.39
	5/28/2025	P00966--ELIDIA O RANGEL	122234140004287	3,011.30
	5/28/2025	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140004286	7,337.76
	5/28/2025	P00661--SOCORRO A MENDOZA	122234140004285	3,948.78
	5/28/2025	P00524--IRMA GUTIERREZ	122234140004284	3,536.91
	5/28/2025	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140004283	12,259.60
	5/28/2025	P00043--MARIA TERESA ALANIS	122234140004282	3,586.20
	5/29/2025	V04544--ELAN	45778	46,143.48
	5/29/2025	V03889--RITA FREGOSO	303230	1,021.27
	5/29/2025	V04644--NEVAEH NATALIE GONZALES	303229	788.71
	5/30/2025	V04646--MARIA DE LA LUZ AYALA	303231	1,664.78
Total for CBB - Operating Acct				**6,371,433.55**

MEMORANDUM

To: Executive Committee
Maria Contreras

From: Maria Contreras, Director of Facilities

Jerry Meade, Assistant Director – Program

Date: July 16, 2025

Subject: *Agenda Item IV(d):* Change Order Angela Martinez Design Build Project – **Action Item**

Background
As the Board may recall the North of the River Recreation and Park District elected not to renew CAPK's lease for the Willow Tree classroom spaces, as a result it became necessary to identify an alternative solution to ensure continuity of services for the upcoming 2025–2026 school year. Unfortunately, efforts to locate suitable alternative classroom space proved unsuccessful. Given these constraints, CAPK determined that the Angelea Martinez site—although not originally scheduled for expansion—would be renovated to accommodate two new Head Start classrooms.

Due to the compressed timeframe to ensure the site is operational by the start of the next school year, an expedited design-build Request for Proposals (RFP) process was conducted. This limited the time available to develop detailed bid documents and for prospective contractors to conduct comprehensive pre-bid assessments.

Current Events
The project was awarded to Custom L&A Construction, who promptly began the design phase in collaboration with their engineering team. During this design and engineering process, several unforeseen issues were identified:

Certain elements of the original concept did not meet current building code requirements and needed redesign. The areas addressed by the engineer were related to framing, electrical, and plumbing, all of which had a direct and immediate impact on our original scope of work, budget, and timeline.

- Framing: The engineer required that walls be extended to the underside to roof system and mechanically fastened.

- Plumbing: City required an additional adult and one child restroom which required reconfiguration of the space.

- Electrical: Existing subpanel was outdated and could not accept additional circuits, requiring an upgraded panel and service leads.

CAPK identified operational improvements and modifications during the design phase that would enhance classroom functionality and safety, leading to scope enhancements.

These factors combined have resulted in a proposed change order in the amount of $124,000, bringing the total contract amount to $296,000. The contract as revised exceeds the spending threshold of the chief executive officer and requires approval.

Funding is available within the Head Start grant to support these renovations. Once completed, the Angela Martinez Child Development Center will support five Head Start Preschool classrooms and three Early Head Start Classrooms serving 105 children.

Recommendation:
Staff recommend the Executive Committee approve the change order to the Custom L & A Construction contract and authorize the Chief Executive Officer to execute the contract as revised.

Attachments:
Change order #1
Contract with L&A Construction

Change Order Request Form

Change Order No.: 1 Contract No.: _____

To: CUSTOM L&A CONSTRUCTION
531 SUMNER ST #A
Bakersfield, CA 93305

Date: 7/15/2025

Project Name: 4032 Jewett Ave, Bakersfield, CA 93312

Under our Agreement dated: 4/30/2025

You hereby are authorized and directed to make the following change(s) in accordance with terms and conditions of the agreement:

Change Order: DEMO, PAINT AND LIGHTING

For the additive (deductive) sum of: $ 124,438

Original Agreement Amount	$	172,000
Sum of Previous Changes	$	0
This Change Order Add(Deduct)	$	124,438
Present Agreement Amount	$	296,438

The time for completion shall be increased/decreased by 45 calendar days due to this Change Order. Accordingly, the Contract Time is now 105 calendar days. Your acceptance of this Change order shall constitute a modification to our agreement and will be preformed subject to all the same terms and conditions in our agreement indicated above, as fully as if the same were repeated in this acceptance.

The Adjustment, if any, to this agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.

Accepted: _____

By: _____
CUSTOM L&A, Contractor

By: _____
Jeremy Tobias, Chief Executive Officer

CUSTOM L&A CONSTRUCTION

Business Number 661-246-9174

531 Sumner St #A

Bakersfield

93305

LIC#1068792

CUSTOML.ACONSTRUCTION@GMAIL.COM

CHANGE ORDER - JEWETT

INV0331

DATE

Jul 8, 2025

DUE

On Receipt

BALANCE DUE

USD $124,437.50

BILL TO

CAPK

4032 Jewett

Bakersfield

mariana.rios@capk.org

DESCRIPTION	RATE	QTY	AMOUNT
Demolition 1. Demolish wall: 12ft 8 inches by 8 ft. Demolish drywall-FRP $1997.00 2. Installation 2x6- Framed 12ft wide and 12 ft high (2x6s) scewed, fastening the framing to cement. Drywall 5/8 on both sides of wall. Taped . textured and paint on the wall of classrooms. The bathroom wall has FRP. $4490.00 3. Expanded existing bathroom.Removed tbar, framed new addition. Put insulation, drywall, tape, texture and paint. $5980.00 4. Classroom # 2:Removed 2 metals (44 linear feet) that separated the Tbar (used as curtains) Install new metal to install new complete panels $4920.00 5. Classroom # 1 : removed a metal 22 linear feet that held the tbar and was used as a curtain. Install new metal to install new complete panel $2460.00 6. As per the original estimate # 7, framing was to 9 ft tall (reguel) but per engineer, it needs to be 12 ft tall and sustained by the metal roof beam. $6200.00 7. Remove two 10" ducts with two 12"ducts, that will be split.	$116,407.50	1	$116,407.50

DESCRIPTION	RATE	QTY	AMOUNT

One split will provide two ducts for the classroom # 2 and the other will provide two duct for the hallway. Add a new return at the hallway. install 4 ceiling registers (24 x 24) and one return $7984.00

8. Change 3 pieces of Tbar(24" by 48") $255.00

9.Remove flooring (16 ft long by 3 ft 8 inch. wide in the hallway next to the bathrooms. Install LVC and cove base. $1900.00

10. Staff bathroom: removed toilet, doors and stalls. Demolished existing floor (7ft 7 inches by 12ft 11 inches) install LVC and cove and metal trim above cove. $3915.00

11. Boys / girls bathroom: removed door and stalls. Demolished floor (7ft 3 inches by 12 ft 3 inches). Install LVC and cove and metal trim above the cove.(12ft 2 inches by 12ft) $5584.00

12. Classroom #2- Four-way electrical switch for lights. Remove drywall in areas where switches will be installed. T Bar to be move so wire can be ran. Install new wire to connect to the breaker box. Install new drywall, patch tape, and texture. Reinstall T Bar and insulation. $4895.00

13. Classroom # 1: add an additional sink and cabinet combo. Connect to cold water supply line. Install to drain fitting and route to existing drain, Connect Faucet. $2500.00

14. Classroom # 2: add an additional sink and cabinet combo. Connect to cold water supply line. Install to drain fitting and route to existing drain, Connect Faucet $2500.00

15. Run electrical wiring for outlets. Install electrical outlets on new wall in classroom # 1 & 2 and hallway. $5800.00

16. Boys /girls bathroom demolish concrete floor connect piping from main to where wall sink will be installed. demolished, concrete to run piping for three new toilets. also capped 5 existing pipes.. Removed concrete at existing toilet to be able to cap pipes, cut concrete to be able to run drainage to the middle of the bathroom. Will repour concrete after inspection. $7580.00

17. Boys/ girls bathroom: demolished FRP, drywall in the area where the new sink will be installed. will run piping for water & drainage for sink. Install new drywall and tape. $1900.00

18. remove braker box in hallway, re-install wiring needs upgrade will be required by city per engineer. new main braker box and reinstalled brakers. during process, there was remove of drywall and insulation to be able to run wire. install new drywall, insulation, tape and texture $16970.00

19. Boys/ girls bathroom: Install FRP in all four walls (8 ft high

DESCRIPTION	RATE	QTY	AMOUNT
by 48 ft wide) $3150.00 20.Staff bathroom: Install FRP on two walls (8 ft high by 8 ft wide) $787.50 21. In new hallway: demolished all T bar and insulation (4 ft 6 inches wide by 47 ft long) install new T bar & insolation $12760.00 22.Classroom # 2: Removed t bar & insolation (20 inches wide by 40 feet long). at new wall add additional t Bar & insolation(20 inches wide by 40 feet long) . Classroom # 1: Removed t bar & insolation (20 inches wide by 19 feet long). at new wall add additional t Bar & insolation (20 inches wide by 19 feet long) $5600.00 23. At new door in hallway, the removal of existing electrical wire and outlet. The outlet will be installed in classroom #1 $480.00 24. Classroom #1: Five-way electrical switch for lights. Remove drywall in areas where switches will be installed. T Bar to be move so wire can be ran. Install new wire to connect to the breaker box. Install new drywall, patch tape, and texture. $5800.00			
Reno T - painting paint the reno T . move the panels and insolation to be able to paint reno T. Reinstall the panels and insolation	$2,100.00	1	$2,100.00
Lighting Remove 34 light panels (24 inches by 48 inches). Install 29 LDS light panels (24 inches by 48 inches)	$5,930.00	1	$5,930.00

Payment Info

PAYPAL

https://paypal.me/CUSTOMLA?country.x=US&locale.x=en_US

TOTAL	$124,437.50
BALANCE DUE	**USD $124,437.50**

Community Action Partnership of Kern
1300 18TH ST, STE 200 • Bakersfield, CA 93301
P: (661) 336-5236

ACCOUNT CODE:
Contract Log:

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 30TH day of April, 2025 by and between Custom L&A Construction ("Vendor") and Community Action Partnership of Kern ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **SERVICES.**
   a. **SCOPE**. Vendor shall provide CAPK with the services identified in **Attachment A** (the "Services") which is incorporated herein by reference as if set forth fully herein. The specific details including the scope of the Services, timing and location of performance shall be as set forth in **Attachment A**.
   b. **VENDOR QUALIFICATIONS AND COMPLIANCE WITH LAWS**. Vendor and all persons engaged by Vendor to perform the Services shall possess all necessary licensing, training, permits and experience to perform the Services, safely, in a workmanlike and professional manner according to best practices. Vendor shall comply with all laws and regulations bearing on the Services. If any portions of the Services will involve work requiring governmental permission or approval, including but not limited to a permit, Vendor shall secure such permission or approval as required to perform the Services, before commencing such Services.
   c. **VENDOR PROJECT MANAGEMENT**. Vendor shall perform the Services in a timely manner and shall keep CAPK informed of progress and any developments that may affect the timeline for the completion of the Services or cause any variance to the Services as described on **Attachment A**. CAPK shall provide on a timely basis all information and documents requested by Vendor necessary for Vendor's effective representation of CAPK's interests in performing the Services.
   d. **CHANGES IN WORK**. During the course of providing the Service, CAPK may require changes in their scope. Such changes, including any increase or decrease in the amount of the Vendor's fees for such changes shall be agreed to by the parties in writing, through an addendum to this Agreement, at which time the scope of work shall be changed in accordance therewith. Vendor shall not deviate from the Services identified in **Attachment A** without such written amendment. Vendor shall not be entitled to any change in compensation for performing work that deviates from the Services identified in Exhibit A, that is not approved by CAPK in writing, prior to the performance of such Services.
   e. While performing the Services, Vendor shall abide by all instructions provided by CAPK and shall ensure that Vendor and all persons engaged by Vendor to perform the Services conduct themselves in a professional manner.

2. **TERM.**
   a. This agreement shall be effective, and all Services shall be provided for that period of time from May 1st, 2025, through June 30th, 2025.

3. **TERMINATION.**
   a. **TERMINATION BY CAPK**. CAPK may discharge Vendor at any time, for any reason, by written notice provide according to this agreement, which shall be effective immediately if hand-delivered to Vendor, or upon forty-eight (48) hours of mailing such written notice. Unless specifically agreed to between Vendor and CAPK, Vendor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice. Vendor shall be entitled to compensation for satisfactory work completed by Vendor, and all unfinished work in any form shall, at the option of CAPK, become CAPK's property.
   b. **TERMINATION BY VENDOR.** Vendor may terminate this Agreement for a material breach by CAPK that is not cured within sixty (60) days' notice of such breach to CAPK.
   c. **TERMINATION BY MUTUAL AGREEMENT**. The parties may mutually terminate this Agreement at any time by mutual agreement in writing.

4. **PAYMENT FOR SERVICES.**

a. **INVOICES**. Services shall be billed according to **Attachment A**. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in **Attachment A**. Final payment will be released once all Davis Bacon has been reviewed and found to be accurate.

Vendor shall mail all invoices, with required detail, to:

Community Action Partnership of Kern,
Attn: Accounts Payable,
1300 18TH Street, Suite 200,
Bakersfield, CA 93301.

b. **PAYMENT OF INVOICES/DISPUTES**. CAPK shall make payment of an undisputed portion of a Vendor invoice within forty-five (45) days from the date the original invoice is received at CAPK's Finance Department. CAPK shall identify any dispute as to invoicing within thirty (30) of receipt of the invoice containing a disputed charge. Notwithstanding any provision in this Agreement, non-payment of a portion of any portion of a disputed invoice of Vendor shall not be grounds for Vendor to terminate this Agreement.

c. **BILLING LIMITATION**. Unless Vendor and CAPK otherwise agree in writing, Vendor billing to CAPK according to this Agreement shall not exceed $172,000.00 identified in **Attachment A**.

5. **RELATIONSHIP OF PARTIES.**

a. **INDEPENDENT CONTRACTOR**. The relationship established with Vendor through this Agreement is that of independent contractor. This agreement shall not be construed to create a relationship of employment, or principal and agent between Vendor and CAPK, nor shall this Agreement be deemed to create any business relationship, such a partnership or joint venture. Vendor operates an independent business through which Vendor provides services similar to the Services to third parties.

b. **TAXES**. Vendor and solely Vendor shall be responsible for paying all taxes related to the fees that Vendor receives from CAPK pursuant to this Agreement and withholding any monies from such fee that Vendor may be required to withhold, whether on behalf of Vendor, or any employee, independent contractor or agent engaged by Vendor.

c. **WAIVER OF EMPLOYMENT RIGHTS**. Vendor hereby waives any right to any and all compensation or benefits of any kind that Vendor would be entitled to as an employee of CAPK.

d. **VENDOR'S CONTROL**. Vendor shall have full control over the performance of the Services, including the tools, personnel and materials used and the manner in which the Services are performed.

e. **NO EXCLUSIVITY**. No provision of this Agreement shall be construed to require Vendor to provide the Services exclusively to CAPK during the term of this Agreement.

6. **REPRESENTATIONS OF THE PARTIES**

a. **VENDOR REPRESENTATIONS. VENDOR REPRESENTS AND WARRANTS:**

i. The party executing this Agreement on behalf of the Vendor is duly authorized by Vendor to contract with CAPK.

ii. Vendor operates an independent business through which Vendor customarily provides services similar to the Services, and Vendor is experienced and qualified to provide the Services.

iii. Vendor possesses all licensing, permitting or other requirements by federal, state and local law required to provide the Services.

iv. Neither Vendor, nor any person associated with Vendor as an owner, partner, director, officer, member, principal or manager of Vendor:

1. Is under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency, nor or any of the foregoing actions pending against such person.

2. Has been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.

3. Has been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

v. Neither Vendor nor any owner, partner, director, officer, member, principal, manager, employee or independent contractor engaged by Vendor is an officer or employee of CAPK, or a relative of any officer or employee of CAPK, and no individual who was an officer or employee of CAPK within the 12 months prior to the bid, is an employee, owner, partner, director, officer, member, principal, manager or independent contractor of Vendor.

vi. Vendor has no agreement, whether written or oral, with any officer or employee of CAPK, or a relative of any officer or employee of CAPK that would give such person a financial interest in this Agreement.

vii. Vendor has not offered or provided any gratuity to any CAPK employee or officer to influence CAPK's decision to engage Vendor to provide the Services.

b. **CAPK REPRESENTATIONS. CAPK REPRESENTS AND WARRANTS:**

i. The Services consist of work that is outside the usual course of CAPK's business.

ii. CAPK does not possess the skills or expertise to provide the Services.

iii. To the best of CAPK's knowledge, no employee or officer of CAPK has solicited any gratuity or any financial benefit whatsoever from Vendor, to influence CAPK's decision to retain Vendor to provide the Services.

7. **INSURANCE.** Vendor shall procure, furnish and maintain at all times for the duration of this Agreement the types and limits of insurance specified hereinbelow, and comply with the requirements hereunder.

a. **COMMERCIAL GENERAL LIABILITY.** Commercial General Liability insurance coverage (ISO form CG 00 01 11 85 or 88) with limits of no less than One Million Dollars ($1,000,000) per occurrence. Such insurance shall:

i. State that Vendor is an independent contractor in relation to CAPK and will include a statement that the Vendor is insured for the Services required under this Agreement and which provides contractual liability coverage for the terms of this Agreement.

ii. Contain an additional insured endorsement in favor in favor of CAPK, its board, officers, agents, employees and volunteers.

b. **AUTOMOBILE LIABILITY INSURANCE**. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

i. Provide coverage for owned, non-owned and hired autos.

ii. Contain an additional insured endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.

c. **WORKERS' COMPENSATION INSURANCE**. Vendor shall at all times during the performance of the Services, maintain Workers' compensation insurance in accordance with applicable law, and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence.

d. **REQUIREMENTS APPLICABLE TO ALL INSURANCE POLICIES.** All policies required of Vendor in this Agreement:

i. Shall contain a waiver of subrogation endorsement in favor of CAPK, its board, officers, agents, employees and volunteers.

ii. Shall be primary insurance as to CAPK, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by CAPK, its board, officers, agents employees and designated volunteers shall be in addition to the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

iii. Insurance is to be placed with insurers with a Best's rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A:VII, must be declared prior to execution of this Agreement and approved by CAPK in writing.

iv. All policies shall contain an endorsement providing CAPK with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

v. Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

8. RESTRICTIVE COVENANTS.

a. **CONFIDENTIAL INFORMATION.** Vendor acknowledges and agrees that this Agreement creates a relationship of confidence and trust on the part of Vendor, and that during the term of this Agreement, Vendor may acquire or have access to, certain Confidential Information (as hereinafter defined) of CAPK. During the term of this Agreement and at all times thereafter, Vendor shall preserve as confidential all Confidential Information that it may acquire or have access to during the term of this Agreement. Without the CAPK's prior written consent, which may be given or withheld in CAPK's sole and absolute discretion, Vendor shall not (i) disclose any Confidential Information to any third party nor give any third party access thereto, (ii) use any Confidential Information except to perform the Services hereunder, nor (iii) disclose the terms and conditions of this Agreement; provided, however, that the foregoing will not apply to the extent Vendor, in the opinion of counsel, is required to disclose any Confidential Information by applicable law or legal process as long as Vendor promptly notifies CAPK of such pending disclosure and consults with CAPK prior to such disclosure as to the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information. In the event that Vendor is required by applicable law or legal process to disclose any Confidential Information, Vendor agrees to use reasonable efforts to obtain assurances that the information so disclosed will continue to be accorded confidential treatment.

b. **VENDOR'S INTELLECTUAL PROPERTY.** If, during the course of providing Services, Vendor:

i. utilizes or discloses existing, writings, products, inventions, discoveries, developments, improvements, ideas, technical notes, programs, specifications, computer or other apparatus programs and related documentation, and other works of authorship, tangible and intangible property, whether or not patentable, copyrightable or subject to other forms of protection, made, created, developed, discovered, written or conceived by Vendor, (the "Vendor's Intellectual Property") in whole or in part, to CAPK; or

ii. develops any of the foregoing which constitute Vendor's Intellectual Property,

Then Vendor shall identify such intellectual property in writing, and Vendor shall provide CAPK a limited license to use Vendor's Intellectual Property for so long as it is needed by CAPK, in CAPK's sole discretion, without further cost, expense, royalty or other fee.

c. **REMEDIES.** Any breach by Vendor of the restrictive covenants contained herein at Section 8 shall be a material breach of this Agreement by Vendor. If Vendor breaches any covenants restricting Vendor's use or disclosure of Confidential Information set forth herein, CAPK shall have the rights and may resort to all of the remedies available to it under existing law or in equity, by statute or otherwise. Vendor hereby acknowledges and agrees that the restrictive covenants described in herein are of a special and unique character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages or in an action at law. Vendor therefore expressly agrees that CAPK shall be entitled to seek and obtain injunctive or other equitable relief, without the necessity of proving actual damages or posting a bond, to prevent or remedy a breach by Vendor of any of said covenants.

d. **DEFINITIONS:**

i. "Confidential Information" shall mean (i) information owned by CAPK, that gives or could give CAPK some competitive advantage or the disclosure of which could be detrimental to such owner's interests, (ii) information or material which is owned by CAPK, or in which CAPK has an interest, (iii) all information (in writing or otherwise) concerning CAPK (including, without limitation, information concerning such party's business, assets, liabilities, operations, affairs, financial condition, projections, contracts, customers, products, future plans or prospects) which is not generally known by the public, (iv) all analyses, compilations, studies, reports, records or other documents or materials which contain, or are prepared on the basis of any information or material which either CAPK furnishes to Vendor, or which are prepared by CAPK for Vendor, for the purpose of providing the Services, and (v) information regarding CAPK's future engagements and operations that may require the future services of Vendor. Vendor acknowledges that each of the foregoing items of Confidential Information constitute valuable trade secrets that are not owned by Vendor and that the use of such Confidential Information in contravention of this Agreement

would constitute the misappropriation of trade secrets under California law. Notwithstanding the above, "Confidential Information" does not include any information or material that (a) is or becomes public knowledge otherwise than by act or omission of Vendor; or (b) is or becomes available to Vendor without obligation of confidence from a source having the legal right to disclose such information; or (c) is already in the Vendor's knowledge and/or possession and was not received by the non-owner as a result of a prior relationship with the other party to this Agreement.

ii. "CAPK" shall also include any and all employees, independent contractors (other than Vendor) and affiliates of CAPK.

iii. "Vendor" shall include any and all shareholders, employees, assistants, agents, advisors, independent contractors and affiliates of Vendor.

9. **RELEASE OF PAPERS AND PROPERTY.** Upon termination of this Agreement, Vendor will return to CAPK all records, notes, documentation and other items that were used, created or controlled by Vendor on behalf of CAPK during the term of this Agreement, regardless of whether such information constitutes Confidential Information. In the event that CAPK requests that Vendor relinquish CAPK's original documents in its file, CAPK agrees to give Vendor at least ten (10) working days written notice of CAPK's request in order to provide Vendor sufficient time to make a copy for Vendor's records.

10. **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 by Certified Mail, to the address set forth below.

Vendor:	CAPK:
Custom L&A Construction	Community Action Partnership of Kern
ATTN: Alex Lopez	ATTN: Emilio Wagner
531 Sumner St, #A	1300 18th Street, Suite 200
Bakersfield, CA 93305	Bakersfield, CA 93301
Phone: 661-246-9174	Phone: (661) 336-5236

11. **INDEMNIFICATION.** Vendor agrees to protect, defend, indemnify and hold CAPK and each of its officers, employees, independent Vendors, volunteers and agents, free and harmless from and against any and all losses, claims, liens, demands, and causes of action of every kind and character including the amount of judgment, penalties, interest, court costs, and legal fees incurred by CAPK in defense of same, arising in favor of any party, including governmental agencies or bodies on account of taxes, liens, claims, debts, personal injuries, death (including, but not limited to, CAPK, its employees, independent contractors or volunteers, and third parties), or damages to property (including, but not limited to, property of CAPK, its employees, independent contractors, volunteers or agents, and third parties), and without limitation by enumeration all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, (i) the Services to be performed by Vendor hereunder; (ii) a breach by Vendor of any representation (meaning such representation shall not be true during the term of this Agreement), covenant, or agreement contained in this Agreement which is otherwise required to be performed or observed by Vendor; (iii) the intentional, reckless or negligent act or omission by Vendor, its employees or independent contractors while performing Services; (iv) any taxes owed by Vendor generally, or due to a determination that Vendor is something other than an independent contractor of CAPK; or (v) any violation(s) of applicable law bearing on Vendor's performance of Services. Vendor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its expense (with counsel selected and directed by CAPK and reasonably acceptable to both parties) and agrees to bear all other costs and expenses related thereto, even if said claim, demand or suit is groundless, false or fraudulent.

12. **INCORPORATION OF ADDENDUMS BY REFERENCE.** Signature below indicates acceptance of all CAPK addendums that are attached hereto and incorporated by reference as if set forth fully herein:

a. Addendum A: Federal Assurances.
b. Addendum B: Certification Regarding Lobbying.
c. Addendum C: Debarment and Suspension Certification.
d. Addendum D : Non-collusion Affidavit.
e. Addendum E: Equal Opportunity.
f. Addendum F: Utilization of Women & Minority Business Enterprises.
g. Addendum G: Equal Opportunity for Special Disabled Veterans.

h. Addendum H: Certification of Workmen's Compensation.
i. Addendum I: Insurance Requirements.
j. Addendum J: Prevailing Wage Compliance Certification (if required);
k. Addendum K: Material and Workmanship Warranty (if required).
l. Addendum L: Additional Terms and Conditions

13. MISCELLANEOUS PROVISIONS.

a. **CONFLICT OF INTEREST**. The parties hereto shall at all times comply with California Public Contract Code 10410 prohibiting conflicts of interest as defined therein and CAPK's policy against any employee of CAPK personally soliciting, demanding or receiving any gratuity of any kind from a Vendor in connection with any decision affecting this Agreement.

b. **AFFIRMATIVE ACTION**. The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.

c. **EQUAL EMPLOYMENT OPPORTUNITY**. All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.

d. **ENTIRE AGREEMENT; MODIFICATION**. This Agreement sets forth the final and entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings and representations, whether oral or written, with respect thereto. This Agreement may only be modified by a written instrument duly executed by the parties.

e. **WAIVER**. The failure of either party hereto at any time to enforce performance by the other party of any provision of this Agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.

f. **ASSIGNMENT**. Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as such.

g. **FURTHER ASSURANCES**. The parties agree to execute and deliver such additional documents or instruments as may be necessary or appropriate to carry out the terms of this Agreement.

h. **SEVERABILITY**. All sections, clauses and covenants contained in this Agreement are severable, and in the event any of them shall be held to be invalid by any court, this Agreement shall be interpreted as if such invalid sections, clauses or covenants were not contained herein.

i. **ATTORNEY'S FEES**. In the event of any dispute concerning the enforcement or interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and expenses (including expert witness fees), in addition to any other relief to which that party may be entitled. This provision shall be construed as applicable to the entire Agreement.

j. **CONSTRUCTION**. The provisions of this Agreement shall be construed as to their fair meaning, and not for or against any party based upon any attribution to such party as the source of the language in question. Headings used in this Agreement are for convenience of reference only and shall not be used in construing this Agreement. The parties further agree that they both have been represented by independent counsel, and have freely negotiated the terms of this Agreement, such that it shall be construed neutrally and not in favor of or against any party who drafted the Agreement.

k. **AUTHORITY**. The parties hereto represent and warrant that they are authorized to enter into this agreement and have heretofore taken all acts necessary to authorize them to so act and establish the rights and obligations between the parties hereto.

l. **COUNTERPARTS**. This Agreement may be executed and delivered, including by facsimile, in one or more counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

m. **APPLICABLE LAW**. The laws of the State of California shall govern this Agreement. The sole and exclusive venue for any action filed to interpret or enforce this Agreement shall be the Superior Court of Kern County, California

or the U.S. District Court for the Eastern District of California, Fresno Division, and each party hereby consents to any motion filed by the other to move to one of those venues any action filed in any other venue or jurisdiction.

n. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

SIGNATURE PAGE TO FOLLOW

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

VENDOR: CUSTOM L&A CONSTRUCTION

Signature: Alex Lopez (Alex Lopez (Apr 30, 2025 08:58 PDT)) **Date:** 04/30/2025

Printed Name: Alex Lopez **Title:** Owner

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: **Date:** 04/30/2025

Printed Name: Jeremy Tobias **Title:** CEO

Maria Contreras

CUSTOM L&A CONSTRUCTION

Business Number 661-248-9174
531 Sumner St #A
Bakersfield
93305
LIC#1068792
CUSTOML.ACONSTRUCTION@GMAIL.COM

NEW CLASSROOMS- 4032 JEWETT AVE
Est20283

DATE
Apr 15, 2025

TOTAL
USD $172,000.00

TO

CAPK

4032 Jewett Ave
Bakersfield
93301
mariana.rios@capk.org

DESCRIPTION	RATE	QTY	AMOUNT
Description 1. Demo all flooring in both class areas, Approx 2,200 SF. 2. Demo Doors 1 & 2. Refer to sheet 114 * Frame and drywall * tape, mud and match to surrounding texture 3. Demo restroom fixtures in both restrooms * Install one Trough Bathroom Sink with two faucets, one each restroom. * Install Two child toilets in each restroom * Everything to be ADA Compliant 4. Demo the sink in classroom area. Refer to sheet 114 5. Two new child sinks and cabinets to be installed. Refer to sheet 115. Refer to specs. * One new sink to go in each classroom. * Color of cabinets to match existing cabinetry * Motion faucet to be installed on each new sink. Refer to specs for requirements faucet	$172,000.00	1	$172,000.00

DESCRIPTION	RATE	QTY	AMOUNT

* Connect cold water supply line
* Installation of drain fittings and route to existing drain.
* FRP to be installed around each sink. Approx. 20 LF x 4 FT in height

6. Two partitions in each restroom with doors
   * Partitions to be ADa compliant
7. New hallway to be framed, Refer to sheet 115
   * Approximately 52 LF
   * Drywall, tape, mud and texture of medium orange peel
8. A new wall dividing the area in two classrooms. Refer to sheet 115
   * Approximately 20 LF
   * Frame, drywall, tape , mud and texture to match existing walls.
9. Three observation windows in the new hallway wall. Refer to sheet 115
   * each window to have tint. Being able to only see from the hallway into classroom
10. Installation of one new 36" W x 48" H door (Door A) Refer to sheet 115
    * Door to have solid core and cut to height
    * Install Schlage handle and latch
    * Doors to match existing style of doors
11. Installation of 2 interior doors (Doors B & C). Each one goes into each classroom. Refer to sheet 115
    * Doors to have solid core
    * Doors to match existing style of door
12. Frame and install an exterior door (Door D)
    * Seal/ Waterproof
    * Inside to be drywall, tape, mud and texture to match existing walls
    * Patch exterior with stucco and paint to match existing exterior wall
    * Panic hardware to be installed
    * Push bar with schlage handle
    * Install Schlage Handle with push bar inside,
13. Remove store front glass door and frame Refer to sheet 115
    * Replace with a new exterior metal door
    * Door and handle to match existing doors and handles in the facility

DESCRIPTION	RATE	QTY	AMOUNT

14. Paint throughout both classrooms and hallways. approx. 400 LF
    * Tape and float walls as needed, and texture to existing walls
    * Swiss coffee color and eggshell finish
15. Two new child sink to be installed . Refer to sheet 115
    * One sink to go in each classroom
    * Color of cabinets to match existing cabinetry
    * FRP to be installed around each sink. Approx, 20 LF x 4 Ft height
16. Install LVC commercial sheet vinyl flooring throughout. Approx. 2,200 SF
    * Roll-up 6 inch cove base
    * all joining seams to be welded
    * Armstrong connection Corlon Standard tier choice roll
17. Three new custom pantry cabinets are to be installed in Classroom 2. Refer to sheet 115 for placement
    * Pantries are to be 4' W x 7' H
    * Cabinets to have adjustable shelves
    * Color to match existing cabinetry
18. New lighting in hallway
19. Move one air duct from Classroom 2 into new Hallway
20. All doors to have Power light exit signs
21. New fencing in the Head Start Play Yard. Refer to sheet 113
    * Approximately 275 LF x 4' H
    * Five 4' W gates to be installed. Refer to sheet 113
22. New fencing in front door. Refer to sheet 113
    * Approximately 30 LF x 4'H
    * Two 4' W gates to be installed. Refer to sheet 113
23. Following are the fencing specs.
    * 2 3/8" O.D line post, 2 7/8" O.D, end post and gate post, 1 5/8" O.D top rail and 7GA coil spring bottom tension wire. Gates to be 4'W x 4'H with 180 degree hinges and forklatch
24. The final walk job walk will be performed with CAPK Management prior to job sign off.

DESCRIPTION	RATE	QTY	AMOUNT
NOTE: permit, plans and engineering is not included in this estimate.			
	TOTAL		USD $172,000.00

This is a prevailing wage job and will be paid accordingly.

Start date : April 29 , 2025

Completion Date: June 6, 2025

If job is awarded to me I will submit for permits April 24, 2025

1. Demo all flooring in both class areas, Approx - April 29-May 1
   2,200 SF.
2. Demo Doors 1 & 2. Refer to sheet 114 – April 29 – May 1
   * Frame and drywall
   * tape, mud and match to surrounding texture
3. Demo restroom fixtures in both restrooms – May 2nd
   * Install one Trough Bathroom Sink with two faucets, one each restroom.
   * Install two child toilets in each restroom
   * Everything to be ADA Compliant
4. Demo the sink in classroom area. Refer to sheet - May 5th
   114
5. Two new child sinks and cabinets to be - May 6 – 7th
   installed. Refer to sheet 115. Refer to specs.
   * One new sink to go in each classroom.
   * Color of cabinets to match existing cabinetry
   * Motion faucet to be installed on each new sink. Refer to specs for requirements faucet
   * Connect cold water supply line
   * installation of drain fittings and route to existing drain.

* FRP to be installed around each sink. Approx.

20 LF x 4 FT in height

6. Two partitions in each restroom with doors _May 8

* Partitions to be ADa compliant

7. New hallway to be framed, Refer to sheet 115 – May 9 , May 12

* Approximately 52 LF

* Drywall, tape, mud and texture of medium

orange peel

8. A new wall dividing the area in two classrooms. -May 13

Refer to sheet 115

* Approximately 20 LF

* Frame, drywall, tape , mud and texture to

match existing walls.

9. Three observation windows in the new hallway – May 14

wall. Refer to sheet 115

* each window to have tint. Being able to only

see from the hallway into classroom

10. Installation of one new 36" W x 48" H door - May 15

(Door A) Refer to sheet 115

* Door to have solid core and cut to height

* Install Schlage handle and latch

* Doors to match existing style of doors

11. Installation of 2 interior doors (Doors B & C). – May 16

Each one goes into each classroom. Refer to

sheet 115

* Doors to have solid core

* Doors to match existing style of door

12. Frame and install an exterior door (Door D) -May 19

* Seal/ Waterproof

* Inside to be drywall, tape, mud and texture to match existing walls

* Patch exterior with stucco and paint to match existing exterior wall

* Panic hardware to be installed

* Push bar with schlage handle

* Install Schlage Handle with push bar inside,

13. Remove store front glass door and frame – May 20

Note:hope I will have got the permit to schedule the inspection for the wall in the hallway, If I have passed inspection I will be installing the drywall in hallway (dywall would be install on May 20-22) and on May 23 ill schedule for drywall inspection, alond with the underground plumbing for both restrooms. But I can still continue with the painting of the walls

Refer to sheet 115

* Replace with a new exterior metal door

* Door and handle to match existing doors and handles in the facility

14. Paint throughout both classrooms and – May 21-23 hallways. approx. 400 LF

* Tape and float walls as needed, and texture to existing walls

* Swiss coffee color and eggshell finish

15. Two new child sink to be installed . Refer to – May 26 sheet 115

* One sink to go in each classroom

* Color of cabinets to match existing cabinetry

* FRP to be installed around each sink. Approx,

20 LF x 4 Ft height

16. Install LVC commercial sheet vinyl flooring - May 26-29

throughout. Approx. 2,200 SF

* Roll-up 6 inch cove base

* all joining seams to be welded

* Armstrong connection Corlon Standard tier

choice roll

17. Three new custom pantry cabinets are to be – May 30

installed in Classroom 2. Refer to sheet 115

for placement

* Pantries are to be 4' W x 7' H

* Cabinets to have adjustable shelves

* Color to match existing cabinetry

18. New lighting in hallway – June 2

19. Move one air duct from Classroom 2 into new – June 3

Hallway

20. All doors to have Power light exit signs June 3

21. New fencing in the Head Start Play Yard. Refer May 19-22

to sheet 113

* Approximately 275 LF x 4' H

* Five 4' W gates to be installed. Refer to sheet

113

22. New fencing in front door. Refer to sheet 113 – May 23

* Approximately 30 LF x 4'H

* Two 4' W gates to be installed. Refer to sheet

113

23. Following are the fencing specs.-

* 2 3/8" O.D line post, 2 7/8" O.D, end post and

gate post, 1 5/8" O.D top rail and 7GA coil

spring bottom tension wire. Gates to be 4'W x

4'H with 180 degree hinges and forklatch

24. The final walk job walk will be performed with CAPK Management prior to job sign off.
June 3rd final inspection with City inspector

June 5th final walk through with CAPk Management.

NOTE: Custom L & A Construction will be submit permits as soon as, yet we will be working on all the other areas that do not require inspections.

ADDENDUM "A"
FEDERAL ASSURANCES

The Vendor:

A. Will give the awarding agency (Grantee), the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

B. Will provide and maintain competent and adequate supervision to ensure that the completed work conforms to approved specifications and will furnish progress reports and such other information as may be required by the awarding agency or State.

C. Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title Vi of the Civil Rights Act of 1964 (P.O. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) which prohibits discrimination on the basis of sex; © Section 504 of the rehabilitation acts of discrimination on the basis of handicaps; (d) the U.S.C. 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to not-discrimination in the sale, rental or financing of housing; (I) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements on any other non-discrimination Statue(s) which may apply to the application.

D. Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

E. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7),the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874)

F. The Contact Work Hours and Safety Standards Act (40 U.S. 327-333), regarding labor standards for federally assisted construction sub agreements (if applicable).

G. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

H. Will comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16U.S.C. , 1271 et Seq.) related to protecting components or potential components of the national wild and scenic rivers system.

I. Will assist, as applicable, with the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.)

J. Will comply, as applicable, with P.L. 93-348 regarding the protection of human subjects Involved in research, development, and related activities supported by this award of assistance.

K. Will comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling and treatment of warm blooded animals held for research, teaching or other activities supported by this award of assistance.

L. Will comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

M. Will comply with all applicable requirements of all other Federal laws, executive Orders, regulations, and policies governing this program.

N. Will comply, as applicable, with environmental standards which may be prescribed pursuant to the following : (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C.

1451 et seq.); (f) conformity of Federal actions to State Clean Air Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered Species Act of 1973, as amended (P.L. 93-205)

ADDENDUM "B"
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the 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.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ``Disclosure Form to Report Lobbying,'' in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each failure.

customl.aconstruction@gmail.com
Signature of Vendor

04/30/2025
Date

ADDENDUM "C"
TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29
DEBARMENT AND SUSPENSION CERTIFICATION

VENDOR, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

If there are any exceptions to the Certifications, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award, but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

Alex Lopez
Alex Lopez (Apr 30, 2025 08:58 PDT)

Signature of Vendor

04/30/2025

Date

ADDENDUM "D"

NONCOLLUSION AFFIDAVIT

(Public Contract Code Section 7106)

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106, Alex Lopez (Name of Vendor)

deposes and says that he or she is Owner (Title) of CUSTOM L&A CONSTRUCTION (Company Name)

party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Under penalty of perjury, the Vendor declares that neither the Vendor nor any subcontractor to be engaged by the Vendor for this project has been convicted of any offense referred to in the California Public Contract Code.

X Alex Lopez
Alex Lopez (Apr 30, 2025 08:58 PDT)

Signature of Vendor

04/30/2025

Date

X 531 Sumner St # A Bakersfield CA 93305

Address

ADDENDUM "E"
EQUAL OPPORTUNITY
(48CFR 52.22-26)

A. If, during any 12-month period (including the 12 months preceding the award of this Agreement), the Vendor has been or is awarded nonexempt Federal contracts and/or subcontracts that have an aggregate value in excess of $10,000, the Vendor shall comply with subparagraphs (B)(1) through (11) below. Upon request, the Vendor shall provide information necessary to determine the applicability of this clause.

B. During performing this Agreement, the Vendor agrees as follows:

1. The Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
2. The Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. This shall include, but not be limited to (i) employment, (ii) upgrading, (iii) demolition, (iv) transfer, (v) recruitment or recruitment advertising, (vi) layoff compensation, and (viii) selection for training, including apprenticeship.
3. The Vendor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
4. The Vendor shall, in all solicitations or advertisement for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
5. The Vendor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Vendor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
6. The Vendor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
7. The Vendor shall furnish to the contracting agency all information required by Executive Order 11246, as amended, and by the rules, regulations, and orders of the Secretary of Labor. Standard Form 100 (EEO-1), or any successor form, is the prescribed form to be filed within 30 days following the award, unless filed within 12 months preceding the date of award.
8. The Vendor shall permit access to its books, records, and accounts by the contracting agency of the Office of Federal Contract Compliance Programs (OFCCP) for the purposed of investigation to ascertain the Vendor's compliance with the applicable rules regulations, and orders.
9. If the OFCCP determines that the Vendor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Agreement may be cancelled, terminated, or suspended in whole or in part and the Vendor may be declared ineligible for further Government contracts, under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Vendor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
10. The Vendor shall include the terms and conditions of subparagraph (b)(1) through (11) of this clause in every subcontract or purchase order that is not exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive order 11246, as amended, so that these items and conditions will be binding upon each subcontractor or vendor.
11. The Vendor shall take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing these terms and conditions, including sanctions for noncompliance; provided, that if the Vendor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of any direction, the Vendor may request the United States to enter into the litigation to protect the interests of the United States.

Alex Lopez
Alex Lopez (Apr 30, 2025 08:58 PDT)
Signature of Vendor

04/30/2025
Date

ADDENDUM "F"
UTILIZATION OF WOMEN AND MINORITY BUSINESS ENTERPRISES

A. It is the policy of the Government that women and minority owned business enterprises shall have the maximum practicable opportunity to participate in the performance of Government contracts.

B. The Vendor agrees to use his/her best efforts to carry out this policy in the award of subcontracts to the fullest extent consistent with the efficient performance of this Agreement. As used in this Agreement, the term "minority business enterprise" means a business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by women or minority group members. For the purposes of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Oriental, American Indians, American-Eskimos, and American Aleuts. Vendors may rely on written representations by subcontractors regarding their status as minority business enterprises in lieu of an independent investigation.

Alex Lopez
Alex Lopez (Apr 30, 2025 08:58 PDT)

Signature of Vendor

04/30/2025

Date

ADDENDUM "G"
EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS (52.222-35)(DEC 2001)

(a) Definitions. As used in this clause--

"All employment openings" means all positions except executive and top management, those positions that will be filled from within the Vendor's organization, and positions lasting 3 days or less. This term includes full-time employment, temporary employment of more than 3 days duration, and part-time employment.

"Executive and top management" means any employee--

(1) Whose primary duty consists of the management of the enterprise in which the individual is employed or of a customarily recognized department or subdivision thereof;

(2) Who customarily and regularly directs the work of two or more other employees;

(3) Who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight;

(4) Who customarily and regularly exercises discretionary powers; and

(5) Who does not devote more than 20 percent or, in the case of an employee of a retail or service establishment, who does not devote more than 40 percent of total hours of work in the work week to activities that are not directly and closely related to the performance of the work described in paragraphs (1) through (4) of this definition. This paragraph (5) does not apply in the case of an employee who is in sole charge of an establishment or a physically separated branch establishment, or who owns at least a 20 percent interest in the enterprise in which the individual is employed.

"Other eligible veteran" means any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

"Positions that will be filled from within the Vendor's organization" means employment openings for which the Vendor will give no consideration to persons outside the Vendor's organization (including any affiliates, subsidiaries, and parent companies) and includes any openings the Vendor proposes to fill from regularly established "recall" lists. The exception does not apply to a particular opening once an employer decides to consider applicants outside of its organization.

"Qualified special disabled veteran" means a special disabled veteran who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position such veteran holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

"Special disabled veteran" means--

(1) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability--

(i) Rated at 30 percent or more; or

(ii) Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap (i.e., a significant impairment of the veteran's ability to prepare for, obtain, or retain employment consistent with the veteran's abilities, aptitudes, and interests); or

(2) A person who was discharged or released from active duty because of a service-connected disability.

"Veteran of the Vietnam era" means a person who--

(1) Served on active duty for a period of more than 180 days and was discharged or released from active duty with other than a dishonorable discharge, if any part of such active duty occurred--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

(ii) Between August 5, 1964, and May 7, 1975, in all other cases; or

(2) Was discharged or released from active duty for a service-connected disability if any part of the active duty was performed--

(i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or

ii) Between August 5, 1964, and May 7, 1975, in all other cases.

(b) General. (1) The Vendor shall not discriminate against the individual because the individual is a special disabled veteran, a veteran of the Vietnam era, or other eligible veteran, regarding any position for which the employee or applicant for employment is qualified. The Vendor shall take affirmative action to employ, advance in employment, and

otherwise treat qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans without discrimination based upon their disability or veterans' status in all employment practices such as--

(i) Recruitment, advertising, and job application procedures;

(ii) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;

(iii) Rate of pay or any other form of compensation and changes in compensation;

(iv) Job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;

(v) Leaves of absence, sick leave, or any other leave;

(vi) Fringe benefits available by virtue of employment, whether or not administered by the Vendor;

(vii) Selection and financial support for training, including apprenticeship, and on-the-job training under 38 U.S.C. 3687, professional meetings, conferences, and other related activities, and selection for leaves of absence to pursue training;

(viii) Activities sponsored by the Vendor including social or recreational programs; and

(ix) Any other term, condition, or privilege of employment.

(2) The Vendor shall comply with the rules, regulations, and relevant orders of the Secretary of Labor issued under the Vietnam Era Veterans' Readjustment Assistance Act of 1972 (the Act), as amended (38 U.S.C. 4211 and 4212).

(c) Listing openings. (1) The Vendor shall immediately list all employment openings that exist at the time of the execution of this Agreement and those which occur during the performance of this Agreement, including those not generated by this Agreement, and including those occurring at an establishment of the Vendor other than the one where the Agreement is being performed, but excluding those of independently operated corporate affiliates, at an appropriate local public employment service office of the State wherein the opening occurs. Listing employment openings with the U.S. Department of Labor's America's Job Bank shall satisfy the requirement to list jobs with the local employment service office.

(2) The Vendor shall make the listing of employment openings with the local employment service office at least concurrently with using any other recruitment source or effort and shall involve the normal obligations of placing a bona fide job order, including accepting referrals of veterans and nonveterans. This listing of employment openings does not require hiring any particular job applicant or hiring from any particular group of job applicants and is not intended to relieve the Vendor from any requirements of Executive orders or regulations concerning nondiscrimination in employment.

(3) Whenever the Vendor becomes contractually bound to the listing terms of this clause, it shall advise the State public employment agency in each State where it has establishments of the name and location of each hiring location in the State. As long as the Vendor is contractually bound to these terms and has so advised the State agency, it need not advise the State agency of subsequent contracts. The Vendor may advise the State agency when it is no longer bound by this Agreement clause.

(d) Applicability. This clause does not apply to the listing of employment openings that occur and are filled outside the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, American Samoa, Guam, the Virgin Islands of the United States, and Wake Island.

(e) Postings. (1) The Vendor shall post employment notices in conspicuous places that are available to employees and applicants for employment.

(2) The employment notices shall--

(i) State the rights of applicants and employees as well as the Vendor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants who are special disabled veterans, veterans of the Vietnam era, and other eligible veterans; and

(ii) Be in a form prescribed by the Deputy Assistant Secretary for Federal Contract Compliance Programs, Department of Labor (Deputy Assistant Secretary of Labor), and provided by or through the Contracting Officer.

(3) The Vendor shall ensure that applicants or employees who are special disabled veterans are informed of the contents of the notice (e.g., the Vendor may have the notice read to a visually disabled veteran, or may lower the posted notice so that it can be read by a person in a wheelchair).

(4) The Vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement, or other contract understanding, that the Vendor is bound by the terms of the Act and is committed to take affirmative action to employ, and advance in employment, qualified special disabled veterans, veterans of the Vietnam era, and other eligible veterans.

(f) Noncompliance. If the Vendor does not comply with the requirements of this clause, the Government may take appropriate actions under the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

(g) Subcontracts. The Vendor shall insert the terms of this clause in all subcontracts or purchase orders of $25,000 or more unless exempted by rules, regulations, or orders of the Secretary of Labor. The Vendor shall act as specified by the Deputy Assistant Secretary of Labor to enforce the terms, including action for noncompliance.

Alex Lopez
Alex Lopez (Apr 30, 2025 08:58 PDT)

Signature of Vendor

04/30/2025

Date

ADDENDUM "H"
VENDOR'S CERTIFICATE
REGARDING WORKER'S COMPENSATION

Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with those provisions before commencing the performance of the work of this Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under this Agreement.)

ADDENDUM "I"
INSURANCE REQUIREMENTS

Insurance: Vendor shall procure, furnish and maintain for the duration of this Agreement the following types and limits of insurance ("basic insurance requirements") herein:

1. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
   a. Provide coverage for owned, non-owned and hired autos.
   b. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
2. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:
   a. Provide Contractual Liability coverage for the terms of this Agreement.
   b. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.
3. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents employees and volunteers.

All policies required of the Vendor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents employees and designated volunteers shall be in excess of the Vendor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Bests' rating of no less than A:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Bests' A:VII, must be declared prior to execution of this Agreement and approved by the City of Bakersfield in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed.

Vendor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of Agreement or cancel this Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

ADDENDUM "J"
PREVAILING WAGE REQUIREMENTS AND COMPLIANCE CERTIFICATION

The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the Agreement work. The Secretary of Labor (SOL) determines the Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications. If there is a difference, the Vendor shall pay not less than the higher wage rate.

Concerning Classification of Labor and Wage Rate Determinations:

1. Vendor must use the classification that most accurately describes the work to be performed.
2. Vendor must reclassify workers to conform to changes in duties, if any.
3. Vendor must maintain an accurate payroll record of the time spent in each classification.

Occasionally, a wage rate may not be provided in the Secretary of Labor's, or the Department of Industrial Relations', wage determination for a particular labor classification. When this occurs, the workers should be reclassified, if possible, to a comparable classification.

I hereby certify that if awarded a Agreement with the Community Action Partnership of Kern (the "CAPK'), I will conform to the requirements as stipulated above and as set forth in the California Labor Code, Sections 1770, 1773.1 – 1773.9, and all other California Labor Code Sections regarding General Prevailing Wage Rates and workers benefits.

I also hereby certify that if awarded a Agreement with CAPK I will comply with the State of California Public Works Contract Requirements and will allow CAPK to perform on-site audits, with 48-hour notice, of all payroll records and apprentice and trainee employment requirements records for the duration of the Agreement.

Alex Lopez	CUSTOM L&A CONSTRUCTION
Vendor's Name (type or print)	Name of Vendor's Company
Alex Lopez Alex Lopez (Apr 30, 2025 08:58 PDT)	04/30/2025
Vendor's Signature	Dated

ADDENDUM "K"
MATERIAL AND WORKMANSHIP WARRANTY

Vendor hereby unconditionally guarantees that the Work performed will be done in accordance with the requirements of the Agreement therefore and further guarantees the Work of the Agreement to be and remain free of defects in workmanship and materials for a period of two (2) years from and after the completion of all Agreement obligations by the Vendor. The Vendor specifically waives any right to claim or rely on the statutory definition of completion set forth in Civil Code section 3086. The Vendor specifically acknowledges and agrees that completion shall mean the Vendor's complete performance of all Work required by the Agreement, amendments, change orders, construction change directives and punch lists, and CAPK's formal acceptance of the Project, without regard to prior occupancy, substantial completion doctrine, beneficial occupancy, or otherwise. The Vendor hereby agrees to repair or replace any and all Work, together with any adjacent Work which may have been damaged or displaced in so doing, that may prove to be not in accordance with the requirements of the Agreement or that may be defective in its workmanship or materials within the guarantee period specified, without any expense whatsoever to CAPK, ordinary wear and tear and unusual abuse and neglect only excepted.

The Vendor further agrees that within ten (10) calendar days after being notified in writing by CAPK of any Work not in accordance with the requirements of the Agreement or any defects in the Work, it will commence and prosecute with due diligence all Work necessary to fulfill the terms of this guarantee, and to complete the Work within a period of time stipulated in writing. In the event it fails to so comply, Vendor does hereby authorize CAPK to proceed to have such Work done at the Vendor's expense and it will pay the cost thereof upon demand. CAPK shall be entitled to all costs, including reasonable attorneys' fees, necessarily incurred upon the Vendor's refusal to pay the above costs.
The guarantee period for corrected defective work shall continue for a duration equivalent to the original guarantee period.

Notwithstanding the foregoing paragraph, in the event of an emergency constituting an immediate hazard to the health or safety of CAPK's clients, or its property, CAPK may undertake at the Vendor's expense without prior notice, all Work necessary to correct such hazardous condition when it was caused by the Work of the Vendor not being in accordance with the requirements of this Agreement, or being defective, and to charge the same to the Vendor as specified in the preceding paragraph. The guarantee set forth herein is not intended by the parties, nor shall it be construed, as in any way limiting or reducing CAPK's rights to enforce all terms of the Agreement referenced hereinabove or the time for enforcement thereof. This guarantee is provided in addition to, and not in lieu of, CAPK's rights on such Agreement.

"ADDENDUM L"
ADDITIONAL TERMS AND CONDITIONS

1. **TAXES.** The Vendor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations and lawful orders bearing on the performance of work.
2. **INSURANCE.** Vendor shall procure, furnish and maintain for the duration of this Agreement all insurances listed in Addendums G & H.
3. **ASSIGNMENT OF SUBCONTRACTING.** The Vendor may not assign or transfer this Agreement, or any interest therein or claim thereunder, or subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of this Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to this Agreement and must be included as so.
4. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate this Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Vendor hereby expressly waives any and all claims for damages or compensation arising under this Agreement except as set forth in this section in the event of such termination.
5. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Vendor be performed hereunder. Such changes, including any increase or decrease in the amount of the Vendor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Vendor and CAPK's Executive Director.
6. **CLAIMS**. All claims for money due or to become due to the Vendor from CAPK under this Agreement may not be assigned to a bank, trust company, or other financial institution without such approval. Notice, or requests, of any such assignment or transfer shall be furnished promptly in writing to CAPK.
7. **NOTICE**. 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 by certified mail, return receipt requested.
8. **AFFIRMATIVE ACTION.** The Vendor agrees to abide by all State and Federal Affirmative Action policies and laws.
9. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.
10. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Vendor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age or sex.
11. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
12. **CONFIDENTIALITY.** The Vendor shall use his or her best efforts to keep confidential any information obtained during the performance of this agreement.
13. **RESPONSIBILITY.** If Vendor is part of a corporation, the individual or individuals who sign this Agreement on behalf of the corporation are jointly responsible for performance of this Agreement.
14. **PROTEST BY VENDOR:** If the Vendor wishes to file a protest against CAPK for any action, the Vendor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest in this agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal Agency.

    Also, no relative of an employee of CAPK may enter into or bid on a Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on a Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily.

    It is contrary to Policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Vendor in connection with any decision affecting a CAPK purchase or Agreement for services. Thus, if such a case were to occur, the Vendor may file a protest with CAPK as specified in the section titled "Protest by Vendor."

DATE	August 6, 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 12:03 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), Jonathan Mullings, Rocio Munoz
   Late Arrival: Guadalupe Perez

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

3. **Public Comments**

   None.

4. **New Business**

   a. Housing & Supportive Services: Proposed Organizational Restructure and New Job Descriptions – Rebecca Moreno, Director of Housing and Supportive Services - ***Action Item***

   Rebecca Moreno presented the proposal for the Housing and Supportive Services Division's future growth, recommending a restructuring into three main components. As part of this restructuring, the department proposed nine new roles to enhance supervision, enhance client engagement, and interdepartmental coordination. Rebecca clarified that there would be no immediate budget impact, as these positions will be filled as funding from grants becomes available. The department is currently awaiting PATH Cited Round 4 funding, with award announcements expected in Fall 2025. However, the existing Cal-AIM operating budget can absorb salary expenses if necessary.

   Denise Boshers inquired about the capacity to accommodate additional staff, and Rebecca confirmed that the 30th Street location has space for 8-10 new employees. She also mentioned that future options for additional rental offices are being explored with Property Management and Operations. Rebecca emphasized that this restructuring will be phased and, in the long term, is expected to be highly successful.

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

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

Robert Espinosa presented a report outlining key staffing updates since May 2025. In June and July, the organization maintained a workforce of 630 staff, with 37 open vacancies. During this period, nine hires joined, while 22 staff members resigned. Additionally, the department conducted 14 days of interviews to fill 14 open requisitions across Kern and San Joaquin.

Rocio Munoz raised a question about the 0% enrollment noted on the staffing data sheet dated July 28, 2025. Robert clarified that this was due to the part-time centers being closed through the summer.

5. Committee Member Comments

Denise Boshers welcomed Rocio Munoz to the Committee.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Wednesday, September 03, 2025
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 12:40 PM.

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: August 6, 2025

Subject: *Agenda Item 4(a)*: Housing & Supportive Services Division: Proposed Organizational Restructure and New Job Descriptions - **Action Item**

The Housing & Supportive Services Division (HSS) has experienced significant growth and anticipates continued growth over the next several years. In preparation for this expansion, we are proposing a strategic organizational restructuring of the division to improve service delivery, enhance oversight, and ensure staff expertise is aligned with program needs. As pending grants and funding sources are approved, these job descriptions and positions will be advertised and hired as required.

We recommend restricting the division into three departments based on service delivery areas:

1. Emergency Shelter Services: This department will encompass all emergency shelter operations. Services will include the provision of shelter beds, intake, and comprehensive wraparound support services tailored to individuals experiencing unsheltered homelessness.
2. Enhanced Care Management (ECM) & Health Navigation: This department will include the ECM program, program outreach, program coordination, Community Health Workers (CHW), and clinical staff. Centralizing these services under one department will allow for a united approach to integrated care, with a strong focus on person-centered, trauma-informed care coordination.
3. Client Services: This department will oversee all case management functions across the CES, Street Outreach, Adult Re-entry Grant, and Cal-AIM programs. In addition to these established services, this department will lead the implementation of new initiatives, including case management for Permanent Supportive Housing (PSH), such as the Pioneer Street Housing development, to focus on long-term housing stability and supportive services for highly vulnerable individuals.

This structure will allow for a focused approach to client engagement, housing navigation, benefit assistance, and long-term stability planning. By aligning programs according to service delivery, we can ensure that services are responsive, staff expertise is appropriately matched, and accountability is streamlined across the division. This restructuring allows HHS to manage current operations effectively and scale to meet future needs.

Position Title	Proposed Changes	Current Grade	New Grade
Client Services Program Administrator	New Job Description	NA	**14** Min $45.63 Mid $57.04 Max $68.44
Client Services Program Manager	New Job Description	NA	**12** Min $35.58 Mid $44.47 Max $53.37
Client Services Program Supervisor	New Job Description	NA	**10** Min $28.39 Mid $35.49 Max $42.59
Program Specialist-KRV	New Job Description	NA	**8** Min $22.86 Mid $28.59 Max $34.30
Universal Case Manager	New Job Description	NA	**8** Min $22.86 Mid $28.59 Max $34.30
Residential Case Manager	New Job Description	NA	**8** Min $22.86 Mid $28.59 Max $34.30
ECM Outreach Specialist	New Job Description	NA	**7** Min $20.61 Mid $25.77 Max $30.92
Peer Support Worker-Street Engagement	New Job Description	NA	**7** Min $20.61 Mid $25.77 Max $30.92
Administrative Assistant	New Job Description	NA	**6** Min $18.89 Mid $23.62 Max $28.34
Cal-AIM Program Administrator	Title Change: ECM Program Administrator	NA	NA

Summary of Proposed Changes:
As part of the Housing and Supportive Services Division restructure, the following roles are proposed to support the alignment of services and prepare for anticipated program growth. These positions are designed to strengthen supervision, enhance client engagement, and improve coordination across departments:

1. **Client Services Program Administrator** – Provides strategic oversight of the Client Services department, including CES, Cal-AIM, ARG, and PSH case management programs.
2. **Client Services Program Manager** – Oversees daily operations, staff supervision, and service quality across all case management programs within the Client Services department.
3. **Client Services Program Supervisor** – Supports the Program Manager with staff supervision, program compliance, and direct service oversight.
4. **ECM Outreach Specialist** – Conducts proactive outreach and enrollment for the Enhanced Care Management program, focusing on high-need and medically vulnerable populations.
5. **Program Specialist KRV** – Provides administrative, compliance, and programmatic support across departments to ensure fidelity to contracts and performance goals.
6. **Universal Case Manager** – Ensures agency-wide access by assisting clients in navigating multiple CAPK programs through a single point of contact, improving service coordination and client outcomes.
7. **Residential Case Manager** – Provides intensive, housing-focused case management for residents in Permanent Supportive Housing (PSH) and other long-term housing placements.
8. **Peer Support Worker – Street Engagement** – Delivers trauma-informed, peer-based engagement and support to individuals experiencing homelessness, with a focus on trust-building and connection to services.
9. **Administrative Assistant** – Delivers essential administrative support for the HSS division, including scheduling, reporting, and coordination of internal communications.

Fiscal Impact:
Currently, there is no immediate impact on the budget. These new positions associated with the proposed restructuring will be filled incrementally as funding sources and grant contracts are secured. CAPK is currently awaiting notification regarding the PATH Cited Round 4 funding, with award announcements expected in Fall 2025.

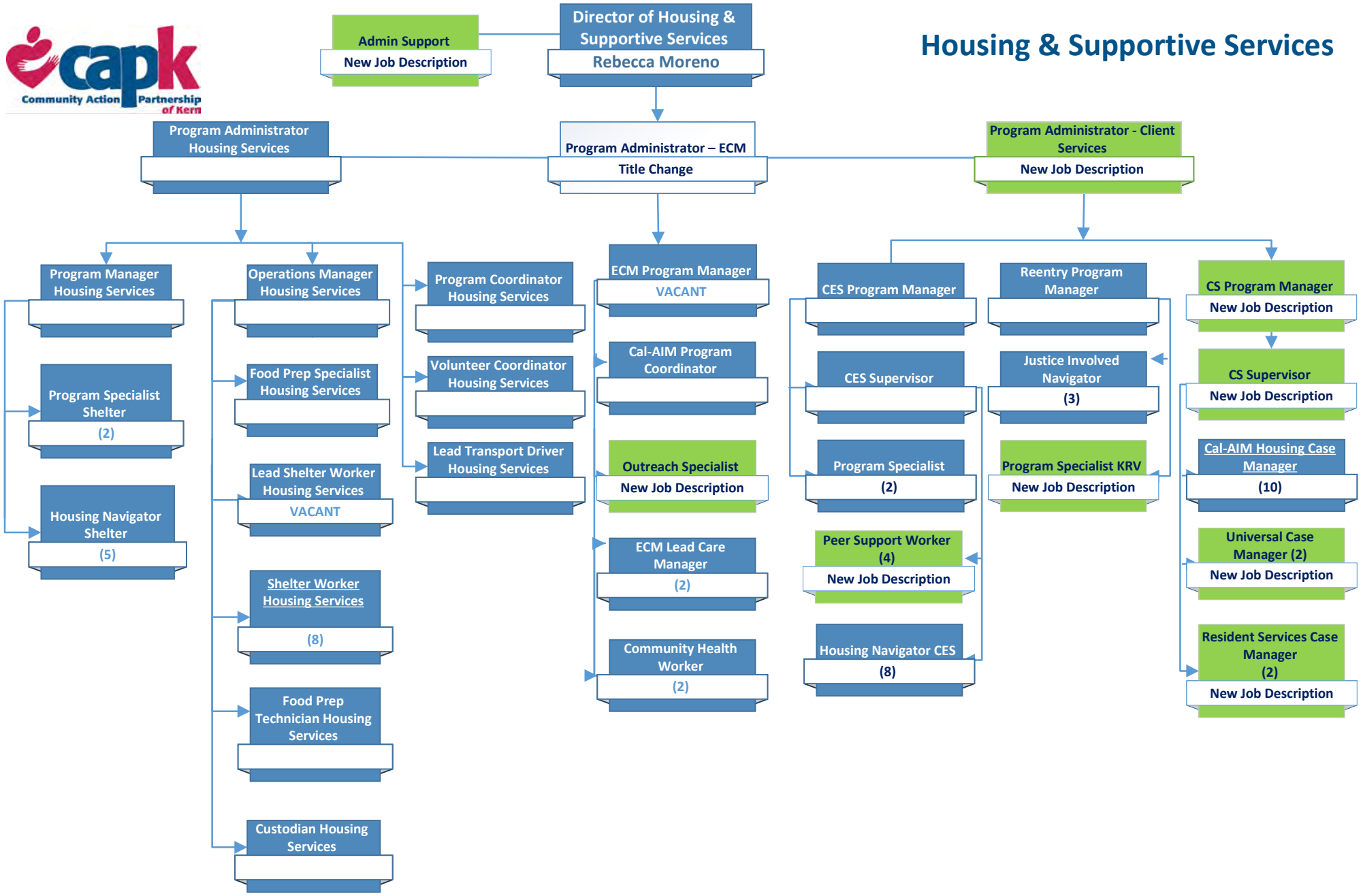
Additionally, the existing Cal-AIM operating budget is structured to absorb salary expenses if necessary. Once the Enhanced Care Management (ECM) program becomes fully operational, the program is expected to generate sufficient revenue to sustain its long-term financial needs, including staffing and service delivery.

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 organizational chart and new job descriptions for the Housing & Supportive Services, and authorize staff to fill positions as funding is approved and available.

Attachments:
Draft Org. Chart for HSS
Client Services Program Administrator
Client Services Program Manager
Client Services Program Supervisor
Program Specialist
Universal Case Manager
Residential Case Manager
ECM Outreach Specialist
Peer Support Worker – Street Engagement
Administrative Assistant

Housing & Supportive Services



Legend



Revised 8/2025

Program Administrator- Client Services

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 14 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:

Under the direct supervision of the Director of Housing and Supportive Services, the Program Administrator is responsible for overseeing and managing a broad portfolio of supportive services that assist individuals and families experiencing or at risk of homelessness, justice involvement, and other complex life challenges. This position leads the design, coordination, and implementation of program case management, street outreach and engagement, homeless response system, aftercare care management, and onsite wrap around services for housing development projects for the agency. The Administrator ensures all services are trauma-informed, person-centered, and rooted in equity. A critical component of this role is fostering cross-sector collaboration to deliver holistic care and improve long-term outcomes for clients with diverse and overlapping needs.

SUPERVISION RECEIVED:

Director of Housing and Supportive Services

SUPERVISION EXERCISED:

CES Program Manager, Reentry Program Manager and Client Services Program Manager

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 program implementation in alignment with all federal state and local guidelines, ensuring services meet client-centered, whole-person care objectives.
- Provide administrative and strategic oversight of case management and outreach programs related to housing, reentry, street engagement, and system-level homeless response.
- Develop workflows that integrate care coordination, health navigation, and social support in accordance with program goals.
- Supervise and support program managers, coordinators, and frontline staff delivering trauma-informed, person-centered services.
- Promote evidence-based practices that prioritize safety, choice, empowerment, collaboration, and cultural responsiveness in all client interactions.
- Ensure programs maintain compliance with federal, state, and local contract/grant requirements, including accurate data collection and reporting.
- Coordinate with the Homeless Response System to align client pathways, streamline referrals, and participate in coordinated entry and system planning.

- Monitor outcomes and evaluate the effectiveness of case management services through data-driven strategies and performance metrics.
- Lead efforts to incorporate trauma-informed principles, emphasizing client safety, trust-building, collaboration, and empowerment.
- Train staff on trauma-informed care and best practices, ensuring compliance with DHCS/HUD requirements.
- Review policies and procedures to ensure alignment with trauma-informed approaches.
- Conduct periodic audits to ensure documentation, operations, and services meet compliance standards.
- Coordinate with finance and administrative teams to align budgets with funding requirements.
- Prepare detailed operational and financial reports.
- Work with multidisciplinary teams to address social determinants of health and streamline housing, case management, and health services.
- Establish partnerships with community-based organizations, health plans, and stakeholders to expand Housing Services capacity.
- Supervise staff with a focus on supporting professional growth in trauma-informed care.
- Conduct performance evaluations, providing clear feedback and opportunities for development.
- Represent the agency in public forums, advocating for whole-person care and trauma-sensitive service delivery.
- Develop and oversee marketing campaigns in collaboration with the CAPK Community Development team to promote Housing initiatives.

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 case management and partners with them.
- Public speaking and presentations to internal and external stakeholders.
- Support multidisciplinary teams in streamlining care coordination and addressing barriers to care for Medi-Cal beneficiaries.
- 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:
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Experience with Coordinated Entry, Street Outreach, and Cal-AIM or similar integrated care models.
- Policy and systemic barriers affecting housing and justice-involved populations.

- Developing strategic partnerships and collaborative responses to homelessness and reentry.
- Trauma-informed care frameworks, particularly in health and social service settings.
- Best practices for care coordination, data collection, and compliance reporting under federal, state, and local guidelines.

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, activities, and experiences.
- 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.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.
- Travel for agency business as needed.

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 business administration, public administration, health service administration, or closely related field.
- Five (5) years' senior management level experience, including supervision of a sizable team, budgeting, directing, organizing, and coordinating the administrative activities within a division, department, or private non-profit organization.
- Strong public speaking and presentation skills and experience required.
- Two (2) years of supervisory experience.
- Deep knowledge of trauma-informed care, person-centered planning, housing-first approaches, and systems integration.
- Strong understanding of reentry services, homelessness response systems, and supportive housing programs.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

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 work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Bilingual language fluency (English/Spanish) highly desirable.
- Must be able to obtain the CPR certification within 90 days of employment.
- NARCAN certification within 90 days of employment.
- Successful completion of live scan, physical, TB, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Client Services Program Administrator			
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		

Program Manager- Client Services

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 direct supervision of the Client Services (CS) Program Administrator, the Program Manager oversees the administration, implementation, and strategic direction of all Community Supports programs, including Cal-AIM, Universal Case Management, and Resident Services case management. The Program Manager provides supervision and guidance to supervisory and lead staff, ensures programmatic and contractual compliance, develops policies and procedures, manages budgets and reporting, and promotes cross-system collaboration to address the needs of vulnerable populations, including individuals and families experiencing or at risk of homelessness. This role is responsible for building and sustaining a high-performing, trauma-informed team and ensuring that service delivery is aligned with federal, state, and local guidelines, including HUD, DHCS, and Managed Care Plan (MCP) expectations.

SUPERVISION RECEIVED:
Client Services Program Administrator

SUPERVISION EXERCISED:
Client Services 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide administrative oversight, program management, and strategic leadership for all Community Supports case management programs.
- Develop, implement, and maintain program policies, procedures, and workflows to ensure alignment with agency standards, funding requirements, and evidence-based practices.
- Monitor and ensure compliance with applicable contracts, grants, and regulations including those from DHCS, HUD, MCPs, BKRHC, and local jurisdictions.
- Provide direct supervision, training, and professional development for CS Supervisor, lead staff, and case managers.
- Lead program planning and continuous quality improvement initiatives; track performance indicators and outcomes and implement corrective actions as needed.
- Ensure the integration of trauma-informed care, person-centered approaches, harm reduction, and housing-first principles across all service delivery components.
- Analyze data trends, client needs, and system barriers to inform program design and advocacy efforts.
- Lead internal and external meetings, case conferencing, and interdepartmental coordination to ensure cohesive service delivery.

- Oversee the preparation and timely submission of reports, audits, and budget documentation required by funders and leadership.
- Coordinate the onboarding of new programs and manage transitions related to policy shifts, contract renewals, or system realignments.
- Foster collaborative relationships with community partners, MCPs, government agencies, and funders to enhance referral networks, service integration, and systems coordination.
- Work with multidisciplinary teams to address social determinants of health and streamline housing, case management, and health services.
- Represent the agency in public forums, advocating for whole-person care and trauma-sensitive service delivery.
- Develop and oversee marketing campaigns in collaboration with the CAPK Community Development team to promote Housing initiatives.
- Maintain confidentiality and uphold HIPAA 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.
- Public speaking and presentations to internal and external stakeholders.
- Support multidisciplinary teams in streamlining care coordination and addressing barriers to care for Medi-Cal beneficiaries
- 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Coordinated Entry, Street Outreach, and Cal-AIM or similar integrated care models.
- Understanding or policy and systemic barriers affecting housing and justice-involved populations.
- The development of strategic partnerships and collaborative responses to homelessness and reentry.
- Trauma-informed care frameworks, particularly in health and social service settings.
- Best practices for care coordination, data collection, and compliance reporting under federal, state, and local guidelines.

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, activities, and experiences.
- 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.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.
- Travel for agency business as needed.

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 administration, social Work, public health, or related field required.
- Minimum of five (5) years of experience in program management, with at least two (2) years of supervisory or leadership experience.
- Demonstrated experience managing multi-program initiatives with diverse funding sources.
- Deep knowledge of trauma-informed care, person-centered planning, housing-first approaches, and systems integration.
- Strong understanding of reentry services, homelessness response systems, and supportive housing programs.
- Any equivalent combination of education and/or experience may be acceptable.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desired.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain the CPR certification within 90 days of employment.
- NARCAN 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.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Client Services 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		

Program Supervisor- Client Services

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:
Under the direct supervision of the Client Services (CS) Program Manager, the Program Supervisor provides leadership and oversight to a multidisciplinary team of case managers and peer support workers serving vulnerable populations, including individuals and families experiencing or at risk of homelessness. The Supervisor ensures the delivery of high-quality, trauma-informed, person-centered services aligned with CAPK's mission and contractual obligations. This role involves staff supervision, program coordination, compliance monitoring, and support in achieving program outcomes across multiple housing and supportive service initiatives.

SUPERVISION RECEIVED:
Client Services Program Manager

SUPERVISION EXERCISED:
Cal-AIM Case Managers, Universal Case Manager, Residential Case Manager, Peer Support Street Engagement Worker, Program Specialist

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:

- Provide day-to-day supervision, coaching, and performance management for staff within housing and supportive service programs.
- Addresses all staff, provider, and client concerns under the direction of the CS Program Manager.
- Ensure case management services are delivered in alignment with relevant federal and state guidelines (e.g., HUD and DHCS), including housing first, homeless response system processes, trauma-informed care, and harm reduction principles.
- Develop workflows that integrate care coordination, health navigation, and social support in accordance with program goals.
- Conduct regular case conferencing and team meetings to support quality service delivery, collaboration, and professional development.
- Review case documentation, service plans, and data entries in HMIS or other case management systems for accuracy and timeliness.
- Coordinate onboarding, training, and continued education opportunities for new and existing staff.
- Serve as a resource to staff for resolving complex client issues, service coordination challenges, and crisis interventions.
- Ensure compliance with agency policies, funding requirements, and local/state/federal regulations.

- Collaborate with internal departments, community partners, and funders to ensure integrated service delivery and resource access.
- Participate in program audits, monitor outcomes, and assist with reporting requirements.
- Conduct performance evaluations, providing clear feedback and opportunities for development.
- Train staff on trauma-informed care and best practices, ensuring compliance with DHCS/HUD requirements.
- Maintain confidentiality and uphold HIPAA standards.

Other Job Specific Duties:
- Assists and participates in BKRHC meetings and community events as assigned.
- Represent the agency in community meetings, training, and collaborative efforts as assigned.
- Assist with community events, outreach, and agency-wide initiatives.
- Support multidisciplinary teams in streamlining care coordination and addressing barriers to care for Medi-Cal beneficiaries.
- 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:
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Experience with Coordinated Entry, Street Outreach, and Cal-AIM or similar integrated care models.
- Policy and systemic barriers affecting housing and justice-involved populations.
- Developing strategic partnerships and collaborative responses to homelessness and reentry.
- Trauma-informed care frameworks, particularly in health and social service settings.
- Best practices for care coordination, data collection, and compliance reporting under federal, state, and local guidelines.

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, activities, and experiences.
- 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.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.
- Travel for agency business as needed.

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 any accredited college or university with major in one of the social services, psychology, health care, or other related field, bachelor's preferred.
- Two (2) years of supervisory experience.
- Knowledge of trauma-informed care, person-centered planning, housing-first approaches, and systems integration.
- Strong understanding of reentry services, homelessness response systems, and supportive housing programs.
- Any equivalent combination of education and/or experience may be acceptable.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desired.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain the CPR certification within 90 days of employment.
- NARCAN 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.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Client Services Program 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	**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		

Program Specialist- Client Services

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:

Under the supervision of the Client Services (CS) Program Supervisor and in coordination with the Housing Navigators, the Program Specialist will develop and maintain relationships with agencies and community groups who provide community, health, and housing services in Kern County. Assists in the maintenance and training of the Housing Navigators in HMIS, CRM, and other online databases. Support the Housing Navigator in providing advocacy, assisting with connection to benefits, and housing. The primary goal is to work with individuals experiencing homelessness to obtain housing readiness documentation and enter data into the homeless management information system. Administer assessment tools, facilitate referrals and resources, and connect clients to social services. The Program Specialist will work as part of a larger team within the Bakersfield Kern Regional Homeless Collaborative (BKRHC).

SUPERVISION RECEIVED:

Client Services Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Handle a large volume of inbound and outbound calls referrals from 211 staff for callers that qualify for entry into the CES program for homeless services and/or rental assistance.
- Always maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Conduct appropriate assessments (QRT and VI-SPDAT), enter clients in the Coordinated Entry System (CES) and input client's data into the Homeless Management Information System (HMIS) database for all clients receiving homeless services.
- Maintain effective communication with Housing and Supportive Services staff, homeless service providers, and related resources about status and client progress.
- Inputs data entry and exit information into HMIS system and CRM. Works closely with Housing and Supportive Services staff to minimize errors and duplicate entries. This also applies when working directly with designated service providers.
- Assist in data collection and reporting.
- Assist with and participate in weekly conference calls with homeless services providers.
- Participate in the monthly By Name List (BNL) case conference calls, working groups, and other assigned committee meetings.

- Coordinates and provides training to Housing and Supportive Services staff, homeless service providers, CoC partners, and community members.
- Maintain program documentation and forms, including complying with the policies and procedures under the BKRHC/CoC, HUD, and all other related guidelines for the CES program.
- Assists with preparation of reports, and participation in the design of improvements to the homeless response system.
- Provides necessary information, problem assessment, referral, and follow up appropriate to client's and provider's needs.
- Represents the Homeless Services Division through public presentations in the community and committee participation, which may include evenings and weekends.
- Ensure program follow-up is completed in a timely manner, including delivery of match lists to CoC members.

Other Job Specific Duties:

- Assist and participate in BKRHC meetings, trainings, and community events as assigned.
- Prepares, conducts, and attends all meetings, training, and conferences as assigned.
- Assists the Chair/Co-chair of the BKRHC CES Committee.
- Must be able to work alternative schedules such as evenings, weekends, and holidays.
- Available to travel for work as necessary.
- 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office equipment, including multi-line phone systems.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment with prompt attention to caller's needs and call center's volume.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- 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 illness, drug addiction, health 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 engagements on issues related to homelessness.

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 required.
- Associate degree in health and human services, social services, or related field.
- Knowledge of Kern County health and social service agencies preferred.
- HMIS experience desired.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIRMENTS:

- Possession of a valid California's driver's license and state approved insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan, 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 moderate to high.
- Hazards are moderate to high. 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: KRV 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		

Universal Case 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 08 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Under the direct supervision of the Client Services (CS) Program Supervisor, the Universal Case Manager (UCM) plays a vital role in connecting individuals and families to a wide array of CAPK programs and services. The UCM conducts comprehensive universal intakes, assesses client needs, and coordinates referrals and service navigations across department such as Housing & Supportive Services, Health & Nutrition, Early Childhood Education, and Youth and Family Services. This position is rooted in a trauma-informed, client-centered, and culturally competent approach that empowers clients and promotes stability and self-sufficiency.

SUPERVISION RECEIVED:

Client Services Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conduct standardized universal intakes to determine client eligibility across multiple CAPK programs.
- Collect, document, and verify demographic, income, and need-based information.
- Identify immediate and long-term needs of clients and develop individualized service plans.
- Provide seamless internal referrals and warm handoffs to appropriate CAPK programs and external community resources.
- Serve as a single point of contact for clients navigating multiple services.
- Advocate for clients and reduce barriers to accessing services.
- Maintain a manageable caseload of clients who may be enrolled in multiple programs.
- Monitor client progress, follow up on referrals, and document outcomes.
- Ensure all interactions, updates, and client data are accurately entered into CAPK's case management systems (Dynamics 360).
- Collaborate with program teams, intake specialist, outreach workers, and leadership to ensure coordinated care.
- Attend regular case conferencing and cross-department meetings.
- Educate clients and community members about the full scope of CAPK programs.
- Ensure compliance with all agencies, state, and federal regulations,
- Assist in compiling data for program performance reporting and evaluation.
- Maintain confidentiality and uphold HIPPA standards.

Other Job Specific Duties:

- Assists and participates in CAPK and community meetings and community events as assigned.
- Must be available to travel.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged individuals and families.
- Trauma-informed and Client-Centered Approach.
- Culturally humility and sensitivity.
- Critical thinking and problem solving.
- Advocacy and empowerment focus.
- Strong documentation and follow through.

Ability to:

- Demonstrate strong organizational, interpersonal, and communication skills.
- 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, 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 engagements on issues related to homelessness.

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 Social Work, Human Services, Sociology, or related field required.
- An equivalent combination of education, training, lived experience, and professional experience that demonstrates the ability to successfully perform the duties of the position.
- Bilingual Certification required.
- Two (2) years' experience in social services, case management, or program navigation.
- Demonstrated knowledge of community resources and eligibility guidelines for public assistance programs.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must have reliable transportation during work hours.
- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.

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 moderate to high.
- Hazards are moderate to high. 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 Universal Case 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		

Resident Case 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 08 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:

Under the direct supervision of the Client Services (CS) Program Supervisor, the Resident Case Manager provides individualized, trauma-informed, and person-centered case management services to formerly homeless individuals and families residing in Permanent Supportive Housing. This position plays a vital role in helping residents stabilize, maintain housing, and improve overall quality of life by building trusting relationships, promoting self-determination, and coordinating supportive services based on resident-identified goals and needs.

SUPERVISION RECEIVED:

Client Services Program 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conduct comprehensive person-centered assessments and collaborate with residents to develop individualized service plans.
- Establish and maintain respectful, strength-based relationships with residents using a Housing First and harm reduction framework.
- Assist residents in achieving goals related to housing stability, income, health, mental health, recovery, education, and community integration.
- Identify immediate and long-term needs of clients and develop individualized service plans.
- Connect residents to internal and external services including behavioral health, primary care, substance use treatment, employment, benefits assistance, legal aid, and peer support.
- Provide ongoing coaching, support, and advocacy to residents as they work toward their goals.
- Advocate for clients and reduce barriers to accessing services.
- Facilitate regular home visits and in-office appointments to assess well-being, update service plans, and monitor progress.
- Monitor client progress, follow up on referrals, and document outcomes.
- Maintain accurate and timely documentation in the HMIS and/or case management system in accordance with funding and agency requirements.
- Collaborate closely with property management to support residents in maintaining housing and preventing eviction while respecting confidentiality and maintaining appropriate boundaries.

- Attend regular case conferencing and cross-department meetings.
- Respond to crises and coordinate interventions in a compassionate, trauma-informed manner.
- Ensure compliance with all agencies, state, and federal regulations,
- Assist in compiling data for program performance reporting and evaluation.
- Maintain confidentiality and uphold HIPPA standards.

Other Job Specific Duties:

- Assists and participates in CAPK and community meetings and community events as assigned.
- Must be available to travel.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations,
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged individuals and families.
- Strong understanding of person-centered planning, trauma-informed care, harm reduction, and motivational interviewing.
- Ability to engage individuals with complex needs respectfully and nonjudgmentally.
- Familiarity with housing programs, tenant rights, supportive services, and community resources.
- Culturally humility and sensitivity.
- Critical thinking and problem solving.
- Advocacy and empowerment focus.
- Strong documentation and follow through.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Excellent communication, de-escalation, and problem-solving skills.
- Analyze problems and identify alternative solutions.
- Plan, organize, and allocate resources.
- Ability to work independently and collaboratively across teams.
- 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.

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 Social Work, Human Services, Sociology, or related field required.
- An equivalent combination of education, training, lived experience, direct service experience in supportive housing, mental health, reentry or homeless services, that demonstrates the ability to successfully perform the duties of the position.
- Two (2) years of case management or related experience working with vulnerable populations, especially people experiencing homelessness, behavioral health conditions, or substance use disorders.
- Demonstrated knowledge of community resources and eligibility guidelines for public assistance programs.
- Lived experience in recovery, homelessness, or behavioral health is highly valued.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) preferred.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must have reliable transportation during work hours.
- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Resident Case 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		

Resident Case Manager

Outreach Specialist- ECM

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 07 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
Under the direct supervision of the Enhanced Care Management (ECM) Program Manager, the Outreach Specialist is responsible for providing education and outreach within the community to promote awareness of available Housing Services to eligible residents of Kern County. This position plays a key role in increasing visibility and accessibility of services by participating in outreach activities, community events, and presentations designed to engage the program's target population and connect them with needed housing resources

SUPERVISION RECEIVED:
Enhanced Care Management 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:
- Conduct education and outreach activities to ensure eligible Kern County residents are informed about Housing Services.
- Coordinate services with organizations that have trusted relationships in the community to implement effective education and outreach activities.
- Attend outreach events in high-need areas to promote Housing Services and maximize awareness of the Housing Services programs.
- Disseminate informational materials to eligible populations to increase awareness of Housing Services.
- Maintain social media accounts with direct messaging regarding Housing Services.
- Maintain accurate records of all outreach activities.
- Effectively present program information to the public.
- Establish professional working relationships with staff and agencies.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

Other Job Specific Duties:
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Attend all meetings and training as assigned.
- Travel throughout Kern County.
- Other job 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.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and other related software applications.
- Proper telephone etiquette.
- Proper grammar, punctuation, and spelling.

Ability to:

- Work under pressure in new situations.
- Always maintain client confidentiality.
- Greet visitors and clients in a professional manner.
- Operate standard office machines.
- Plan and organize resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Demonstrate strong problem-solving skills.
- Attend evening and weekend meetings.

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.
- Experience organizing community outreach, marketing, and social media.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with anacceptable driving record, substantiated by a DMV printout.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Multilingual language fluency highly desirable.

WORK ENVIRONMENT:

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

- Requires frequent fieldwork, walking, and travel in all weather conditions
- Work is primarily performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Outreach 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		

Peer Support Worker-Street Engagement

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 7 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
Under the direct supervision of the CES Supervisor, the Peer Support Worker plays a vital role in engaging individuals experiencing homelessness by building trust through shared lived experience and trauma-informed care. As someone with personal experience navigating systems such as homelessness, behavioral health, or substance use recovery, the Peer Support Worker serves as a relatable, nonjudgmental guide and advocate for individuals who may be disconnected from services. This position combines peer support principles with field outreach to reduce barriers to care, build client motivation, and foster lasting connections to supportive services.

SUPERVISION RECEIVED:
CES 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Conduct outreach to individuals living in unsheltered settings including encampments, streets, parks, shelters, or other areas.
- Use lived experience and peer support to create safe, trusting relationships with individuals who may be hesitant or resistant to service systems.
- Apply trauma-informed and harm reduction approaches in all client interactions.
- Provide peer mentoring, emotional support, and hope-based engagement strategies to help individuals define and pursue their own recovery or housing goals.
- Support clients identifying strengths, setting achievable goals, and navigating complex service systems (e.g., housing, healthcare, benefits).
- Educate clients on coping skills, self-advocacy, self-care, and recovery pathways.
- Complete outreach documentation, assessments, and referrals in accordance with agency and funder requirements.
- Serve as a liaison between clients and providers, helping to bridge gaps in communication or trust.
- Participate in client choice, dignity, and respect in all services and system interactions.
- Support crisis response, de-escalations, and safety planning as needed, within scope.
- Attend regular training in trauma-informed care, peer support, cultural humility, and street outreach best practices.
- Participate in multidisciplinary case conferencing and contribute peer perspective to service planning.
- Perform additional duties as assigned in support of agency objectives.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Attend all meetings and training as assigned.
- Travel throughout Kern County.
- Other job 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Understanding trauma-informed and peer-led care models.
- Homelessness systems, supportive housing, behavioral health, and local community resources.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment with prompt attention to client needs.
- Communicate effectively, both verbally and in writing.
- Work independently while exhibiting self-direction and flexibility.
- Prepare clear and concise reports.
- Exercise sound independent judgment within general policy guidelines.
- Support and engage with diverse 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.
- Effectively organize and prioritize assigned work to meet deadlines.
- Maintain professional relationships with various groups and community representatives.
- Uphold a high level of confidentiality regarding sensitive materials and information.
- Offer suggestions for improving workflow or system efficiency and 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 GED required.
- Completion of Peer Support Training and/or Certification within 90 days of employment.
- At least one (1) year of relevant experience in outreach, peer support, case management, or recovery support services.
- Lived experience with homelessness, substance use recovery, or justice engagement required.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations
- Must be able to obtain the CPR certification within 90 days of employment.
- 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.

- Requires frequent fieldwork, walking, and travel in all weather conditions.
- Primarily outdoors and in non-traditional environments.
- Noise level is moderate to loud.
- Hazards are moderate to high. 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 Peer Support Worker- Street Engagement			
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		

Administrative Assistant- Housing and Supportive Services

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 6 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Administrative Assistant provides administrative and logistical support, including managing confidential files, coordinating travel, reconciling expenses, processing purchase orders, and maintaining electronic records. This role supports program staff with order tracking, inquiries, and special events, while also assisting with reception duties and general clerical tasks. The Administrative Assistant regularly interacts with internal and external contacts and must demonstrate professionalism, confidentiality, and knowledge of agency policies and compliance standards, particularly those related to the Cal-AIM program.

SUPERVISION RECEIVED:
Director of Housing & Supportive Services

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:
- Apply knowledge of agency guidelines and policies.
- Prepare travel documents for various staff, including booking flights, hotel rooms, registration for conferences, travel advances, travel liquidation, and ongoing communication with travelers.
- Maintain electronic files of all travel related documents.
- Reconcile Credit Card Statements for the Director.
- Provide support to the Program Administrators and Director including tasks such as order tracking, order coordination, and responding to staff inquiries.
- Input check requests and purchase order requests.
- Assist with room set-up and clean-up for Board & Committee meetings, and other meeting preparations, as assigned.
- Prioritize workflow, including handling routine matters such as distributing mail, faxing, and photocopying.
- Order, monitor, and maintain department office supplies.
- Efficient planning, organizing, and scheduling work priorities.
- Responsible for approving conference room reservation requests.
- Provide Support at Reception Desk
- Provide support for CAPK special events.
- Perform general clerical support functions including filing, copying, faxing, typing, and data entry.
- Ensure files and data entry for the Cal-AIM program are maintained in compliance with reporting and auditing requirements of funding sources.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Perform 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:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- 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 related software applications.

Ability to:

- Problem solve and address conceptual matters.
- Plan, organize, and allocate substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff.

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
- Three (3) years of clerical experience.

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 work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- NARCAN certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) 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 performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. 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 Administrative Assistant			
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					

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: August 6, 2025

Subject: *Agenda Item 4(b): 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:

- 630 Staff employed.
- 37 Vacant Positions.
- Onboard 9 new staff members.
- Twenty-two (22) Resignations.
- Fourteen (14) days of interviews for 14 open requisitions for both Kern and San Joaquin County.

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 July 28, 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	0	0%	6	6	0	100%
Alicante	20	10	50%	3	3	0	100%
Angela Martinez EHS	24	25	104%	9	9	0	100%
Angela Martinez HS	81	47	58%	9	9	0	100%
Bakersfield College	32	20	63%				
Blanton	16	12	75%				
Broadway (PY)	37	0	0%	6	6	0	100%
California City (PY)	17	0	0%	2	2	0	100%
California Street	24	20	83%	9	8	1	89%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	12	80%	3	3	0	100%
Delano (PY)	60	0	0%	12	12	0	100%
Escuelita Hernandez	16	15	94%				
Fairfax (PY)	34	0	0%	6	6	0	100%
Family Childcare EHS	22	26	118%				
Family Childcare HS	21	15	71%				
Garden Pathways	11	11	100%				
Gianone	16	15	94%	3	3	0	100%
Harvey L. Hall EHS	68	63	93%	27	27	0	100%
Harvey L. Hall	74	67	91%	12	12	0	100%
Heritage (PY)	17	0	0%	2	1	1	50%
Kennedy	16	13	81%	6	4	2	67%
Lathrop	24	15	63%	9	9	0	100%
Lodi	32	32	100%	12	12	0	100%
M. Massei	24	23	96%	9	8	1	89%
MJM EHS	16	16	100%	6	5	1	100%
MJM HS	34	30	88%	6	6	0	100%
Oasis EHS (PY)	8	0	0%	3	2	1	67%
Oasis (PY)	34	0	0%	6	5	1	83%
Pete Parra EHS	48	45	94%	15	13	0	87%
Pete Parra HS	68	48	71%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	36	71%	9	8	0	89%
Rosamond (PY)	51	0	0%	9	8	1	89%
San Diego EHS	32	30	94%	12	12	0	100%
Shafter EHS	24	23	96%	9	9	0	100%
Shafter	17	10	59%	3	3	0	100%
Stockdale HS	41	0	0%	9	8	1	89%
Sterling EHS	72	65	90%	9	8	1	89%
Sterling HS	53	57	108%	24	22	2	92%
Sunrise Villa (PY)	17	0	0%	9	9	0	100%
Taft (PY)	51	0	0%	3	2	1	67%
Taft College	16	11	69%				
Tehachapi (PY)	15	0	0%	2	2	0	100%
Tiny Powers	8	0	0%	0	0	0	0%
Vineland (PY)	17	0	0%	2	2	0	100%
Virginia (PY)	17	0	0%	2	2	0	100%
Home Base Kern 160	160	132	83%	16	16	0	100%
SJC EHS HB 80	80	67	84%	8	8	0	100%
Total	**1689**	**1034**	**61%**	**325**	**311**	**14**	**96%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
EHS HB ~ 100		
ECE 10	10	0
SJB HB ~ 80		
Stockton 2	10	0
Tiny Powers~ 8		
Class 1	8	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
3	**28**	**3**

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**2%**	**21.43%**
Open Enrollment	**98%**	**78.57%**

Funded Enrollment	1689	1034 61%

Active Enrollment	1661	1034 62%

DATE	August 7, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
   Committee Chair Curtis Floyd called the meeting to order at 12:08 pm from the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with quorum present.

   Present: Curits Floyd, Guadalupe Perez, Jonathan Mullings (arrived at 12:19 pm).

   Absent: Chris Parlier

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Freddy Hernandez, Director of Youth & Community Services, other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Consolidated Plan Summary CAPK – Tracy Webster, Chief Financial Officer and Nationwide Representatives - ***Info Item***

      Tracy Webster introduced Tom Nawrocki from Nationwide, who provided an update on the CAPK Plan. Tom reviewed the 401(a) and 403(b) plans and noted it's been 353 days since the transition from Standard Insurance to Nationwide—just shy of one year. Combined plans have increased from $39.7M to $44.1M. The CAPK 403(b) plan has 916 enrolled and the 401(a) plan has 1, 435 enrolled. Retirement goal setting for 403(b) is 25% and 401(a) is 8% with a combined average of 20%. Tom said the data shows positive results for one year with strong engagement and room for growth.

      Committee members posed several questions to Tom regarding staff's retirement readiness, specialty funds, ROTH accounts and online training options. All questions were answered to the member's satisfaction.

   b. CSBG Close Out Package – Contract 24F-3015 – Tracy Webster, Chief Financial Officer - ***Info Item***

      Tracy Webster presented the above agenda commenting that this contract is completely closed.

   c. 2025 CSBG Desk Review Contract 25F-6015 - Tracy Webster, Chief Financial Officer - ***Info Item***

      Tracy Webster presented the desk review for CSBG Contract 25F-6015, noting CAPK is in full contractual compliance.

d. WIC 2024 Program Monitoring Corrective Action Plan- Marissa Ortiz-Cortez, WIC Program Administrator - ***Info Item***

Marissa Ortiz-Cortez presented the above agenda item noting WIC had an in-person audit in December 2024. The letter of findings and action plan was presented to this committee in January 2025. State WIC approved CAPK's action plan in February of 2025.

Curtis Floyd referenced the corrective action plan, noting that all items were scheduled for completion by March 2025, and asked whether that deadline had been met. Marissa confirmed that the training was the final outstanding item and has since been completed, meaning all components of the plan have now been finalized.

e. VITA Grant 25VITAA0310 Administrative Review Letter – Freddy Hernandez, Director of Youth & Community Services – ***Info. Item***

Freddy Hernandez presented the above agenda item and noted no issues were found in the audit review.

f. Community Services Development Monitoring Report: DOE WAP E-25-013D – Freddy Hernandez, Director of Youth & Community Services – ***Info. Item***

Freddy Hernandez presented the above agenda item noting a few suggestions from the auditors have been incorporated into the program.

g. First 5 Kern – East Kern Family Resource Center Administrative Review- Freddy Hernandez, Director of Youth & Community Services – ***Info. Item***

Freddy Hernandez presented the above agenda item.

h. First 5 Kern – Oasis Family Resource Center Administrative - Freddy Hernandez, Director of Youth & Community Services – ***Info. Item***

Freddy Hernandez presented the above agenda item. Jonathan Mullings inquired about the adjustments noted on the desk review. Tracy Webster replied that because we are on full accrual accounting, we have to show proper adjustments and may need to adjust the next cycle due to invoices being received late.

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

Cutis Floyd suggested that for the next meeting, all CAPK presenters should go first, followed by Nationwide and any other presenters.

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

Audit & Pension Committee
November 19, 2025
1300 18th Street, Suite 200
Bakersfield, CA 93301

7. <u>Adjournment</u>

The meeting was adjourned at 12:56 pm

CONSOLIDATED PLAN SUMMARY

COMMUNITY ACTION PARTNERSHIP OF KERN

as of 06/30/2025



WELCOME

We value your partnership and the opportunity to offer a competitive, effective retirement plan to your participants. Through diligent work and thought leadership, we'll help you grow your plan and help your participants prepare for and live in retirement. This report includes balance information, participant demographics, contribution highlights and retirement readiness numbers. Together, we can use this information to help your participants achieve greater financial wellness.

Our goal is to help you objectively evaluate your Plan's performance and how it performs against other plans like yours. Since Nationwide Retirement Solutions is one of the largest retirement plan providers in the industry, we are uniquely positioned to compare your Plan to many others of similar asset size. By comparing the current year information to previous years, you can see how your Plan is performing, where your educational efforts are working and what areas offer opportunities for improvement. The "Peer Group" comparisons used in this report are based on cases with assets of $20 million - $50 million for the 401(a) plan, and $5 million - $20 million for the 403(b) plan.

Thank you for your valued business. We look forward to helping improve retirement readiness for your participants.

TABLE OF CONTENTS

Section	401(a)	403(b)
Consolidated Plan Summary	3	3
Executive summary	7	19
Participant demographics	8	20
Contributions & investments	10	22
Retirement readiness	12	24
Assets & fund details	13	25
Balance details	16	28
Opportunities	31	31

Retirement Specialists are registered representatives of Nationwide Investment Services Corporation, member FINRA. The information they provide is for educational purposes only and is not legal, tax or investment advice.

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NRM-17453AO

CONSOLIDATED PLAN SUMMARY

Balance details

Activity	403(b)	401(a)	Totals
Previous Quarter Balance	$11,376,358.13	$28,391,572.92	$39,767,931.05
Deposits	$484,535.62	$657,216.61	$1,141,752.23
Dividends	$2,311.68	$5,273.24	$7,584.92
Loan payments	$5,347.71	$0.00	$5,347.71
Gain/Loss	$1,085,429.74	$2,590,816.44	$3,676,246.18
Charges/Fees	-$12,770.55	-$31,202.86	-$43,973.41
Withdrawals	-$187,249.64	-$192,124.70	-$379,374.34
Current quarter end balance	$12,751,651.01	$31,416,278.41	$44,167,929.42
Total Contributions YTD	$877,604.76	$1,431,441.81	$2,309,046.57
Total Rollovers-In YTD	$3,323.07	$0.00	$3,323.07
Number of Active Loans	18	0	18
Number of Defaulted Loans	6	0	6
Total Loan Balance	$95,224.50	$0.00	$95,224.50
SDO Balance	$0.00	$0.00	$0.00
ProAccount Balance	---	---	---

CONSOLIDATED PLAN SUMMARY

Participant demographics

Activity	403(b)	401(a)
Enrolled Participants	916	1,435
New Enrollments	96	96
Actively Deferring	671	988
Inactive	243	441
In Payout	2	6

Contributions and investments

Activity	403(b)	401(a)
Average Account Balance	$14,025.00	$21,893.00
Average Contribution	$98.00	$0.00
% of Employees with Increased Cont	6%	0%
% of Employees with auto increase	0%	---
Number of SDO Participant Accounts	0	0
SDO Account Balance	$0.00	$0.00
Number of ProAccount Participant Accounts	0	0
ProAccount Balance	---	---

Retirement readiness

Activity	403(b)	401(a)
Total enrolled participants	916	1,435
Enrolled participant with an online account	528	609
Participants with a retirement goal	231	260

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PLAN HEALTH REPORT

COMMUNITY ACTION PARTNERSHIP OF KERN 401(a) and 403(b) PLANS

as of 06/30/2025

Nationwide®

EXECUTIVE SUMMARY

401(a) Plan Summary

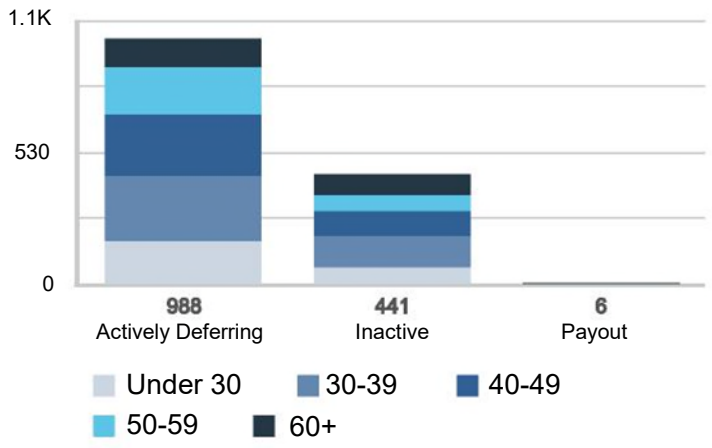
TOTAL PARTICIPANT ACCOUNT BALANCE

$31,416,278

How many are participating?

ENROLLED PARTICIPANTS

1,435



NEW ENROLLMENTS
(Calendar year to date)

96

How are they saving & investing?

WHAT YOUR PARTICIPANTS ARE CONTRIBUTING

AVERAGE ACCOUNT BALANCE

$21,893

AVERAGE CONTRIBUTION

$0

How many participants are prepared for retirement

Online engagement

1,435

TOTAL ENROLLED PARTICIPANTS

609 or 42%

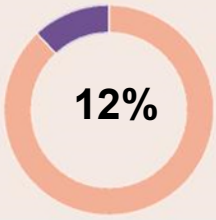
ENROLLED PARTICIPANTS WITH AN ONLINE ACCOUNT

Retirement readiness

260 or 42%

OF THE PARTICIPANTS WITH AN ONLINE ACCOUNT, THE FOLLOWING HAVE A RETIREMENT GOAL

PARTICIPANTS 'ON TRACK' FOR RETIREMENT



PARTICIPANT DEMOGRAPHICS

How participants are engaged in the plan

ENROLLED PARTICIPANTS [1]

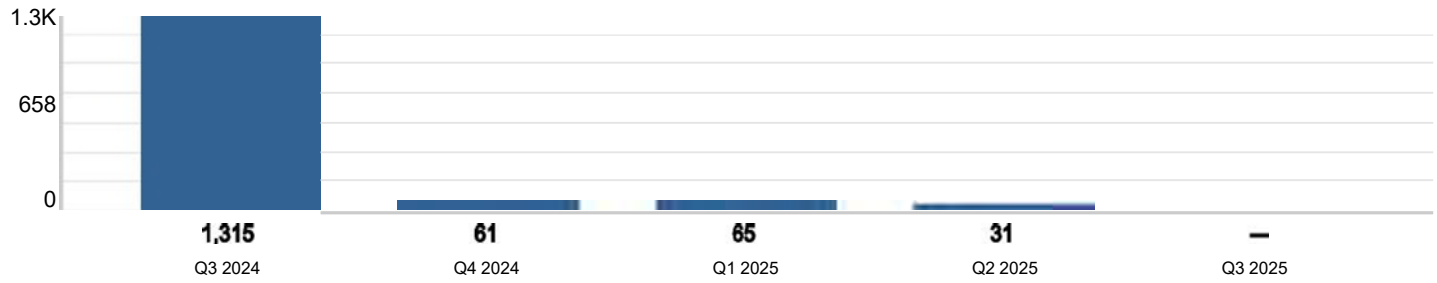
1,435

NEW ENROLLMENTS [2]

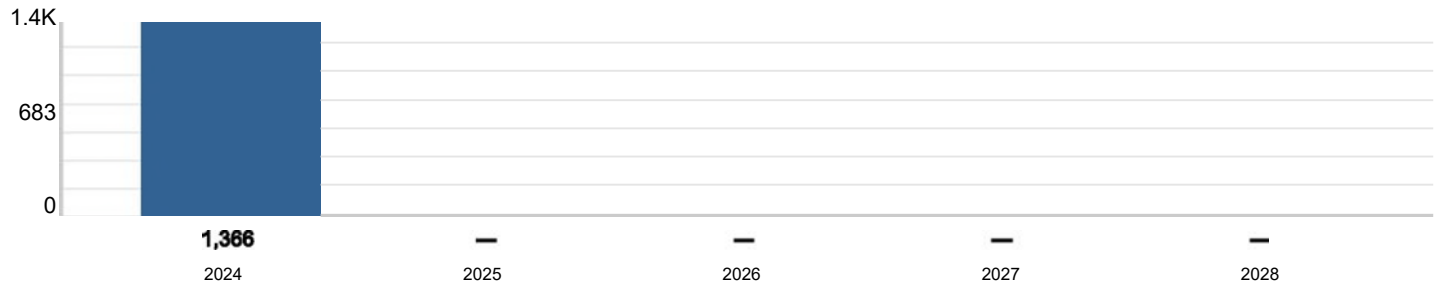
(Calendar year to date)

96

ENROLLMENT TRENDS (BY QUARTER) [3]



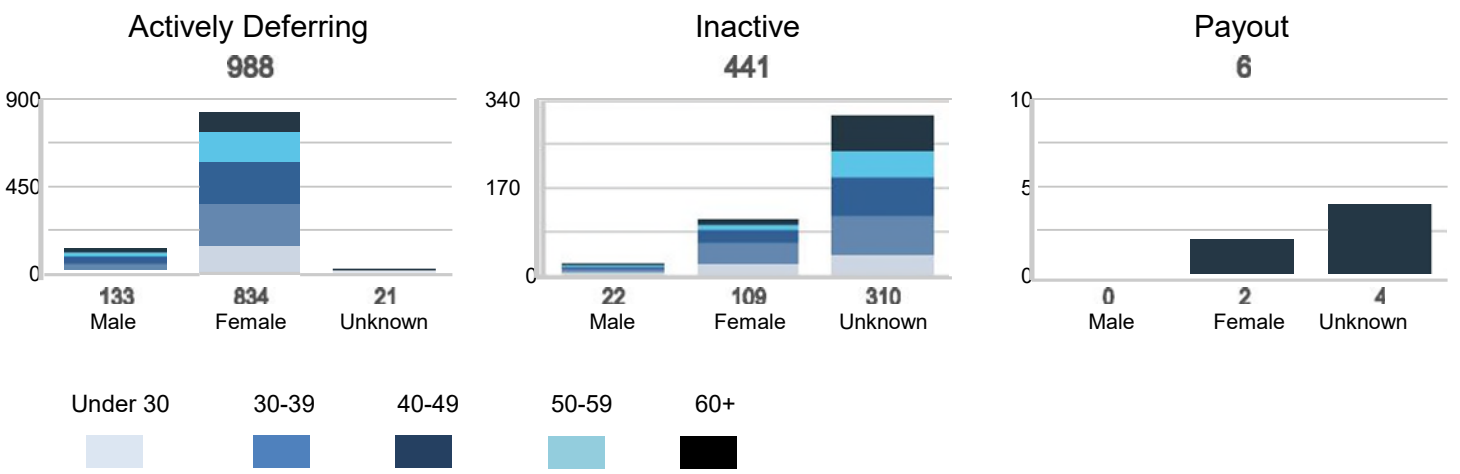
ENROLLMENT TRENDS (BY YEAR) [3]



[1] Total number of enrolled participants in this plan.
[2] Participants who open and close their account within the calendar year, will not be counted in year-to-date enrollment numbers.
[3] Total number of participants enrolled by quarter or by year.

How participants are engaged in the plan

Enrolled participant data [4]



	Actively Deferring 988			Inactive 441			Payout 6		
Age	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown
Under 30	21	142	11	5	23	39	0	0	0
30 - 39	39	217	7	7	41	76	0	0	0
40 - 49	31	214	2	4	24	74	0	0	0
50 - 59	27	161	1	5	9	53	0	0	0
60+	15	100	0	1	12	68	0	2	4
Totals	133	834	21	22	109	310	0	2	4

[5] Actively deferring - Participants with a balance, a contribution in the past 30 days and a status of employed.
Inactive - Participants with a balance, no contribution in the past 30 days and no status of payout.
Payout - Participants with a balance and a status of payout.

CONTRIBUTION & INVESTMENTS

What your participants are contributing

AVERAGE ACCOUNT BALANCE[1]

$21,893

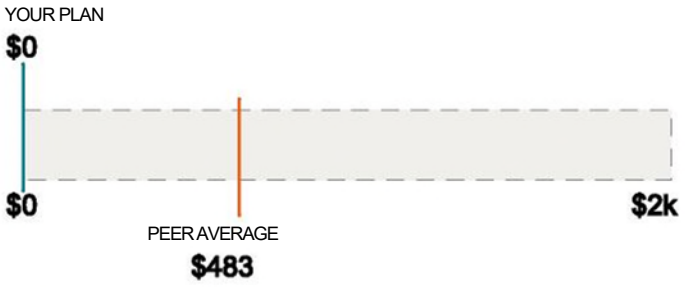


AVERAGE ACCOUNT BALANCE BY YEAR

This information will be available after a minimum of 2 years of data are collected.

AVERAGE CONTRIBUTION PER PAY PERIOD [1]

$0



AVERAGE CONTRIBUTION BY YEAR

This information will be available after a minimum of 2 years of data are collected.

Balances & contributions by age & gender

	Average account balance			Average annualized contributions		
Age	Male	Female	Unknown	Male	Female	Unknown
Under 30	$4,647	$4,257	$2,048	$0	$0	$0
30 - 39	$8,518	$9,030	$7,707	$0	$0	$0
40 - 49	$26,832	$24,130	$18,096	$0	$0	$0
50 - 59	$49,225	$41,655	$22,401	$0	$0	$0
60+	$23,641	$62,769	$23,219	$0	$0	$0

[1] A peer group consists of NRS plans with similar assets. This peer group comparison includes cases with $20 million - $50 million.

CONTRIBUTION & INVESTMENTS

What your participants are contributing

0% PARTICIPANTS WITH INCREASED CONTRIBUTIONS
(Calendar year to date)

0% PARTICIPANTS WITH AUTOMATIC CONTRIBUTION INCREASE (calendar year to date)

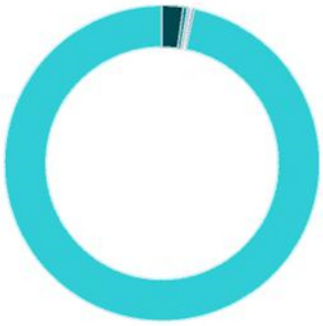
2025 IRS limits Regular Limit $70,000

How your participants are invested

ASSET ALLOCATION [1]

NUMBER OF ASSET CLASSES

1	2.2%
2	0.4%
3	0.4%
4	0.3%
5+	96.7%



ASSET DIVERSIFICATION [2]

AVG. # ASSET CLASSES

4.9

PEER GROUP

4.7

RECOMMENDED

5

ProAccount

TOTAL PROACCOUNT BALANCE	PARTICIPANTS WITH PROACCOUNT	AVG ACCOUNT BALANCE WITH PROACCOUNT
$0	0 *out of 1,435 total enrolled participants*	$0

1 Percentage of participants by number of investment classes.
2 Average number of asset classes - Average number of asset classes in which participants are invested.
Peer group - Average number of asset classes in which this peer group (cases with $20 million - $50 million) is invested.
Recommended number of asset classes - The number of asset classes in which a participant should be invested for ideal diversification.

RETIREMENT READINESS

How many participants are prepared for retirement

Online engagement

1,435

TOTAL ENROLLED PARTICIPANTS

609 or 42%

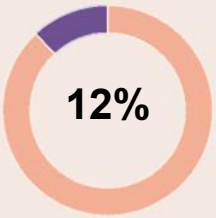
ENROLLED PARTICIPANTS WITH AN ONLINE ACCOUNT

Retirement readiness

260 or 42%

OF THE PARTICIPANTS WITH AN ONLINE ACCOUNT, THE FOLLOWING HAVE A RETIRMENT GOAL 1

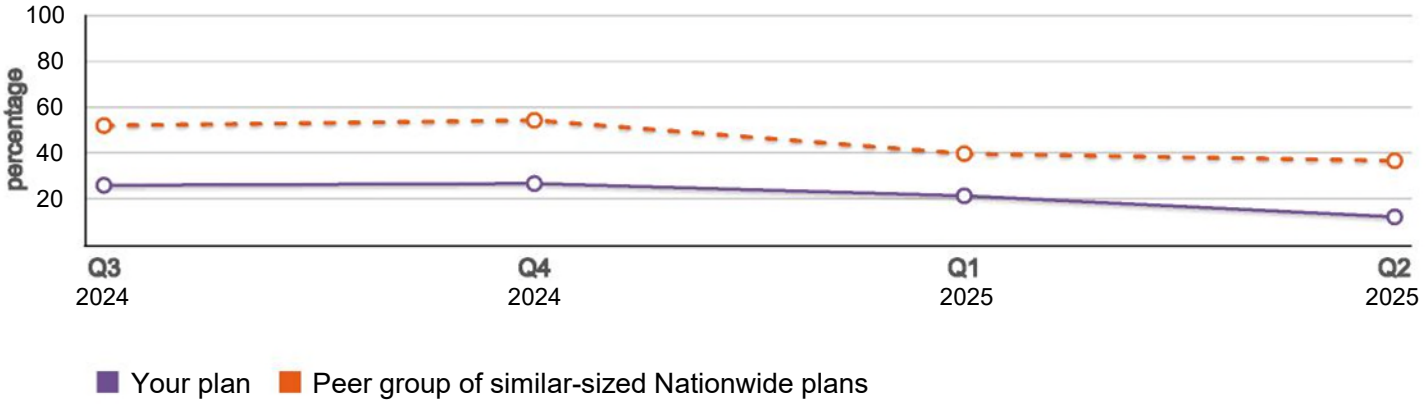
PARTICIPANTS 'ON TRACK' FOR RETIREMENT 2



Participants who actively review their online account and use their retirement outlook tools are 4 times more likely to take action and save more for retirement.

Peer comparison

Retirement readiness peer comparison



NRM-17390AO

1 Participants with a retirement goal from My Interactive Retirement Planner®.
2 Participants with a retirement goal from My Interactive Retirement Planner® and a retirement readiness score of "on track" (.915 or higher).

Asset class totals

Asset class	2023	2024	2025 YTD	% of total
Mid cap	---	$864,428.04	$852,835.39	2.7%
Large cap	---	$2,533,720.06	$2,601,420.40	8.3%
Balanced	---	$466,302.70	$499,301.50	1.6%
Bonds	---	$509,096.99	$516,855.51	1.6%
Specialty	---	$8,947.26	$9,947.14	0.0%
Asset allocation	---	$22,065,352.91	$25,058,608.04	79.8%
International	---	$313,104.64	$386,917.30	1.2%
Small cap	---	$383,747.75	$365,400.18	1.2%
Fixed assets and cash	---	$1,121,783.95	$1,124,992.95	3.6%
Total	**---**	**$28,266,484.30**	**$31,416,278.41**	**100%**

Total contributions by asset class

Asset class	2023	2024	2025 YTD	% of total
Mid cap	---	$849,032.43	$10,210.37	0.7%
Large cap	---	$2,451,546.37	$28,154.06	2.0%
Balanced	---	$498,279.63	$8,914.11	0.6%
Bonds	---	$521,049.39	$10,350.34	0.7%
Specialty	---	$9,239.48	$599.52	0.0%
Asset allocation	---	$22,634,253.22	$1,334,969.13	93.3%
International	---	$319,621.84	$5,904.90	0.4%
Small cap	---	$371,065.49	$6,114.83	0.4%
Fixed assets and cash	---	$1,160,346.74	$26,224.55	1.8%
Total	**---**	**$28,814,434.59**	**$1,431,441.81**	**100%**

2025

Asset allocation

(as of 06/30/2025)

ASSET CLASS	YOUR PLAN	PEER GROUP	DIFFERENCE
Mid Cap	2.7%	5.2%	-2.5%
Large Cap	8.3%	20.4%	-12.1%
Balanced	1.6%	0.7%	0.9%
Bonds	1.6%	3.6%	-2.0%
Short Term	0.0%	6.5%	-6.5%
SDO	0.0%	0.7%	-0.7%
Specialty	0.0%	1.3%	-1.3%
Loan	0.0%	0.1%	-0.1%
Asset Allocation	79.8%	37.6%	42.2%
International	1.2%	5.1%	-3.9%
Small Cap	1.2%	2.6%	-1.4%
Fixed assets and cash	3.6%	16.2%	-12.6%

2024

Asset allocation

(as of 12/31/2024)

ASSET CLASS	YOUR PLAN	PEER GROUP	DIFFERENCE
Mid Cap	3.1%	3.9%	-0.8%
Large Cap	9.0%	19.2%	-10.2%
Balanced	1.6%	0.8%	0.8%
Bonds	1.8%	3.5%	-1.7%
Short Term	0.0%	7.3%	-7.3%
SDO	0.0%	0.8%	-0.8%
Specialty	0.0%	1.3%	-1.3%
Loan	0.0%	0.1%	-0.1%
Asset Allocation	78.1%	41.0%	37.1%
International	1.1%	4.0%	-2.9%
Small Cap	1.4%	2.4%	-1.0%
Fixed assets and cash	4.0%	15.7%	-11.7%

Total account balance

Money source	Current value
Participant Assets	**$31,416,278.41**
Rollover (Pre-Tax)	$493,870.66
Employer Money Purchase	$30,771,933.02
QNEC Qualified Non-Elect Contribution	$150,474.73
Plan Forfeiture Assets	**$96,354.89**
Employer Money Purchase	$96,188.35
QNEC Qualified Non-Elect Contribution	$99.38
Total Plan Assets	**$31,512,566.14**

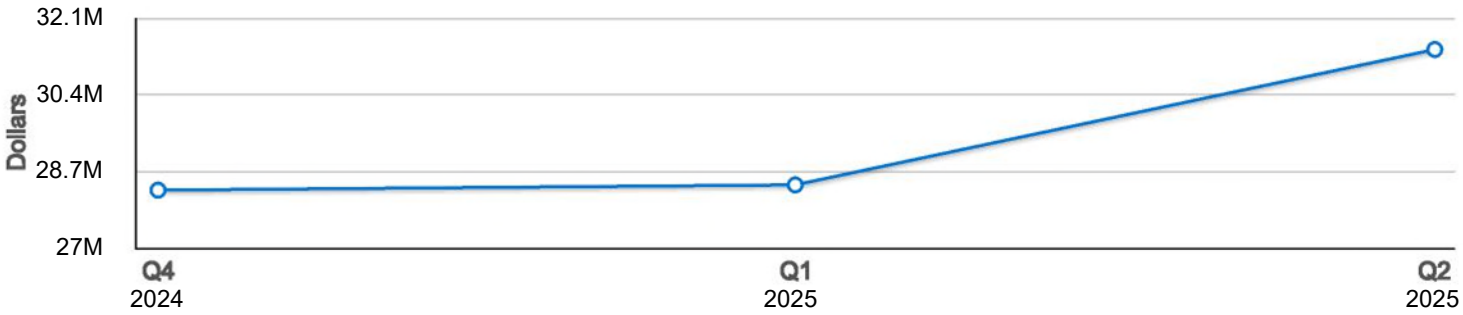
Contributions and transfers/rollovers-in

Type	Year to date
Contributions	$1,431,441.81
Transfers/Rollovers-In	$0
Total	**$1,431,441.81**

Balance activity by quarter

Change in balance from last quarter

▲ 10.7%
FROM LAST QUARTER



EXECUTIVE SUMMARY

403(b) Plan Summary

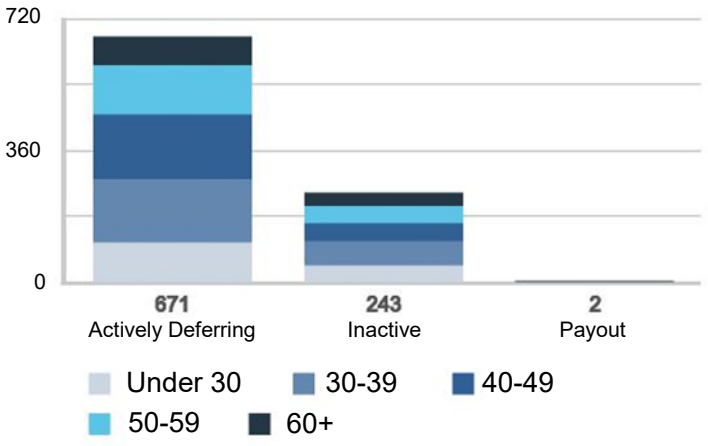
TOTAL PARTICIPANT ACCOUNT BALANCE

$12,846,876

How many are participating?

ENROLLED PARTICIPANTS

916



NEW ENROLLMENTS
(Calendar year to date)

96

How are they saving & investing?

WHAT YOUR PARTICIPANTS ARE CONTRIBUTING

AVERAGE ACCOUNT BALANCE

$14,025

AVERAGE CONTRIBUTION

$98

How many participants are prepared for retirement

Online engagement

(as of 06/30/2025)

916
TOTAL ENROLLED PARTICIPANTS

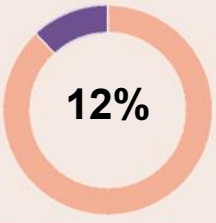
528 or 57%
ENROLLED PARTICIPANTS WITH AN ONLINE ACCOUNT

Retirement readiness

(as of 06/30/2025)

231 or 43%
OF THE PARTICIPANTS WITH AN ONLINE ACCOUNT, THE FOLLOWING HAVE A RETIREMENT GOAL [1]

PARTICIPANTS 'ON TRACK' FOR RETIREMENT



PARTICIPANT DEMOGRAPHICS

How participants are engaged in the plan

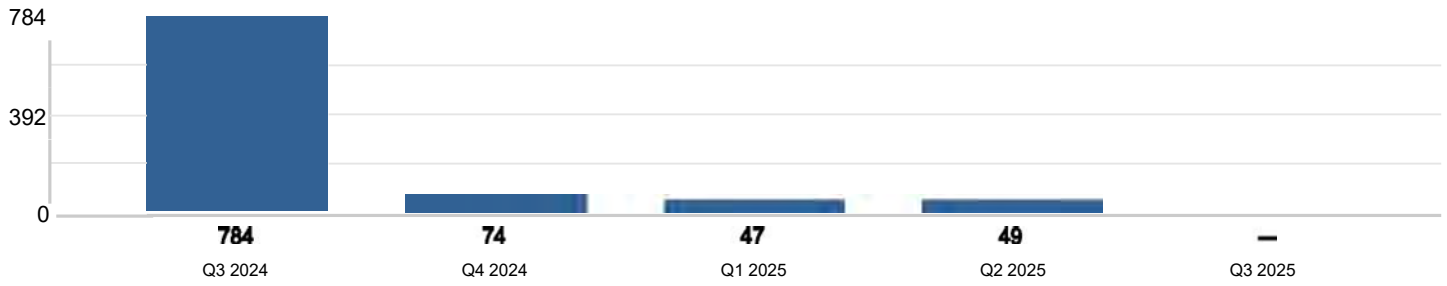
ENROLLED PARTICIPANTS [1]

916

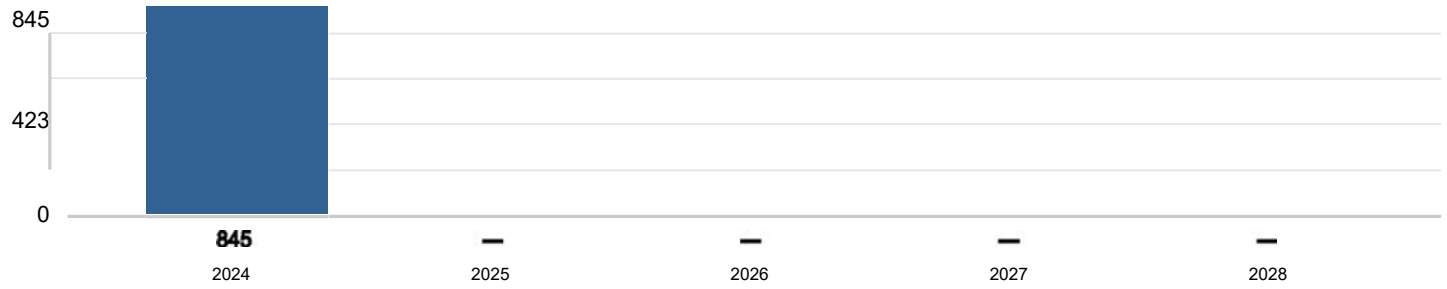
NEW ENROLLMENTS [2]
(Calendar year to date)

96

ENROLLMENT TRENDS (BY QUARTER) [3]



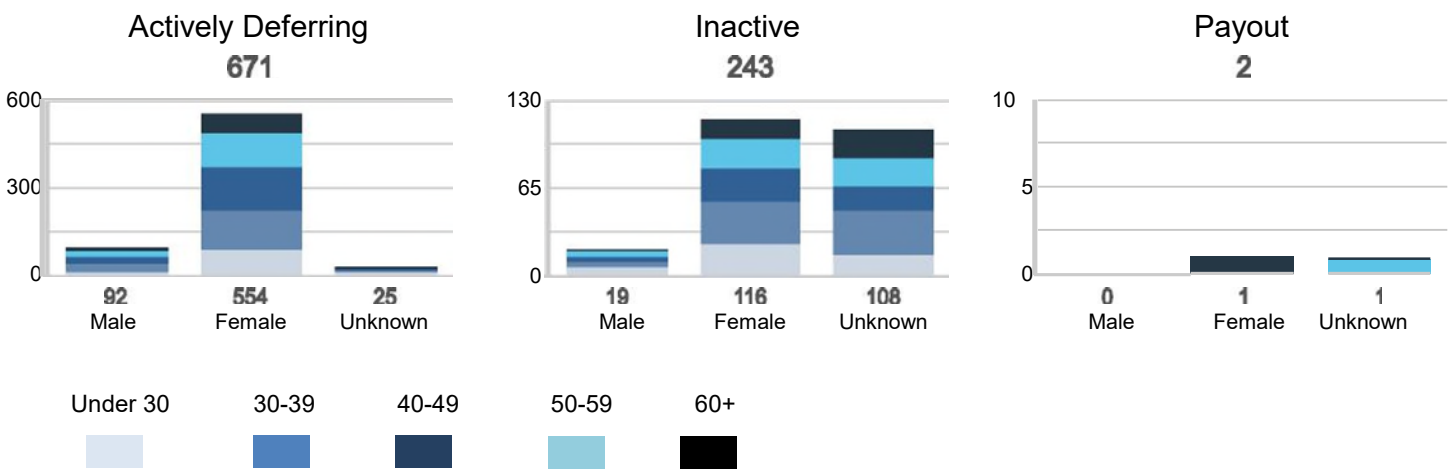
ENROLLMENT TRENDS (BY YEAR) [3]



[1] Total number of enrolled participants in this plan.
[2] Participants who open and close their account within the calendar year, will not be counted in year-to-date enrollment numbers.
[3] Total number of participants enrolled by quarter or by year.

How participants are engaged in the plan

Enrolled participant data [4]



	Actively Deferring 671			Inactive 243			Payout 2		
Age	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown
Under 30	9	85	12	6	23	15	0	0	0
30 - 39	29	138	10	4	31	33	0	0	0
40 - 49	24	151	2	4	26	18	0	0	0
50 - 59	17	113	1	5	22	21	0	0	1
60+	13	67	0	0	14	21	0	1	0
Totals	92	554	25	19	116	108	0	1	1

[5] Actively deferring - Participants with a balance, a contribution in the past 30 days and a status of employed.
Inactive - Participants with a balance, no contribution in the past 30 days and no status of payout.
Payout - Participants with a balance and a status of payout.

CONTRIBUTIONS & INVESTMENTS

What your participants are contributing

AVERAGE ACCOUNT BALANCE 1

$14,025

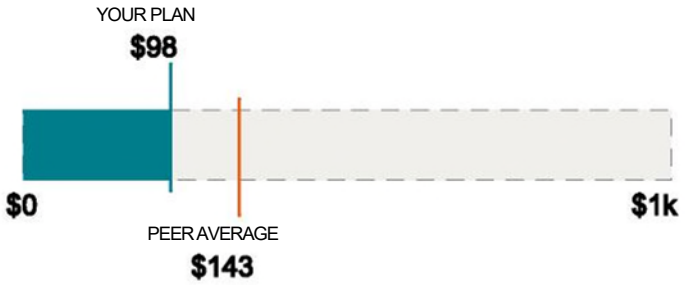


AVERAGE ACCOUNT BALANCE BY YEAR

This information will be available after a minimum of 2 years of data are collected.

AVERAGE CONTRIBUTION PER PAY PERIOD 1

$98



AVERAGE CONTRIBUTION BY YEAR

This information will be available after a minimum of 2 years of data are collected.

Balances & contributions by age & gender

	Average account balance			Average annualized contributions		
Age	Male	Female	Unknown	Male	Female	Unknown
Under 30	$2,217	$3,149	$5,508	$1,164	$1,862	$519
30 - 39	$11,215	$5,657	$3,379	$3,476	$1,875	$451
40 - 49	$22,392	$13,417	$13,637	$4,714	$3,020	$108
50 - 59	$44,426	$16,965	$15,988	$8,203	$2,581	$236
60+	$12,632	$37,210	$34,673	$1,918	$5,072	$0

1 A peer group consists of NRS plans with similar assets. This peer group comparison includes cases with $5 million - $20 million.

CONTRIBUTION & INVESTMENTS

What your participants are contributing

6% PARTICIPANTS WITH INCREASED CONTRIBUTIONS
(Calendar year to date)

0% PARTICIPANTS WITH AUTOMATIC CONTRIBUTION INCREASE (Calendar to date)

2025 IRS limits

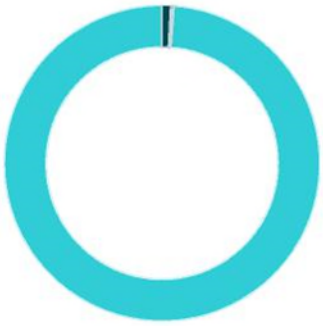
Regular Limit $23,500 | 60-63 Catch Up $11,250 | 50+ Catch Up $7,500

How your participants are invested

ASSET ALLOCATION [1]

NUMBER OF ASSET CLASSES

1	0.9%
2	0.1%
3	0.0%
4	0.2%
5+	98.8%



ASSET DIVERSIFICATION [2]

AVG. # ASSET CLASSES

5.2

PEER GROUP

4.6

RECOMMENDED

5

ProAccount

TOTAL PROACCOUNT BALANCE	PARTICIPANTS WITH PROACCOUNT	AVG ACCOUNT BALANCE WITH PROACCOUNT
$0	0 *out of 916 total enrolled participants*	$0

1 Percentage of participants by number of investment classes.
2 Average number of asset classes - Average number of asset classes in which participants are invested.
Peer group - Average number of asset classes in which this peer group (cases with $5 million - $20 million) is invested.
Recommended number of asset classes - The number of asset classes in which a participant should be invested for ideal diversification.

RETIREMENT READINESS

How many participants are prepared for retirement

Online engagement

916

TOTAL ENROLLED PARTICIPANTS

528 or 57%

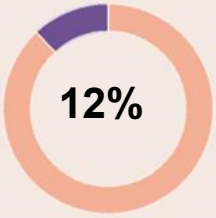
ENROLLED PARTICIPANTS WITH AN ONLINE ACCOUNT

Retirement readiness

231 or 43%

OF THE PARTICIPANTS WITH AN ONLINE ACCOUNT, THE FOLLOWING HAVE A RETIREMENT GOAL [1]

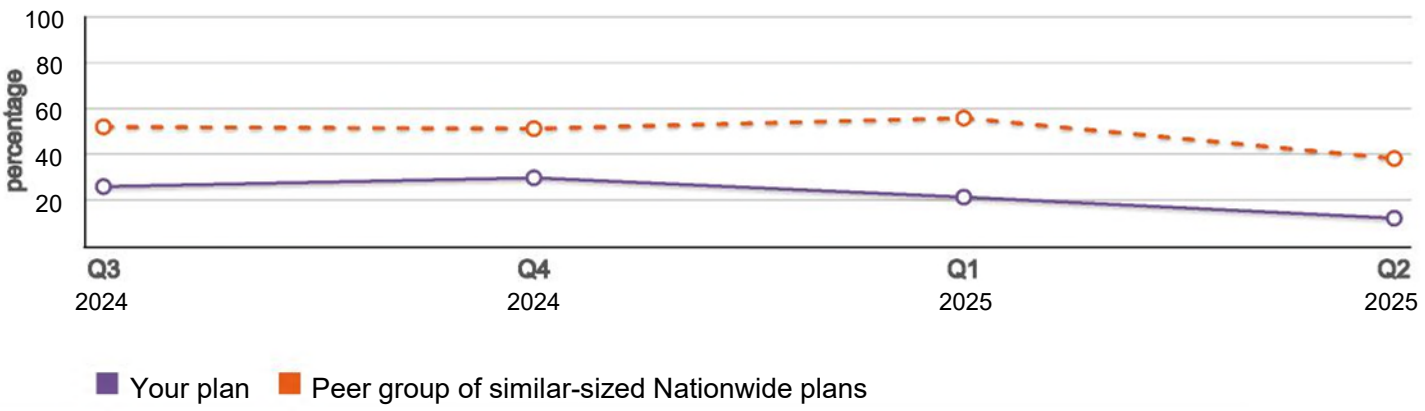
PARTICIPANTS 'ON TRACK' FOR RETIREMENT [2]



Participants who actively review their online account and use their retirement outlook tools are 4 times more likely to take action and save more for retirement.

Peer comparison

Retirement readiness peer comparison



NRM-17390AO

1 Participants with a retirement goal from My Interactive Retirement Planner®.
2 Participants with a retirement goal from My Interactive Retirement Planner® and a retirement readiness score of "on track" (.915 or higher).

Asset class totals

Asset class	2023	2024	2025 YTD	% of total
Mid cap	---	$192,546.37	$196,105.30	1.5%
Large cap	---	$830,631.59	$878,008.86	6.8%
Balanced	---	$60,115.24	$63,215.79	0.5%
Bonds	---	$124,505.62	$126,521.06	1.0%
Specialty	---	$7,257.37	$8,610.25	0.1%
Loan	---	$79,376.05	$95,224.50	0.7%
Asset allocation	---	$9,440,125.65	$10,921,686.74	85.0%
International	---	$94,221.43	$106,957.88	0.8%
Small cap	---	$110,613.25	$69,504.98	0.5%
Fixed assets and cash	---	$376,450.00	$381,040.15	3.0%
Total	**---**	**$11,315,842.57**	**$12,846,875.51**	**100%**

Total contributions by asset class

Asset Class	2023	2024	2025 YTD	% of total
Mid cap	---	$173,243.48	$4,202.01	0.5%
Large cap	---	$764,941.61	$30,810.21	3.5%
Balanced	---	$60,013.33	$42.08	0.0%
Bonds	---	$109,423.13	$4,391.55	0.5%
Specialty	---	$7,509.23	$205.19	0.0%
Asset allocation	---	$9,568,340.64	$816,416.10	92.7%
International	---	$98,423.18	$2,355.14	0.3%
Small cap	---	$107,235.34	$3,058.56	0.3%
Fixed assets and cash	---	$382,834.84	$19,446.99	2.2%
Total	**---**	**$11,271,964.78**	**$880,927.83**	**100%**

2025

Asset allocation

(as of 06/30/2025)

ASSET CLASS	YOUR PLAN	PEER GROUP	DIFFERENCE
Mid Cap	1.5%	3.8%	-2.3%
Large Cap	6.8%	18.1%	-11.3%
Balanced	0.5%	2.2%	-1.7%
Bonds	1.0%	4.5%	-3.5%
Short Term	0.0%	0.0%	0.0%
SDO	0.0%	0.3%	-0.3%
Specialty	0.0%	1.3%	-1.3%
Loan	0.7%	0.1%	0.6%
Asset Allocation	85.0%	52.8%	32.2%
International	0.8%	5.9%	-5.1%
Small Cap	0.5%	2.3%	-1.8%
Fixed assets and cash	3.0%	8.7%	-5.7%

2024

Asset allocation

(as of 12/31/2024)

ASSET CLASS	YOUR PLAN	PEER GROUP	DIFFERENCE
Mid Cap	1.7%	4.9%	-3.2%
Large Cap	7.3%	21.9%	-14.6%
Balanced	0.5%	3.1%	-2.6%
Bonds	1.1%	6.0%	-4.9%
Short Term	0.0%	0.0%	0.0%
SDO	0.0%	0.2%	-0.2%
Specialty	0.1%	1.2%	-1.1%
Loan	0.7%	0.2%	0.5%
Asset Allocation	83.4%	41.4%	42.0%
International	0.8%	6.6%	-5.8%
Small Cap	1.0%	3.2%	-2.2%
Fixed assets and cash	3.3%	11.4%	-8.1%

Total account balance

Money source	Current value
Participant assets	**$12,846,875.51**
Salary Reduction	$9,601,794.68
Rollover (Pre-Tax)	$1,649,058.29
Rollover 457	$70,641.52
Roth Contribution	$1,365,869.77
Roth Rollover	$63,079.14
QNEC Qualified Non-Elect Contribution	$1,207.61
Loan balance	$95,224.50
Plan forfeiture assets	**$35.72**
Salary Reduction	$0.47
Total plan assets	**$12,846,875.98**

BALANCE DETAILS

Loan Details

Loan type	Number of loans	Principal value
Active Loans		
General purpose loan	18	$81,779.88
Defaulted Loans*		
General purpose loan	6	$13,444.62
Total	**24**	**$95,224.50**
* Default amounts are included in Beginning and Ending Balance		

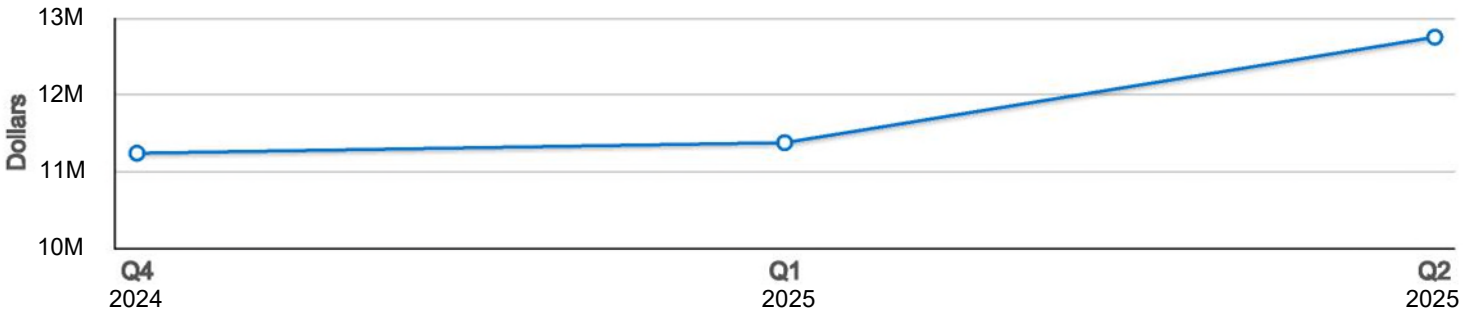
Contributions and transfers/rollovers-in

Type	Year to date
Contributions	$877,604.76
Transfers/Rollovers-In	$3,323.07
Total	**$880,927.83**

Balance activity by quarter

Change in balance from last quarter

▲ 12.1%
FROM LAST QUARTER



OPPORTUNITIES

Top opportunities to improve plan health

Encourage enrollment

Are you happy with your participation rate? Schedule an enrollment workshop today

Suggest online account usage

Those who engage in their online account are 4x more likely to save more for retirement

Propose contribution increases

Anything can help. Talk with your participants about the benefits of saving now for a better tomorrow

Additional opportunities

How participants are engaged in the plan

Are your participants in the correct status based on their age?

Check in with participants who may not be in the correct status.

What your participants are contributing

Starting to save early is one of the best ways to prepare for retirement.

Contact your Nationwide representative to schedule a workshop with your participants under the age of 30 to help them understand the benefits of saving more now.

Are your female participants actively contributing?

Host a workshop for women eligible and enrolled in your plan. Nationwide's Women & Investing tools can help.

Incremental increases can go a long way.

Let your participants know how having an automatic annual contribution increase can help them reach their retirement goal.

Work with your Nationwide Retirement Specialist to help manage your loans.

Are those closer to retirement aware of catch-up contributions?

Let your participants know that catch-up contributions may help them reach their goal.

How your participants are invested

Are participants diversified enough?

Call your Nationwide retirement specialist and discuss your participants' asset diversification.

How many participants are prepared for retirement

How many participants are getting close to retirement?

Talk with your participants about which payout strategies may benefit them the most.

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

March 6, 2025

Jeremy Tobias, Executive Director
Community Action Partnership of Kern, CAP Kern
JTobias@capk.org

VIA EMAIL ONLY

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 24F-3015

Dear Mr. Tobias:

The Department of Community Services and Development's ("CSD") Field Operations Unit ("FOU") has received your agency's Close-out Report for contract 24F-3015. My analysis of the Close-out information indicates the following:

CAA

- The agency fully expended the $1,802,115 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year.
- The programmatic reports associated with this contract have been reviewed and accepted.

Discretionary

- The agency fully expended the $26,000 contract allocation.
- The agency reported **no** program income for the program year.
- The agency reported **no** interest for the program year.
- The agency reported purchasing **no** equipment for the program year The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call me at (916) 576-0941 or e-mail your comments to Andrea Vogler at Andrea.Vogler@csd.ca.gov.

Sincerely,

Andrea Vogler

Andrea Vogler
Field Operations Representative

CC: Wilmer Brown, Jr., Branch Chief

CALIFORNIA DEPARTMENT OF
COMMUNITY SERVICES
AND DEVELOPMENT

JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

July 11, 2025

VIA ELECTRONIC MAIL ONLY

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
jtobias@capk.org

SUBJECT: 2025 DESK REVIEW C-25-019

Dear Executive Director Tobias:

The Department of Community Services and Development ("CSD") conducted a Monitoring Desk Review of the following CSBG contracts:

- 2025 CSBG Annual 25F-6015

2025 Desk Review Results:

For the 2025 program year, the results of this desk review demonstrate that your agency is in compliance with all contractual requirements covered, as well as applicable federal and state laws.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions concerning the monitoring review, please contact me at (916) 594-0941 or Andrea.Vogler@csd.ca.gov.

Sincerely,

Andrea Vogler

Andrea Vogler
Associate Governmental Program Analyst

C: Stephanie Williams, Manager
Field Operations Unit

APPROVED
By Pui Tong at 12:12 pm, Feb 10, 2025

Pui Tong, MS RD
Public Health Nutrition Consultant
Women, Infants, and Children Division
California Department of Public Health

Submission Date: 1/10/2025
Resubmission Date: 1/24/2025

2024 Program Monitoring Corrective Action Plan

PMV Finding	Corrective Action Plan	Timeline	Monitoring
1. Our review of a sample of 20 WIC WISE participant certification records found one (1) record in which Medi-Cal Eligibility Data System (MEDS) Interface was selected as proof of residence and one (1) record was selected as proof of identity, but there was no indication that the required MEDS interface had occurred. In order to use MEDS Interface as proof of residency or identity, an interface with Medi-Cal Eligibility Data System (MEDS) must occur, and the user must verify that a member of the family is currently	Our local agency will retrain all supervisors. and staff. The team will be required to complete the new CDPH WIC LMS training "Determining WIC eligibility". In addition, we will use a new training model and technique to support staff. WPPM Policy: WPPM 210-02, WPPM 210-06, WPPM 270-20	Retrain all supervisors at the eligibility training on the following dates • 1/17/25 • 1/24/25 Retrain all staff at the eligibility training on the following dates • 1/22/25 • 1/29/25 • 2/5/25 • 2/12/25	The Program Administrator, Program Manager, and Division Director will be responsible for in-person observations. Four (4) will be conducted per staff, per quarter until we meet 100% compliance then we will reduce observations to once per quarter, per staff. In addition, five (5) supervisors will be responsible for auditing (5) participant files per staff, per month. We will conduct 5 file audits until we meet 100% compliance then decrease to 2 files per staff per month. We will meet with individual staff if staff continue to make errors using (MEDS). Progressive disciplinary may be initiated for failure to comply with standard and policy. The expected outcome is 100% compliance.
2.Our review of participant records and observations of onsite sessions found additional policy violations related to adjunctive eligibility and income determination. • Our review of a sample of 20 WIC WISE participant certification records found four (4) records in which the Medi-Cal number used in the MEDS Interface was that of a different family member, which resulted in adjunctive eligibility not being documented correctly in WIC WISE. • Our review of onsite appointments found one (1) instance where the MC number used in the MEDS interface was that of a different family member. Staff must use deemed eligible infant to document infant adjunctive eligibility. • Our team noted one (1) instance onsite where staff overrides the MEDS interface data. Staff ran MEDS interface, information came back not eligible for participant but staff changed the adjunctive eligibility chart for MediCal to 'yes'. • Our team noted one (1) instance onsite where staff used net income instead of gross income. WIC Policy requires gross income. • Our team noted one (1) instance onsite where staff used zero income without further probing of household's current income. WIC Policy requires the full household income	Our local agency will retrain all supervisors and staff. The team will be required to complete the new CDPH WIC LMS training "Determining WIC eligibility". In addition, we will use new training techniques and model to support staff. Training will include • Scenario reenactment • Pre/Post assessment concurrent with trainings dates • Additional training material aside from the LMS training WPPM Policy: WPPM 210-02, WPPM 210-03	Retrain all supervisors at the eligibility training on the following dates • 1/17/25 • 1/24/25 Retrain all staff at the eligibility training on the following dates • 1/22/25 • 1/29/25 • 2/5/25 • 2/12/25	The Program Administrator, Program Manager, and Division Director will be responsible for in-person observations. Four (4) will be conducted per staff, per quarter until we meet 100% compliance then we will reduce observations to once per quarter, per staff. In addition, five (5) supervisors will be responsible for auditing (5) participant files per staff, per month. We will conduct 5 file audits until we meet 100% compliance then decrease to 2 files per staff per month. We will meet with individual staff if staff continue to make errors using (MEDS). Progressive disciplinary may be initiated for failure to comply with standard and policy. The expected outcome is 100% compliance.

PMV Finding	Corrective Action Plan	Timeline	Monitoring
3.Our review of participant records and observations of onsite sessions found policy violations related to the administering of the Rights and Responsibilities document. • Our review of a sample of 20 WIC WISE participant certification records found one (1) record where the Know Your Rights and Responsibilities (R&R) form was not signed and present in WIC WISE. • Our review of onsite appointments found multiple staff did not read all the information in the signature box to the participant before the document was signed and did not offer a copy of the R&R form to the family representative /caretaker. This is a repeat finding	We will provide staff with isolated training for R&R procedures. We will develop a new procedure and tool to demonstrate to staff how to accurately complete R&R Trainings will include • Scenario reenactment • Pre/Post assessment concurrent with trainings date WPPM Policy: WPPM 260-40	R&R report is currently initiated everyday R&R training on • 3/19/25	The Program Administrator, Program Manager, and Division Director will be responsible for in-person observations. Four (4) observations will be conducted per staff, per quarter then we will reduce observations to once per quarter, per staff. The duration will be until 100% accuracy is retained. The expected outcome is 100% compliance due to this being a repeat finding. One supervisor is currently responsible for running the current R&R report daily. The report is run twice daily to ensure staff rectify the error on the same day. We will retrain all staff and meet with individual staff if a member of staff continues to miss the R&R. Progressive disciplinary may be initiated for failure to comply with standard and policy.
4. Our review of onsite appointments found one (1) instance where an in-person signature was not obtained for the Self Declaration Statement (SDS). An SDS must be created whenever any of the following choices are selected for verification of residency, income, and/or identity during certification or recertification: • Cash payment • Disaster Victim • Pregnant teen turned out of home • Homeless • Migrant • No Proof Provided • Remote/rural area with no mail delivery	All supervisors and staff will be required to complete the new CDPH WIC LMS training "Determining WIC eligibility" WPPM Policy: WPPM 210-03, WPPM 210- 06, WPPM 270-20, WPPM 1000-140	Retrain all supervisors on the LMS training "Determining WIC eligibility." Supervision trainings will be completed on • 1/17/25 • 1/24/25 Retrain all staff using the LMS training "Determining WIC eligibility" on the following dates • 1/22/25 • 1/29/25 • 2/5/25 • 2/12/25 • Isolated SDS training on 1/29/25	The Program Administrator, Program Manager, and Division Director will be responsible for in-person observations. Four (4) observations will be conducted per staff, per quarter then we will reduce observations to once per quarter, per staff. In addition, five (5) supervisors will be responsible for auditing (5) participant files per staff, per month for 6 months until 100% accuracy then decrease to 2 files per staff per month. We will retrain staff or meet with individual staff if 100% compliance is not met. Progressive disciplinary may be initiated for failure to comply with standard and policy. The expected outcome is 100% compliance.

PMV Finding	Corrective Action Plan	Timeline	Monitoring
5. Our review of onsite appointments found that the required program orientation topic and assessment was inadequate in four (4) observations and in one (1) case incorrect. LA staff must assess the participant's understanding of WIC authorized food and use of the WIC card. More specifically, staff should cover all required topics to ensure the participant understands how to use WIC benefits and purchase WIC food.	WIC Training Coordinator and WIC Program Manager will be responsible for creating a new tool that will be added to the "Orientation to WIC" which is a pre-existing material that staff can use at orientation to assess participant's understanding of WIC authorized food and use of the WIC card. This tool will specifically address the orientation finding. In addition, staff will cover all required topics to ensure the participant understands how to use WIC benefits and purchase WIC food. WPPM Policy: WPPM 270-40	Retrain all staff at the orientation training on the following date • 1/29/25	The Program Administrator, Program Manager, and Division Director will be responsible for in person observations. Four (4) observations will be conducted per staff, per quarter until 100% compliance, then we will reduce observations to once per quarter, per staff. We will retrain staff or meet with individual staff if 100% compliance is not met. Expected outcome is 100% compliance. Progressive disciplinary may be initiated for failure to comply with standard and policy.
6. Our review of participant records and observations of onsite sessions found policy violations related to the documentation of a Care Plan. • Our review of 20 WIC WISE participant certification records found one (1) record where staff documented the care plan one day late. The Care Plan must be completed by the end of day. • Our review of onsite appointments found one (1) instance in which the Care Plan did not meet required minimum standard. The assessment was missing.	Provide staff with an isolated training for care plan training will include • Scenario reenactment • Pre/Post assessment Concurrent with trainings dates. In addition, provide staff with job aid to assist with appropriate times to add the care plan while conducting an appointment WPPM Policy: WPPM 400-12	Retrain all staff at the care plan training on the following date • 2/19/25	The Program Administrator, Program Manager, and Division Director will be responsible for in-person observations. Four (4) observations will be conducted per staff, per quarter until we meet 100% compliance then we will reduce observations to once per quarter, per staff. In addition, five (5) supervisors will be responsible for auditing (5) participant files per member of staff, per month. The duration of auditing files will be for 6 months until 100% accuracy is retained then decrease to 2 files per staff per month. We will retrain staff or meet with individual staff if 100% compliance is not met. The expected outcome is 100% compliance
7. Our review of onsite appointments found four (4) staff assigning inappropriate manual risk codes. An accurate indicator of nutritional risk is necessary for certification.	Will provide staff with several isolated trainings for risk codes. Trainings will include • Scenario reenactment • Pre/Post assessment concurrent with trainings date WPPM Policy: WPPM 200-01, 210-10, 210- 11, 21012, 210-13	Retrain all staff at the risk code trainings on the following dates • 2/26/25 • 3/5/25 • 3/12/25 • 3/19/25	The Program Administrator, Program Manager, and Division Director will be responsible for in person observations. Four (4) observations will be conducted per staff, per quarter until we meet 100% compliance then we will reduce observations to once per quarter, per staff. We will retrain staff or meet with individual staff if 100% compliance is not met. The expected outcome is 100% compliance.

TAXPAYER SERVICES

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
ATLANTA, GA 30308

Administrative Review Letter
May 19, 2025

Jeremy Tobias
Chief, Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite # 200
Bakersfield, CA 93301-4534

Re: VITA Grant - 25VITA0313

Dear Jeremy Tobias:

An administrative review was conducted by the Internal Revenue Service's Grant Program Office on **May 9, 2025**, with regards to your 2025 VITA Grant. The purpose of this review was to make an assessment of whether your grant funds are being used appropriately and effectively in compliance with the terms and conditions of your grant agreement. The review was also conducted to assist with any issues encountered due to administration of the grant.

An administrative review is not as extensive with regard to the verification of grant related funding and expenses. Therefore, it does not preclude reviews conducted by our Quality Program Office or the Treasury Inspector General for Tax Administration.

☑ The review showed your organization is in compliance with grant program guidelines and terms and conditions of your 2025 grant agreement.

Thank you for your cooperation during the review. If you have any questions regarding this matter, please contact Audrey White at Audrey.White@irs.gov or (470) 639-2834.

Sincerely,

Grant Peterson
Acting Chief , Grant Program Office
Stakeholder Partnerships, Education and Communication

cc:
Revision 04/01/2025

STATE OF CALIFORNIA
Department
of
Community Services and Development

April 22, 2025

Monitoring Report E-25-013D

The Department of Community Services and Development (CSD) is responsible for the oversight of the Department of Energy Weatherization Assistance Program (DOE WAP). Hence, CSD is required to monitor the activities of Community Action Partnership of Kern (CAPK) to ensure compliance with all contractual and statutory requirements.

INTRODUCTION

CSD conducted an in-house desk review of Community Action Partnership of Kern (CAPK) from Monday, March 24 to Friday, March 28, 2025. CSD reviewed the following CAPK Energy contract: DOE BIL 22P-7010. Darrell McCormick, Field Representative, conducted the review in accordance with CSD's Energy and Environmental Services Division's Monitoring Scope.

The purpose of the review is to ensure the Contractor meets the Administrative Requirements, Financial Requirements, Programmatic Requirements, Compliance Requirements, and other applicable requirements as prescribed in the contract and referenced therein (2 CFR §200.328; DOE WAP and DOE BIL Article 10.3).

This monitoring report contains the following sections:

I. Administrative Requirements
II. Financial Requirements
III. Programmatic Requirements
IV. Monitoring Summary
V. Recommendations, Observations, and Findings

I. ADMINISTRATIVE REQUIREMENTS

The purpose of the Administrative Requirements review is to ensure that the Contractor is properly administering the Federal and/or State programs in accordance with CSD's contract requirements. The areas covered under the Administrative Requirements are Board Roster, By Laws, Resolution and Minutes; Internal Controls Requirements; Record Retention Requirements; Travel and per diem; Conflict of Interest; Procurement Standards; Use and Disposition of Vehicles and Equipment; Subcontracts; Complaint Management Policies and Procedures; Fair Hearing Process for Applications for Denial of Benefits by Contractor; and Fraud, Waste and Abuse.

Complaint Management Policies and Procedures

The purpose of this review is to ensure the agency has established policies and procedures for handling complaints, applicants are afforded an opportunity to register a complaint, the agency offers a reasonable remedy within the contract timeframes, and formal written complaints are documented.

"Contractor shall ensure that all formal complaints are documented and include the date, time, client name and address, and nature of the complaint and the actions undertaken by the Contractor to resolve the issue. For purposes of this section, "formal complaint" means a written complaint filed with the Contractor by the complainant." 2022 DOE BIL WAP 4.11.2

"If the Contractor's efforts did not result in a resolution, the Contractor may refer the complainant to CSD." 2022 DOE BIL WAP 4.11.3

The agency submitted a copy of their Complaint Log for review. It was missing the following fields: time, format (i.e., written), address, and if complaint was referred to CSD. The CSD Field Representative shared an example of a complete tracking log and the agency provided a revised version with the required data.

The agency submitted a revised version of the Complaint Log, which satisfies the Observation and is considered closed. They shall also ensure staff are trained on the revised Log, update their Complaint Policies and Procedures, and if required, agency shall seek appropriate approval of the change.

II. FINANCIAL REQUIREMENTS

The purpose of the Financial Requirements review is to ensure that Contractor's financial management systems, including records documenting compliance with Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State

award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal and/or State statutes, regulations, and the terms and conditions of the Federal and/or State award. The areas covered under the Financial Requirements are Working Capital Advance and Major Purchase Advances; Allowable Costs; Reimbursement Guidelines; and Reporting Requirements.

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding Financial Requirements.

III. PROGRAMMATIC REQUIREMENTS

The purpose of the Programmatic Requirements review is to ensure that the Contractor is adhering to the programmatic requirements of the contract. The areas covered under the Programmatic Requirements are Program Standards and Regulatory Requirements; Service Priority Guidelines; Outreach and Intake Activity Guidelines; Client Education and Counseling Activities; Leveraging Activities; Record-Keeping Responsibilities; Weatherization Activity Guidelines; Quality Assurance; Training Requirements; Quality Control Inspectors Certification; Contractor Licensing; Special Licensing – Weatherization; Environmental Protection Agency (EPA) Certifications; and Mandatory Training.

Due to the DOE contract cycle ending June 30, 2025, there may be overlap in the files requested by the CSD Field Representative and CSD's third party inspector ConSol, in order to meet DOE inspection requirements. While issues may or may not have been identified during the CSD Field Representative's programmatic review, ConSol's review may identify issues of a more technical nature that will not be identified in this monitoring report, as it may fall outside of the scope of the CSD Field Representative's review. Therefore, any issues identified by ConSol on these same files (if applicable) will be identified in the inspection report issued by ConSol.

The CSD Field Representative requested a sampling of client files for review. Below is a summary of the number of client files requested, received, and reviewed:

Contract	Program	Number of Files Requested	Number of Files Received	Number of Files Reviewed
22P-7010	WX	5	5	5

Based on the CSD Field Representative's review, the CSD Field Representative did not identify any issues regarding eligibility.

For further information regarding the WX client file review, please see the Monitoring Report Addendum completed by the CSD Quality Assurance Inspection Unit (under separate cover).

IV. MONITORING SUMMARY

CSD appreciates the effort and collaboration with sending the requested documentation for review.

Thank you for your dedication and commitment to serve low-income individuals and families in your community. I look forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to improve the lives of those living in poverty and ultimately reduce poverty in California.

V. RECOMMENDATIONS, OBSERVATIONS, AND FINDINGS

Recommendations are offered by CSD as a suggestion for potential improvement of current processes, systems, or general business practices. Recommendations do not require a Corrective Action Plan response.

Observations are identified contractual noncompliance issues that are an identified 'Significant Deficiency' which is caused by a deficiency, or combination of deficiencies, in internal control that is less severe than a 'Material Weakness,' yet important enough to merit attention. An Observation does not require a Corrective Action Plan response; however, the agency must immediately remedy the issue of noncompliance within 90 calendar days from the issuance of the final monitoring report. Thus, if the agency fails to document the remediation of and/or forsakes to remedy an Observation by the specified timeframe, upon follow up the Observation may then be elevated to a Finding as it now carries material error.

Findings are identified contractual noncompliance issues that: (1) cause a financial impact; or (2) was a previously identified Observation and/or Finding that was not found to be remedied; or (3) is a Material Weakness caused by a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility of a material misstatement that will not be prevented or detected and corrected on a timely basis. Findings are considered material noncompliance of the contract, and any materials referenced therein. A material noncompliance is defined as any issue which carries

substantial financial, personnel, public, and/or agency/CSD ramifications; a material noncompliance may or may not preclude the agency from further performance. Findings require a Corrective Action Plan from the agency within 30 calendar days of the issuance of the final report outlining how the issue of noncompliance will be remedied, and other course of action as outlined in each topic. Findings will not be considered closed until the agency is able to demonstrate the issue has been completely resolved and has provided a sufficient response on how the issue will not reoccur.

OBSERVATION:

Observation 1: Complaint Management Policies and Procedures

Summary: The agency's Complaint Log was missing some required fields.

Reference: 2022 DOE BIL WAP 4.11.2 and 3

Action Required: The agency submitted a revised Complaint Log; this Observation is considered satisfied. The agency shall complete the additional guidance outlined in the section.

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 17, 2025

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Amy Rutledge

Executive Director

Amy Travis

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Re: 2020.2.06 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review for East Kern Family Resource Center. The primary objective of this review is to assess the program's compliance with the evaluation, fiscal, and contractual requirements outlined in the agreement. The summary below provides an analysis of fiscal year 2023-24 and an update on progress made during the first two quarters (Q1, Q2) of fiscal year 2024-25.

Program Summary

The analysis of quarterly reports verified the progress of performance measures, timeliness, program activities, and potential challenges outlined in the Program Executive Summary. Performance measures were evaluated against the quarterly target projections established by the program coordinator.

Performance Measure Review:

- Fiscal Year 2023-24:
  - Of the 10 performance measures listed in the Scope of Work-Evaluation Plan, 1 was not met:
    - 3.1.1. Center-Based Activities (76%)
- Fiscal Year 2024-25:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

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

- Fiscal Year 2023-24:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2024-25:
  - Of the 6 program entries and follow-up items required, 1 was not submitted on time.
    - Quarter 2: Program Executive Summary was entered on time but marked late because the final submit box was not checked.

Fiscal Summary

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

Fiscal Compliance Review:

- Fiscal Year 2023-24:
  - Of the 13 fiscal compliance items, 1 was not met:
    - Quarter 2: Fiscal compliance item – The invoice was adjusted.
- Fiscal Year 2024-25:
  - Of the 11 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item – The invoice was adjusted.

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

- Fiscal Year 2023-24:
  - All fiscal items were submitted on time.
- Fiscal Year 2024-25:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2023-24:

- No recommendations.

Fiscal Year 2024-25:

- No recommendations.

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

In closing, this annual administrative review highlights your dedication and impact in supporting young children and families in our community. Meaningful progress has been made in advancing early childhood development and family support services. We appreciate the ongoing commitment to aligning with First 5 Kern's vision to ensure that every child has the opportunity to thrive. We look forward to continued collaboration and furthering the positive impact in the year ahead.

Sincerely,



Amy Travis
Executive Director
First 5 Kern

cc: Anita Saavedra, Program Supervisor

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 17, 2025

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Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

Jeremy T. Tobias, Chief Executive Officer
Community Action Partnership of Kern
1300 18th St. Suite 200
Bakersfield, CA 93301

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review for Oasis Family Resource Center. The primary objective of this review is to assess the program's compliance with the evaluation, fiscal, and contractual requirements outlined in the agreement. The summary below provides an analysis of fiscal year 2023-24 and an update on progress made during the first two quarters (Q1, Q2) of fiscal year 2024-25.

Program Summary

The analysis of quarterly reports verified the progress of performance measures, timeliness, program activities, and potential challenges outlined in the Program Executive Summary. Performance measures were evaluated against the quarterly target projections established by the program coordinator.

Performance Measure Review:

- Fiscal Year 2023-24:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2024-25:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

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

- Fiscal Year 2023-24:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2024-25:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

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

Fiscal Compliance Review:

- Fiscal Year 2023-24:
  - All fiscal compliance items were met.
- Fiscal Year 2024-25:
  - Of the 11 fiscal compliance items, 1 was not met:
    - Quarter 1: Fiscal compliance item – The invoice was adjusted.

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

- Fiscal Year 2023-24:
  - All fiscal items were submitted on time.
- Fiscal Year 2024-25:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2023-24:

- No recommendations.

Fiscal Year 2024-25:

- No recommendations.

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

In closing, this annual administrative review highlights your dedication and impact in supporting young children and families in our community. Meaningful progress has been made in advancing early childhood development and family support services. We appreciate the ongoing commitment to aligning with First 5 Kern's vision to ensure that every child has the opportunity to thrive. We look forward to continued collaboration and furthering the positive impact in the year ahead.

Sincerely,



Amy Travis
Executive Director
First 5 Kern

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


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Community Action Partnership of Kern
CAPK Food Ban
DONATE
HERE!
Thank you
For
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Community Action Partnership
of Kern
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Adult Reentry Grant Warm Hand Off



ARG Cohort 3
10/01/2023-04/30/2026

The Budget Act of 2021 (Assembly Bill 128) appropriated $67 million to award competitive grants for CBOs to support individuals formerly incarcerated in state prison.

The target population identified are people ages 18 and over, who have been incarcerated in state prison with priority given to those recently released and/or on state parole.

Eligible activities include case management services, in-reach services, housing navigation, transportation, food, employment/vocational services, system navigation, & behavioral health



ARG 2024

Number of clients contact: 541

Case management services: 225

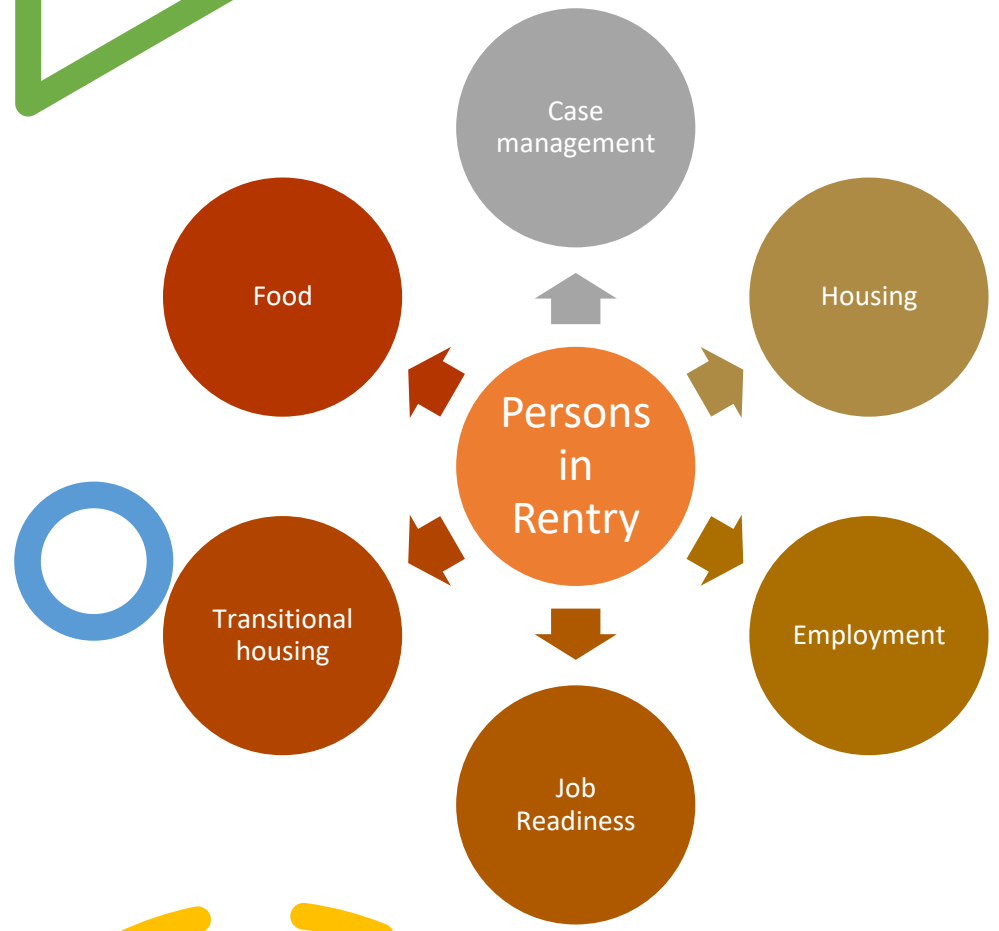
Permanent housing placements: 48

Number of clients that secured employment: 36

Transitional housing placements: 32

Job readiness training: 140

Food distribution: 52





ARG 2025

- Number of clients contact: 416
- Case management services: 171
- Permanent housing placements: 49
- Number of clients that secured employment: 44
- Transitional housing placements: 19
- Job readiness training: 62
- Food distribution:

Questions?

Adult Re-Entry Grant

Rebecca Moreno, Director Housing & Supportive Services

(661)379-8221 or (661)336-5236 ext. 1150

rmoreno@capk.org

Community Action Partnership of Kern



August 2025 PRE Committee

June & July 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	June-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	2,875	15,303	20,000	14%	77%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,733	13,619	18,000	15%	76%
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.	45	174	200	23%	87%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	3				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	81	460	450	18%	102%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	10	56	70	14%	80%
HOUSED to permanent housing placement (SRV 4o)	3	12			

Explanation (Over/Under Goal Progress)

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.	One FTE is scheduled to start on 07/07/2025. FTE will begin her training that week.
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 starting training for a new staff member.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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	3,044	18,347	20,000	15%	92%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,854	16,473	18,000	16%	92%
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.	10	184	200	5%	92%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	6				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	61	521	450	14%	116%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	5	61	70	7%	87%
HOUSED to permanent housing placement (SRV 4o)	5	17			

Explanation (Over/Under Goal Progress)

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.	One FTE is currently in training and is expected to complete her training in two weeks.
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	June-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 148-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)	110	731	1,500	7%	49%
Total Clients Served	179	1,116	2,400	7%	47%
Pets (i.e., kennel, emotional support assistance and service pet)	12	66	75	16%	88%
Residents Under 90 days length of stay	53	365	800	7%	46%
Exits to Permanent Housing (FNPI 4b)	5	32	114	4%	28%
Exits-Self	22	167	150	15%	111%
Exits-Involuntary	54	227	700	8%	32%
Case Management Services (SRV 7a)	448	5,258	8,000	6%	66%
Critical Incidents	33	187	250	13%	75%
Shelter Residents Meals (SRV 5ii)	4,697	39,875	70,000	7%	57%
Number of Volunteers *(duplicated)*	141	825	100	141%	825%
Volunteers Hours *(duplicated)*	220	1,313	3,000	7%	44%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	47	339	500	9%	68%
Current client census	30	271	300	10%	90%
Meals (SRV 5ii)	1,062	11,166	20,000	5%	56%
Pets	7	49	75	9%	65%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	3	13	20	15%	65%
Exits-Self	5	19	50	10%	38%
Exits-Involuntary	5	26	75	7%	35%
Critical Incidents	2	24			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	11	63	30	37%	210%
Current client census	11	63	25	44%	252%
Clients moved to Shelter (SRV 4m)	0	0	10	0%	0%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern

Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	Four clients are participating in Project Hire-up this co-hort,, and there are 13 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.	5 Clients moved into permanent housing which brings the total to 32 for the year.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	10
25 - 34	38
35 - 44	39
45 - 54	40
55 - 61	29
62+	23
Total:	**179**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	3
Black or African American	32
Hispanic/Latina/e/o	41
White	57
Multiple races	41
Client Don't know / Refused	
No Answer	1.00
Total:	**179**

Gender	Month
Female	63
Male	116
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**179**

Zip Code	Month	Zip Code	Month
93301	42	93003	1
93303	1	93285	1
93304	21	30168	1
93305	12	98101	1
93306	13	93201	1
93307	11	93203	1
93308	21		
93309	2		
93313	1		
92225	1		
93505	2		
93215	1		
93702	1		
93535	1		
93245	1		
90013	1		
93257	1		
93555	1		
93556	1		
93560	1		
93268	1		
Not specified	36		
Total			**179**

Community Action Partnership of Kern

Monthly Report 2025

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	2
25 - 34	7
35 - 44	9
45 - 54	13
55 - 61	6
62+	10
Total:	**47**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	10
Hispanic/Latina/e/o	2
White	28
Multiple races	7
Client Don't know / Refused	
No Answer	
Total:	**47**

Gender	Month
Female	16
Male	30
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:	**47**

Zip Code	Month	Zip Code	Month
93301	9		
93304	7		
93305	2		
93306	4		
93307	3		
93308	5		
93309	5		
93312	1		
93225	1		
93433	1		
93230	1		
93501	1		
93553	1		
93268	1		
93277	1		
Not specified	4		
Total			**47**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)	125	856	1,500	8%	57%
Total Clients Served	205	1,321	2,400	9%	55%
Pets (i.e., kennel, emotional support assistance and service pet)	12	78	75	16%	104%
Residents Under 90 days length of stay	72	437	800	9%	55%
Exits to Permanent Housing (FNPI 4b)	7	39	114	6%	34%
Exits-Self	15	182	150	10%	121%
Exits-Involuntary	64	291	700	9%	42%
Case Management Services (SRV 7a)	509	5,767	8,000	6%	72%
Critical Incidents	34	221	250	14%	88%
Shelter Residents Meals (SRV 5ii)	7,398	47,273	70,000	11%	68%
Number of Volunteers *(duplicated)*	139	964	100	139%	964%
Volunteers Hours *(duplicated)*	215	1,528	3,000	7%	51%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	39	378	500	8%	76%
Current client census	23	294	300	8%	98%
Meals (SRV 5ii)	1,464	12,630	20,000	7%	63%
Pets	5	54	75	7%	72%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	0	13	20	0%	65%
Exits-Self	1	20	50	2%	40%
Exits-Involuntary	3	29	75	4%	39%
Critical Incidents	1	25			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	12	75	30	40%	250%
Current client census	12	75	25	48%	300%
Clients moved to Shelter (SRV 4m)	1	1	10	10%	10%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

Community Action Partnership of Kern

Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	Three clients graduated from Project Hire-up this co-hort. There are 13 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.	Seven (7) clients transitioned into housing for this month.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	12
25 - 34	43
35 - 44	49
45 - 54	49
55 - 61	28
62+	24
Total:	**205**

Race Demographic	Month
American Indian or Alaska Native	3
Asian	2
Black or African American	34
Hispanic/Latina/e/o	39
White	74
Multiple races	53
Client Don't know / Refused	
No Answer	
Total:	**205**

Gender	Month
Female	80
Male	125
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**205**

Zip Code	Month	Zip Code	Month
93201	1	93268	1
93301	58	93280	2
93304	12	30168	1
93305	13	31321	1
93306	18	8701	1
93307	15	73401	1
93308	20	53703	1
93309	8	93203	1
93312	1		
93313	3		
93314	1		
92225	1		
93505	1		
93215	2		
93240	1		
93245	1		
90013	1		
96067	1		
93257	1		
93560	1		
93263	1		
Not specified	35		
Total			**205**

Community Action Partnership of Kern

Monthly Report 2025

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	7
35 - 44	5
45 - 54	9
55 - 61	7
62+	10
Total:	**39**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	10
Hispanic/Latina/e/o	4
White	20
Multiple races	5
Client Don't know / Refused	
No Answer	
Total:	**39**

Gender	Month
Female	13
Male	25
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:	**39**

Zip Code	Month	Zip Code	Month
93301	7		
93304	6		
93305	1		
93306	2		
93307	3		
93308	6		
93309	5		
93225	1		
93433	1		
93230	1		
93501	1		
93553	1		
93277	1		
Not specified	3		
Total			**39**

Program Highlights

One client whom was housed graduated from Project Hire Up this co-hort.

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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	369	2,309	450	513%	
Number of Referrals Received (SRV 7c)	47				
Number of Enrollments	38				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,244	6,286	8,100	15%	78%

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)	46	203	100	46%	203%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	16	91	75	21%	121%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	95	434	50	190%	868%
Number of services per client per month (i.e., client accepted day services, attended day services class)	43	137	2600	2%	5%

Explanation (Over/Under Goal Progress)

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.	Currently training new hired staff.
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.	[illegible] month of June. 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	July-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	381	2,690	450	598%	
Number of Referrals Received (SRV 7c)	71				
Number of Enrollments	45				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,340	7,626	8,100	17%	94%

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)	34	237	100	34%	237%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	17	108	75	23%	144%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	95	529	50	190%	1058%
Number of services per client per month (i.e., client accepted day services, attended day services class)	31	168	2600	1%	6%

Explanation (Over/Under Goal Progress)

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.	In the process of hiring, interviews were completed, and two (2) offers were made.
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 6 main courses offered, 31 classes total in the month of July. 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	June-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)	26	159	200	13%	80%
Number of Client Contacts	94	392	720	13%	54%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	15	43			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	13	41			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	10	135			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	0	124			
Transitional Housing Placements (SRV 4n)	2	17			

Permanent Housing Placements (SRV 4o)	15	43
Job Readiness Training (SRV 1f)	0	62
Job Referrals (SRV 1l)	30	101
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	0	51
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

The program was off to a very slow start and struggled to connect with Parole for referrals.

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.	Goal met
2.) Maintain strong relationships with the Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	Goal met
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.	Goal met

Program Highlights

In May of 2024, we received a referral for an ARG client that served 29 years in state prison. He was relentless in his efforts to secure employment and accepted a truck driving position on 7/30/24. He was the housed on 11/12/24 and still remains in contact with his Housing Navigator and made a referral for his friend who was recently released from prison.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)	12	171	200	6%	86%
Number of Client Contacts	24	416	500	5%	83%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	6	49
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	3	44

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	12	147
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	0	124
Transitional Housing Placements (SRV 4n)	2	19

Permanent Housing Placements (SRV 4o)	6	49
Job Readiness Training (SRV 1f)	0	62
Job Referrals (SRV 1l)	25	126
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	25	76
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Total # of clients has been change to reflect the anticipated amount served by end of grant period.

Program Strategic Goals	Progress Towards Goal
1) Complete data entry for Dynamics by 9/30/25	Staff are working to meet weekly milestones to have all client data imputed
2) Staff to work on exiting all inactive clients to prepare for program end.	Staff continue to make attempts to reach clients that have gone inactive, if no response they will be closed out.
3) Meet with BSCC for budget modification for program closeout.	Communicating with new field rep to schedule meeting to discuss nest steps.

Program Highlights



Veterans & Supportive Services

Community Action Partnership of Kern

Monthly Report 2025

Month	1/1/2025 to 6/30/2025	**Program/Work Unit**	Veterans & Supportive Services
Division/Director	Deborah Johnson Veteran Services	**Program Manager**	Carlos Clemente-Juarez
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

CVAF operates a 40 bed BRIDGE and Service Intensive Transitional housing program through the US Department of Veterans Affairs. This consists of two apartment complexes and two homes through the City of Bakersfield. This is a 24-hour per day, 365 day per year program that provides housing, case management, transportation, food, and laundry services. Staff also provides referrals to medical, mental health and community based service programs. CVAF also operates the Supportive Services for Veterans and Families Program through the US Department of Veterans Affairs which is a rapid rehousing/homeless prevention program for veterans households that are homeless or at risk of homelessness. The HHAP CM program provides case management services for HUD Emergency Housing Voucher clients through the Housing Authority. The HHAP YS programs provides scattered-site, low barrier shelter for youth aged 18 - 24.

Grant and Per Diem	Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)	4	4	10	40%	40%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	3	3	7	43%	43%
BRIDGE: % Employed at Exit (SRV1m)	1	1	3	33%	33%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	8	8	16	50%	50%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	2	2	7	29%	29%
SITH: % Employed at Exit (SRV1m)	2	2	5	40%	40%
Total Households Served	52	52	85	61%	61%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Served	119	119	150	79%	79%
Permanent Housing Placements	17	17	35	49%	49%
Rental Assistance Payments	245	245	475	52%	52%
Security Deposit	18	18	40	45%	45%
Bus Pass	12	12	35	34%	34%
Application Fees	7	7	15	47%	47%
General Housing Stability Assistance (GHSA)	17	17	35	49%	49%
Utility Payments	10	10	25	40%	40%
Late Fees	29	29	40	73%	73%
Moving Costs	2	2	7	29%	29%
Landlord Incentives	1	1	5	20%	20%
Tenant Incentives	1	1	5	20%	20%
Rental Arrears	5	5	10	50%	50%

Community Action Partnership of Kern

Monthly Report 2025

Permanent Supportive Housing (Park 20th/Residences at East Hills)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served	22	22	25	88%	88%
HHAP YS (Youth Shelter)	**Month**	**YTD**	**Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients served	2	15	20	10%	75%
Housing Placement (e.g., transitional, temporary,	0	5	10	0%	50%
Negative Exits	0	2	5	0%	40%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	76	76	76	100%	100%
Explanation (Over/Under Goal Progress)					
Program Highlights					

Community Action Partnership of Kern

Monthly Report 2025

Month	July-25	**Program/Work Unit**	Veterans & Supportive Services
Division/Director	Deborah Johnson Veteran Services	**Program Manager**	Carlos Clemente-Juarez
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

CVAF operates a 40 bed BRIDGE and Service Intensive Transitional housing program through the US Department of Veterans Affairs. This consists of two apartment complexes and two homes through the City of Bakersfield. This is a 24-hour per day, 365 day per year program that provides housing, case management, transportation, food, and laundry services. Staff also provides referrals to medical, mental health and community based service programs. CVAF also operates the Supportive Services for Veterans and Families Program through the US Department of Veterans Affairs which is a rapid rehousing/homeless prevention program for veterans households that are homeless or at risk of homelessness. The HHAP CM program provides case management services for HUD Emergency Housing Voucher clients through the Housing Authority. The HHAP YS programs provides scattered-site, low barrier shelter for youth aged 18 - 24.

Grant and Per Diem	Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)	1	5	10	10%	50%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	3	7	0%	43%
BRIDGE: % Employed at Exit (SRV1m)	0	1	3	0%	33%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	3	11	16	19%	69%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	2	7	0%	29%
SITH: % Employed at Exit (SRV1m)	1	3	5	20%	60%
Total Households Served	6	58	85	7%	68%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Served	4	123	150	3%	82%
Permanent Housing Placements	2	19	35	6%	54%
Rental Assistance Payments	39	302	475	8%	64%
Security Deposit	4	22	40	10%	55%
Bus Pass	3	15	35	9%	43%
Application Fees	1	8	15	7%	53%
General Housing Stability Assistance (GHSA)	2	19	35	6%	54%
Utility Payments	3	13	25	12%	52%
Late Fees	2	31	40	5%	78%
Moving Costs	1	3	7	14%	43%
Landlord Incentives	0	1	5	0%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	0	5	10	0%	50%

Community Action Partnership of Kern
Monthly Report 2025

Permanent Supportive Housing (Park 20th/Residences at East Hills)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Number of Households served	22	22	25	88%	88%
HHAP YS (Youth Shelter)	**Month**	**YTD**	**Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients served	2	15	20	10%	75%
Housing Placement (e.g., transitional, temporary,	0	5	10	0%	50%
Negative Exits	0	2	5	0%	40%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	76	76	76	100%	100%
Explanation (Over/Under Goal 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	June-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.	7	352	1,100	1%	32%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	35	5,641	9,500	0%	59%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	9	787	4,000	0%	20%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	4,358	7,500	0%	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.	515	1,998			
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	232	683			
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	351	2,165			
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	3,582	**YTD Goal**	**Annual Progress**	
Total (distributed printed material)	1098	8,428	20,000	42%	

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.	1	2	6	17%	33%
Partner with three (3) health centers (clinics) to implement Food Insecurity screening practices.	2	3	3	67%	100%

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 Onboarding process is ongoing with the goal to bring the new staff onboard in July. The CFHL team is currently staffed at 90.90% with 10 out of the 11 positions filled.
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 June 2025, the CFHL team certified Apple Core's pantry as Gold through the NPP PSE process. CFHL also began attending Apple Core's Food Distribution events and will continue to support their efforts as Apple Core Transition into a new space and as they host the Food Distribution in their Community Garden. In addition to Apple Core, Greenfields Family Resource Center's pantry was also certified as Silver, a culmination of over 2 years of collaboration. Lastly, our LIVE Domain also partnered with 2 clinics to implement the Food insecurity and Referral process. The site are PVMG Coumbus and Sunrise Wellness Care.

Program Highlights

The CFHL program worked through a transition at Apple Core Project and their participation with the CFHL NPP program PSE. Even though there was a transition in leadership and location, CFHL still managed to certify their Pantry as a Gold level pantry. In addition, the LIVE domain of CFHL was also able to partner with another 2 clinic to implement the Food Insecurity screening PSE. This included assessing 10% of the clients that PVMG Columbus serves and offering produce bags to those clients who indicated need.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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.	10	362	1,100	1%	33%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	83	5,724	9,500	1%	60%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	76	863	4,000	2%	22%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	4,358	7,500	0%	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.	380	2,378		
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	15	698		
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	71	2,236		
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	150	3,732	**YTD Goal**	**Annual Progress**
Total (distributed printed material)	616	9,044	20,000	45%

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.	4	6	6	67%	100%
Partner with three (3) health centers (clinics) to implement Food Insecurity screening practices.	0	3	3	0%	100%

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.	Due to the recent federal budget cut to the CalFresh Healthy Living program. The Onboarding process is on hold until further notice. The CFHL team is currently staffed at 81.82% with 9 out of the 11 positions filled with one employee resignation this month.
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 July 2025, the CFHL team brought four new NPP partners, Taft United Methodist Church, Delano BC, Salvation Army Tehachapi, and CAPK Food Bank. The CFHL team is also working to certify Taft College Pantry Gold certified by September 2025.

Program Highlights

CFHL has reached Policy, System, and Environmental goals set for FFY 2025 bringing in four new NPP partners, Taft United Methodist Church, Delano BC, Salvation Army Tehachapi, and CAPK Food Bank this month in the SHOP Domain. CFHL team completed initial assessments and helped developed work plans for each site. The LIVE team developed initial assessments for Sunrise Wellness Care. They also compiled data to provide to PVMG Columbus with helpful suggestions to implement Food Insecurity Referrals with their ECM clients to help make food easier to access. Another highlight was that the results from the programs' May 2025 In-person Observation were received and there were 0 findings and lots of positive Feedback. CAPK's CFHL continued the positive trend of showing quality services for Direct Education, Indirect Education, and PSE Efforts.

Community Action Partnership of Kern
Monthly Report 2025

Month	May-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	54,880	302,063	700,000	8%	43%
Pounds Distributed	862,871	3,730,060	10,000,000	9%	37%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	143,790	648,463	1,250,000	12%	52%
Pounds Distributed	325,600	1,998,495	4,500,000	7%	44%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	2,940	13,898	40,000	7%	35%
Pounds Distributed	188,140	885,219	2,000,000	9%	44%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	5,214	26,423	66,000	8%	40%
Pounds Distributed	204,701	1,004,574	2,300,000	9%	44%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	1,973	16,419	50,000	4%	33%
Pounds Distributed	95,816	359,658	750,000	13%	48%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	4,528	29,957	75,000	6%	40%
Pounds Distributed	26,519	148,634	275,000	10%	54%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	552	2,365	15,000	4%	16%
Pounds Distributed	275	2,088	10,000	3%	21%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	3,241	8,640	15,000	22%	58%

Pounds Distributed	311,098	908,582	1,500,000	21%	61%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Engagements	217,117	1,047,696	2,211,000	10%	47%
Total Pounds Distributed (SRV 5jj)	2,015,020	9,037,310	21,335,000	9%	42%
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	199	450	11%	44%
Other Volunteers (i.e., general public, duplicated)	155	717	2,250	7%	32%

Explanation (Over/Under Goal Progress)

The pantry program numbers highlight again the growing gap between the increase in the lines, and the resources available to meet the demand.

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.	Pending
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.	Due to changes in funding, this project has been put on hold.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	June-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	57,296	359,359	700,000	8%	51%
Pounds Distributed	802,210	4,532,269	10,000,000	8%	45%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	127,308	775,771	1,250,000	10%	62%
Pounds Distributed	249,978	2,248,473	4,500,000	6%	50%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	3,805	17,703	40,000	10%	44%
Pounds Distributed	243,502	1,128,721	2,000,000	12%	56%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	4,934	31,357	66,000	7%	48%
Pounds Distributed	229,155	1,233,729	2,300,000	10%	54%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	3,440	19,859	50,000	7%	40%
Pounds Distributed	56,883	416,541	750,000	8%	56%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	3,085	33,042	75,000	4%	44%
Pounds Distributed	19,547	168,181	275,000	7%	61%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	466	2,831	15,000	3%	19%
Pounds Distributed	400	2,488	10,000	4%	25%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	1,660	10,300	15,000	11%	69%

Pounds Distributed	159,379	1,067,961	1,500,000	11%	71%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Engagements	201,994	1,249,690	2,211,000	9%	57%
Total Pounds Distributed (SRV 5jj)	1,761,054	10,798,363	21,335,000	8%	51%
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)	10	209	450	2%	46%
Other Volunteers (i.e., general public, duplicated)	92	809	2,250	4%	36%

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.	No progress was made for this project in this reporting period.
By June 2025, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.	The measuring system and SOP have been drafted for review before implementation. The nutrition plan is also being compared to Feeding America guidelines for uniformity.
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.	Due to changes in funding, this project has been put on hold.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	June-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)	2,485,324	14,177,786	$ 27,900,000	51%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,485,324	29,197,851	30,000,000	97%

Services	**Current Month**
Active Child Enrollment	2,611
Active Childcare Providers (SRV 7f)	568

	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	July-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)	2,255,140	16,432,927	$ 27,900,000	59%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,255,140	31,452,991	30,000	104843%

Services	**Current Month**
Active Child Enrollment	2,655
Active Childcare Providers (SRV 7f)	563

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

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment (MCAP) program successfully closed Fiscal Year 2024–2025 with strategic contract earnings totaling 87%. This includes an additional $7.2 million in supplemental program funding awarded at the end of November 2024. Program leadership proactively monitored expenditures and paused new enrollments to ensure fiscal responsibility and prevent overspending in Fiscal Year 2025–2026.

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.	In FY 2024–2025, the program management prioritized staff recruitment and retention by developing and implementing a comprehensive staffing plan focused on attracting qualified candidates, supporting professional growth, and promoting long-term retention. Key strategies included offering targeted training opportunities, and enhancing workplace culture to support staff well-being and development in alignment with the program's expanding needs.
2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.	For the FY 24-25 Program leadership focused on absorbing the program growth including securing a new office space to accommodate our growing number of program staff, developing and implementing role-specific training and staff support initiatives to improve service delivery, efficiency and program compliance with our funding requirements. Staff development was key this year, ensuring that we continue working on MCAP's succession plan for log term program sustainability.

Program Highlights
In FY 2024–2025, the program achieved significant milestones, including a $7.2 million increase in funding and the successful service of over 3,500 children across the State. This growth was matched by a strong commitment to staff development through expanded training, support, and retention efforts. The program maintained the highest levels of compliance while enhancing internal systems to ensure operational efficiency. Community engagement remained a core focus, with continued delivery of responsive, high-quality services to migrant agricultural working families.

Community Action Partnership of Kern
Monthly Report 2025

Month	June-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)	14,488		14,710		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,048		1,200		87%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	33	162	268	12%	60%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	71	537	2,000	4%	27%
WIC Presentations and Outreach Events	7	20	100	7%	20%
Publication in newspaper, television, and/or social media postings (English and Spanish)	12	65	350	3%	19%

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.	23	150	175	13%	86%

Peer Counseling Program (PCP)	Clients Served	Goal	Annual Progress
Provide basic breastfeeding education and encouragement to WIC PCP participants.	185	1,000	19%

Explanation (Over/Under Goal Progress)

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 still reviewing 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
Launching our WIC Call Center.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)	14,492		14,710		99%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,066		1,200		89%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	33	195	268	12%	73%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	112	649	2,000	6%	32%
WIC Presentations and Outreach Events	8	28	100	8%	28%
Publication in newspaper, television, and/or social media postings (English and Spanish)	15	80	350	4%	23%
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.	25	175	175	14%	100%
Peer Counseling Program (PCP)	**Clients Served**		**Goal**	**Annual Progress**	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	183		1,000	18%	

Explanation (Over/Under Goal Progress)

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.	ALL CAPK WIC counseling staff attended a motivational interviewing training led by CWA to improve client appointments. In addition, CDPH WIC is still reviewing 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.	We have had a successful launch of our WIC call center ensuring that we are able to answer the high volume of calls that WIC receives. This call center has also provided us with data to further support clients and it has improved our quality assurance
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
We provided staff with an opportunity to attend a training led by the California WIC Association (CWA). The training was focused on motivational interviewing which is a form of counseling.



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	June-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)	11	61	60	18%	102%
Street Outreach and Education	50	442	75	67%	589%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	3	29
Social Security Insurance (SSI) (SRV 7i)	0	6
Medical Services (SRV 7c)	2	21
Mental Services (SRV 7c)	9	32
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	16
Educational and Career Development (SRV 7c)	12	23

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	99	406
House Hold Items	13	50
Hygiene Kits (SRV 5oo)	53	131
Emergency Clothing (SRV 7n)	152	544
Administrative Services & Copies	80	235
Transportation Services (SRV 7d)	13	28
Educational Supplies (SRV 2k)	4	9
Covid - 19 Supplies (SRV 5oo)	5	19

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress

Parents Receiving Case Management Services (SRV 7a)	0	25	30	0%	83%
Children Receiving Case Management Services (SRV 7a)	0	54	30	0%	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)	5	5	15	33%	33%
Collaborative Meetings Participated	1	5	12	8%	42%
Family Support Services for non-clients with children 5 and under	22	126			
First 5 Total	**28**	**283**			
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)	48	331			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	11	206	150	7%	137%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	360	2077	1800	20%	115%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	300	1571			
Baby Supplies (SRV 2w)	102	582			
Covid - 19 Supplies (SRV 5oo)	2	57			
Court Mandated Parenting Correspondence (SRV 2w)	10	89			
Educational Supplies (SRV 2k)	4	38			
Emergency Clothing (SRV 7n)	348	1643			
Food Assistance (SRV 7c)	275	1326			
Household Items (SRV 7c)	56	113			
Hygiene Kits (SRV 7c)	90	394			
Referrals (SRV 7c)	65	357			
Transportation Services (SRV 7d)	33	55			
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.	We continue to shine in the CAL-AIMS program, we are currently case managing 118 clients who are enrolled with Kern Health Systems. This secures sustainability for this program.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	For the first time we are partnering with Terra-Gen for our back to school back pack giveaway. I'm looking forward in partnering together in future events for East Kern.
3. Improve on-site services to more effectively connect with the East Kern target population.	EKFRC is collaborating with the Mojave Chamber of Commerce in a Back to School/Night Out event on August 5. We are accepting school supplies and backpacks for our event. This event is for any child in the East Kern area needing a backpack.

Program Highlights

We completed the First 5 Q4 on June 30 the meeting all our measurement goals, We finished strong with our Summer Bridge Program ending this last Thursday. It was a small class which allowed our Early educator more one on one time with those students needing a little more. We are looking forward towards the next 3 years with First 5. Together we can do amazing things for our children 0-5.

Community Action Partnership of Kern
Monthly Report 2025

Month	June-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)	7	68	60	12%	113%
Street Outreach and Education	55	497	75	73%	663%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	5	34
Social Security Insurance (SSI) (SRV 7i)	2	8
Medical Services (SRV 7c)	2	23
Mental Services (SRV 7c)	2	34
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	3	19
Educational and Career Development (SRV 7c)	3	26

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	88	494
House Hold Items	10	60
Hygiene Kits (SRV 5oo)	14	145
Emergency Clothing (SRV 7n)	137	681
Administrative Services & Copies	50	285
Transportation Services (SRV 7d)	6	34
Educational Supplies (SRV 2k)	1	10
Covid - 19 Supplies (SRV 5oo)	0	19

Community Action Partnership of Kern
Monthly Report 2025

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	18	43	30	60%	143%
Children Receiving Case Management Services (SRV 7a)	20	74	30	67%	247%
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)	24	63	30	80%	210%
Children Summer Bridge Activities (FNPI 2b)	10	15	15	67%	100%
Collaborative Meetings Participated	1	6	12	8%	50%
Family Support Services for non-clients with children 5 and under	112	238			
First 5 Total	**185**	**468**			

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)	0	331			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	9	215	150	6%	143%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	258	2335	1800	14%	130%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	321	1892
Baby Supplies (SRV 2w)	116	698
Covid - 19 Supplies (SRV 5oo)	10	67
Court Mandated Parenting Correspondence (SRV 2w)	0	89
Educational Supplies (SRV 2k)	10	48
Emergency Clothing (SRV 7n)	489	2132
Food Assistance (SRV 7c)	417	1743
Household Items (SRV 7c)	47	160
Hygiene Kits (SRV 7c)	90	484

Referrals (SRV 7c)	64	421
Transportation Services (SRV 7d)	28	83

Explanation (Over/Under Goal Progress)

Numbers for First 5 Kern Case Management services & Home Visits, and CalCAPA Diaper Supply Enrollment are high as it includes clients being rolled over from 2024 to 2025 in these programs.

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	During the month of July we finalized our DHS Grant by providing them with DHS-FRC Grant Wrap-Up. With this grant we were able to serve 462 families throughout East Kern. We provided items such as baby essentials, food, clothing assistance, parent education emergency supplies and so much more. We are excited to report that we received an invitation to apply this year for this grant.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	During the month of July we partnered with the City of Mojave to wrap up our last minute planning for our Night Out /Back Pack giveaway event, which will take place at the renovated Mojave Park. We partnered with numerous companies in the area to provide children with backpacks for the upcoming school year.
3. Improve on-site services to more effectively connect with the East Kern target population.	Our laundry services have became very popular , during the month of July we provided 87 laundry services to the East Kern Community. Our next project is too bring shower services to East Kern.

Program Highlights

During the month of July we began a 3 year contract with First 5. 2025-2028 We are excited to have received this contract. We also received the HHAP Contract for the next 2 years. 2025-2027. Our CAL-AIMS program continues to grow, we are currently case managing 120 CAL-AIMS clients in East Kern. Overall in the month of July we provided duplicated services a total of

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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)	1	34	30	3%	113%
Children Receiving Case Management Services (SRV 7a)	1	37	30	3%	123%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	8	10	0%	80%
Children Educational Home Base Activities (FNPI 2b)	1	35	15	7%	233%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Family Support Services for non-clients with children 5 and under (SRV 2w)	16	117			
First 5 Total	**19**	**231**			

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)	0	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)	14	242	150	9%	161%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	391	2043	1800	22%	114%

Rental Support Program	Month	Clients YTD	Month	Payments YTD	
Rental Support Program (estimated maximum $1,500 per household)	6	15	$ 7,325	$ 20,064	

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	63	325
Baby Supplies (SRV 2w)	111	828
Copies	26	184
Court Mandated Parenting Correspondence (SRV 2w)	0	14

Educational Supplies (SRV 2k)	22	186
Emergency Clothing (SRV 7n)	11	108
Food (SRV 7c)	261	1417
Household Items (SRV 7c)	161	930
Referrals(SRV 7c)	50	338
Transportation Assistance (SRV 7d)	35	123
Total Community Services	**740**	**4453**

Explanation (Over/Under Goal Progress)

F5K/DHS Grant ended in may 2025 and all goals were met hence not data collection in June, grant in process to be renewed before end of calendar year. The Planned Parenthood grant providing LiFT seminars ended June 30th due to loss of federal funding for next three years. This terminates a 5 year contract after completion of 2 years of services. All milestones for years 1 & 2 have been met and all payments for services have been received.

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).	The OFRC was awarded $12,500 from the Friends of the Mercy Foundation for the Sister Phyllis grant (Application submitted for $10,000). The OFRC was also awarded a $5,000 grant from the KFHC. Both grants are for baby and children items and 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 hosted a table promoting services to the community at the Ridgecrest Library during their Summer program. This was a successful event recruiting children for the July Summer Bridge program.

Program Highlights

Program Manager Eric Le Barbe completed Anger Management Faciliatory training certification in June. The OFRC exceeded all F5K goals for 2024-2025 fiscal year ending June 30.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)	3	37	30	10%	123%
Children Receiving Case Management Services (SRV 7a)	2	39	30	7%	130%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	8	10	0%	80%
Children Educational Home Base Activities (FNPI 2b)	1	36	15	7%	240%
Children Summer Bridge Activities (FNPI 2b)	15	15	10	150%	150%
Family Support Services for non-clients with children 5 and under (SRV 2w)		117			
First 5 Total	**21**	**252**			

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)	0	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)	15	257	150	10%	171%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	418	2461	1800	23%	137%

Rental Support Program	Month	Clients YTD	Month	PaymentsYTD	
Rental Support Program (estimated maximum $1,500 per household)	11	26	$ 15,707	$ 35,771	

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	74	399
Baby Supplies (SRV 2w)	142	970
Copies	36	220
Court Mandated Parenting Correspondence (SRV 2w)	0	14
Educational Supplies (SRV 2k)	37	223

Emergency Clothing (SRV 7n)	20	128
Food (SRV 7c)	248	1665
Household Items (SRV 7c)	173	1103
Referrals(SRV 7c)	92	430
Transportation Assistance (SRV 7d)	25	148
Total Community Services	**847**	**5300**

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).	Alta One Credit Union launched a two-month Huggy Heart campaign collecting donations for the Oasis FRC at the three Ridgecrest locations.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Back to School outreach event at China Lake NAWS promoting services to local military families. The Oasis FRC received school supplies for 200 children from Alta One. The Oasis FRC also received a large donation of baby items and children furniture from WACOM. The OFRC received $1,000 from Anthem to purchase back to school supplies.

Program Highlights

The Oasis FRC hosted a successful Kindergarten readiness Summer Bridge program with 15 children age 4-5. A great emphasis was put on literacy with several guest readers, and children made two trips to local museums (Maturango & China Lake)

Community Action Partnership of Kern
Monthly Report 2025

Month	June-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	301	2,526	3,300	9%	77%
Households Served - Weatherization	9	56	150	6%	37%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	-	5	50	0%	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,)	**301**	**2,526**	**3,300**	9%	77%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**9**	**61**	**200**	5%	31%
PG&E Case Management Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	372	2,456	2,400	16%	102%
City of Bakersfield Home Repair and Weatherization Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served	1	1	19	5%	5%

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 are pleased to report that we have successfully met and exceeded the PG&E goal of enrolling 2,400 clients into the PG&E Case Management Program. As of now, we have enrolled a total of 2,456 clients, surpassing the target. We are proud to have achieved this milestone and will continue to provide effective case management services to our clients. Our team remains committed to delivering high-quality services and making a positive impact.
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We are pleased to report progress on the City of Bakersfield Weatherization Program. As of now, we have enrolled 15 clients in the program and have completely provided weatherization services to 1 client. Assistance for the remaining clients is currently in progress. We are working diligently to ensure timely completion of services for all enrolled clients and are committed to meeting the contract goals.

3) Meet at least 22% of production goal for DOE BIL WAP contract	We're working hard to meet the DOE BIL WAP contract goal of at least 22% production. To achieve this, we've launched a new marketing campaign, including door-to-door outreach and assessments to identify eligible homes. Our team is actively engaging with homeowners, assessing properties, and enrolling clients. We'll continue implementing our outreach strategy to progress towards meeting the production goal.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	July-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	664	3,190	3,300	20%	97%
Households Served - Weatherization	13	69	150	9%	46%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	-	5	50	0%	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,)	**664**	**3,190**	**3,300**	20%	97%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**13**	**74**	**200**	7%	37%
PG&E Case Management Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Number of clients enrolled in the case management program (SRV7a).	-	2,456	2,400	0%	102%
City Of Bakersfield Home Repair and Weatherization Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served	-	1	19	0%	5%

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've successfully achieved our goal of enrolling 2,400 clients into the PG&E Case Management Program, surpassing the target in June. Currently, we're in the case management phase, where we've completed and properly closed 16 case management instances. We're proud to have met our enrollment goal and are focused on delivering high-quality services to our clients through effective case management.
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We are pleased to report progress on the City of Bakersfield Weatherization Program. As of now, we have enrolled 18 clients in the program and have completely provided weatherization services to 1 client. Assistance for the remaining clients is currently in progress. We are working diligently to ensure timely completion of services for all enrolled clients and are committed to meeting the contract goals.

3) Meet at least 22% of production goal for DOE BIL WAP contract	We're working hard to meet the DOE BIL WAP contract goal of at least 22% production. To achieve this, we've launched a new marketing campaign, including door-to-door outreach and assessments to identify eligible homes. Our team is actively engaging with homeowners, assessing properties, and enrolling clients. We'll continue implementing our outreach strategy to progress towards meeting the production goal.
Program Highlights	

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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)	34	119	100	34%	119%
Summer Program (SRV 2m)	59	59	65	91%	91%
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	0	42	50	0%	84%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	1	2
Outcome/Case Managed Families (SRV 7a)	2	27
Provided Food Assistance (SRV 7c)	0	18
Assisted with Energy/HEAP Services (SRV 7c)	0	2
Crisis Intervention	0	-
Provided Mentoring Services (SRV 2p, 7c)	1	32
Assisted with relocation services/Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The afterschool program is not offered during the summer so no new participants were added during the month of June. To date, the CalVIP program has served 37 high-risk program participants. The information above captures services provided 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.	The Friendship House will be interviewing several Advisory Board candidates to fill three vacant positions on the Friendship House Advisory Board.
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.	The Friendship House Program Administrator and CAPK Executive Team are working on a multi-year proposal to the State.

Program Highlights

The Friendship House Summer Program ventured out on several enriching field trips, visiting the LA Science Center where they were able to explore interactive exhibits, CALM Zoo where they learned about the importance of keeping wildlife safe, Aquarium of the Pacific where the children learned about ocean life, and San Simeon Beach where the youth participated in a beach clean-up and enjoyed the ocean waves.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)	56	56	100	56%	56%
Summer Program (SRV 2m)	6	65	65	9%	100%
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	0	42	50	0%	84%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	1	3
Outcome/Case Managed Families (SRV 7a)	3	30
Provided Food Assistance (SRV 7c)	29	47
Assisted with Energy/HEAP Services (SRV 7c)	0	2
Crisis Intervention	0	-
Provided Mentoring Services (SRV 2p, 7c)	2	34
Assisted with relocation services/Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The afterschool program is not offered during the summer so no new participants were added during the month of July. The new FY for the Mentor Program started July 1 st, and the new cohort started with 56 participants. More participants will be added throughout the year. To date, the CalVIP program has served 38 high-risk program participants. The information above captures services provided 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.	A huge thank you to Strata Credit Union for being the first sponsor for the Casino Night Fundraiser, which is scheduled for Nov. 7, 2025. additional sponsorship opportunities and tickets are available now.
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.	Three new members have been added to the Friendship House Advisory Board, which includes: Kelly Fargo with Strata Credit Union, Yvonne Armendariz with Grow Public Schools, Marina Hernandez with Kern Bridges, and Nicole Avina with Bakersfield College.
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.	The Friendship House Administrator is working with the CAPK Executive Team on a three-year program budget with the City for a grant proposal, as well as a multi-year grant proposal to the State.

Program Highlights

The Friendship House Summer Program was packed with fun, learning and unforgettable memories! Throughout the program the youth enjoyed a variety of fun games and hands on activities, including arts and crafts and engaging STEM projects. The youth also participated in a weekly Zumba class to keep them active in a fun way. Another great aspect that was offered to the children was tutoring through Gridstone Inc. which allowed the youth to get free onsite tutoring, preparing them for going back to school.

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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)		27	40	0%	68%
Summer Program (SRV 2m) June/July	36	36	60	60%	60%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball	6	216
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	0	
On Site Collaboration: Energy, VITA, Food Bank	1	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	0	3	6	0%	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.	
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.	

3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth.	Surveyed Summer Program kids for interests and established goals for kids to attain

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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)		27	40	0%	68%
Summer Program (SRV 2m) June/July	6	42	60	10%	70%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball	0	216
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	0	
On Site Collaboration: Energy, VITA, Food Bank	1	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	0	3	6	0%	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.	
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.	

3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth.	

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	1-Jun	**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	101	7,449	8,250	1%	90%
Social Security Number (SSN)	88				
Individual Taxpayer Identification Number (ITIN)	13				
State	114	7,444			
Social Security Number (SSN)	88				
Individual Taxpayer Identification Number (ITIN)	26				
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)	25	379			
Social Security Number (SSN)	18				
Individual Taxpayer Identification Number (ITIN)	7				
Paper-filed, and Prior year returns (state)	25	378			
Social Security Number (SSN)	18				
Individual Taxpayer Identification Number (ITIN)	7				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$11,203	$6,044,054			
State Refunds	$54,094	$2,366,412			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$36,973	$4,647,849			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$11,203	$1,097,259			
Total Refunds and Credits					

Community Action Partnership of Kern
Monthly Report 2025

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)	8	151	200	4%	76%

Explanation (Over/Under Goal Progress)

State refunds and Cal EITC 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 ITINs 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.	Attending outreach events near our rural locations that have been extended through June, such as Delano, and Lamont

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	19	3,013	3,250	1%	93%
State	19	3,031			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	10	223			
Paper-filed, and Prior year returns (state)	8	201			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds	$15,506.00	$2,571,030			
State Refunds	$1,556.00	$1,044,476			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)	$1,916.00	$1,968,986			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*	$1,368.00	$439,196			
Total Refunds and Credits		**$6,023,688**			

Program Highlights

June is the closing of our CalEITC grant for year 2024-25. All seasonal staff have ended their employment and the VITA program remains staffed by 3 FTE staff.

Community Action Partnership of Kern
Monthly Report 2025

Month	1-Jul	**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	89	7,538	8,250	1%	91%
Social Security Number (SSN)	66				
Individual Taxpayer Identification Number (ITIN)	23				
State	107	7,551			
Social Security Number (SSN)	66				
Individual Taxpayer Identification Number (ITIN)	41				
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)	19	398			
Social Security Number (SSN)	17				
Individual Taxpayer Identification Number (ITIN)	2				
Paper-filed, and Prior year returns (state)	19	397			
Social Security Number (SSN)	17				
Individual Taxpayer Identification Number (ITIN)	2				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$119,668	$6,163,722			
State Refunds	$49,279	$2,415,691			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$44,629	$4,692,478			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$11,903	$1,109,162			
Total Refunds and Credits		**$14,381,053**			

Community Action Partnership of Kern
Monthly Report 2025

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)	7	158	200	4%	79%

Explanation (Over/Under Goal Progress)

State refunds and Cal EITC 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 ITINs 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 keeping rural locations open monthly during the off season and focusing on a new location for our shafter site that was previously in the SYC

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	1	3,014	3,250	0.000307692	0.92738462
State	1	3,032			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	0	223			
Paper-filed, and Prior year returns (state)	0	201			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds	$415	$2,571,445			
State Refunds	$516	$1,044,992			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)	0	$1,968,986			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*	0	$439,196			
Total Refunds and Credits	**$931**	**$6,024,619**			

Program Highlights

The month of July we have been focusing on outreach events to reach more people during our off season. Back to school events have been a great success in VITA staff being able to talk to parents who could use our services.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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	31	22	33	386
Power App Enhancements	3	8	3	25
Paginated Reports/ Power bi reports/ Dashboards	2	0	3	27

Projects	*Description of Status*	*Current % Status*
Contract Management System	Planning phase. Processes have been mapped out.	5%
CVAF/VSS	Program and sub programs have been mapped out. Awaiting conformation from program managers.	15%
SMS Integrations	Development complete. Testing to begin in July	75%
Energy Intake Digitization	Items added to project resulted in project delay. project plan has been updated and approved.	35%
Bakersfield Grant Intake Digitization	Project Completed	100%
Second Cohort In-Kind Onboarding	Testing completed. Centers for second cohort will go live in July.	95%
Work Order System in Dynamics	Project in initial planning phase.	5%
Oasis Insights	Contract has been signed. Waiting for kickoff meeting with oasis insights team.	5%
Youth Center Dynamics Updates	Project on hold	75%
Weatherization application phase 2 updates	Updates development completed. Will begin testing.	75%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	338	578	317	2496

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	leveling in progress. On Hold - Pending Budget Revision	45%

Major Maintenance Projects	*Description of Status*	*Current % Status*
Angela Martinez	Staff Development TI nearing completion.	100%

Stockdale HS	Signage	12%
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	65%
Sterling Block Wall	Property Line Site Survey	10%
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	5%
WIC Relocation	Preparing Lease Ordering Office Furnishings Move	45%
Food Bank	Food Pantry & Lobby Remodel	85%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	15%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	512	196	512	2763

Information & Technology Projects	*Description of Status*	*Current % Status*
Modified Duty		4
Lost Time		12
Under Investigation / Non-Industrial /	1	12
Property	2	3
Vehicle Incident / Grand Theft Auto	0	1
Motor Vehicle Accident	0	38
Work Place Violence / Over Doses / Death	0	0
Total	**3**	3

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance		
Develop and implement a Data Governance		
Improve the customer experience by		

Program Highlights

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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	105	17	103	489
Power App Enhancements	3	7	4	29
Paginated Reports/ Power bi reports/ Dashboards	9	2	7	34

Projects	*Description of Status*	*Current % Status*
Contract Management System	In development	25%
CVAF/VSS	Project on hold	15%
SMS Integrations	Development complete. In testing	80%
Energy Intake Digitization	Development restarted due to changes in requirements. Currently in development	35%
Second Cohort In-Kind Onboarding	Completed	100%
Work Order System in Dynamics	Development has begun.	15%
Oasis Insights	Contract has been signed. Waiting for kickoff meeting with oasis insights team.	5%
Youth Center Dynamics Updates	Project on hold	75%
Weatherization application phase 2 updates	Application in testing. Go live anticipated 8/8/25	85%
VITA Intake Form	Development nearing completion. Adding bookings functionality	80%
CALVIP	Development To begin 8/4/2025	0%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	374	605	336	2832

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen	PG&E complete, Startup and testing complete,	99%
McFarland & Tehachapi Modulars	Funding applications in review with Office of Head Start	5%
Barnett House	leveling in progress. On Hold - Pending Budget Revision	45%

Major Maintenance Projects	*Description of Status*	*Current % Status*

MCAP Stine Second Floor	Additional leasing space/2nd floor for MCAP on Stine	5%
Stockdale HS	Signage	12%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
CVAF	Decatur Family Home Kitchen Remodel	
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	20%
Sterling Remodel Phase 3	Awarding Contract	75%
Sterling Block Wall	Property Line Site Survey	10%
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	8%
WIC Relocation	Preparing Lease Ordering Office Furnishings Move	90%
Food Bank	Food Pantry & Lobby Remodel	95%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	50%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	540	187	573	3911

Information & Technology Projects	*Description of Status*	*Current % Status*
Ring Central CAVAF Migration	in-Progress planned complete 8/13/2025	90%
Covey Cottage Network IP Cameras	work begins	50%
Keeper Security Software	Deployed	95%

Risk Management

Property & Causality Claims	Reported	Reported YTD
Lost Time		12
Under Investigation / Non-Industrial /	1	12
Property	2	5
Vehicle Incident / Grand Theft Auto	0	38
Motor Vehicle Accident	0	0
Work Place Violence / Over Doses / Death	0	3
Total	**3**	3

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance		
Develop and implement a Data Governance		
Improve the customer experience by		

Community Development

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

Community Action Partnership of Kern

Monthly Report 2025

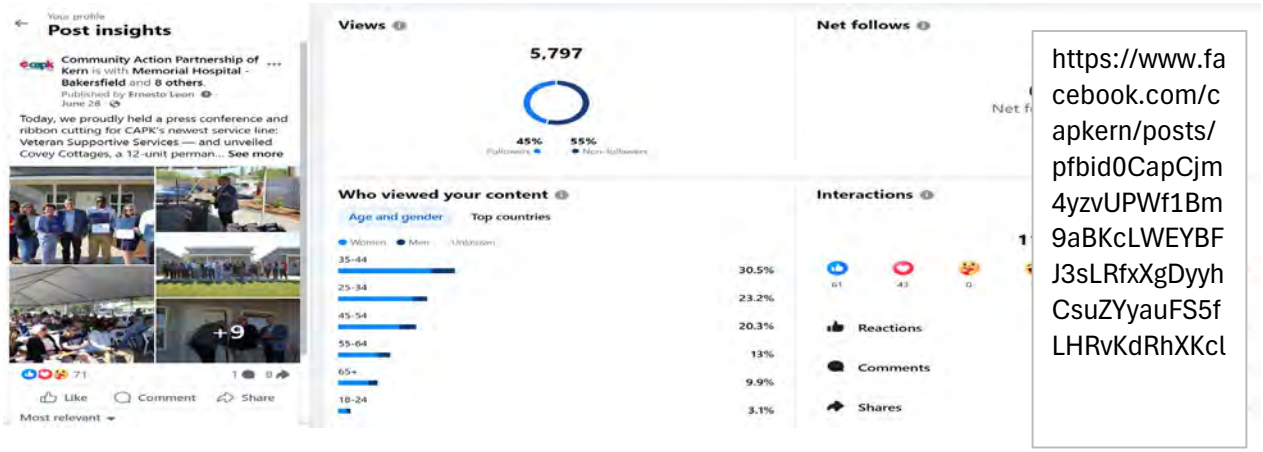
Month	June-25	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The services under the Community Development Division range from fund and grant development/research to

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	21,119	130,662	250,000	8%	52%
Facebook Impressions (i.e., number of times	150,667	1,892,486	1,250,000	12%	151%
Other Social Media Impressions	69,375	253,109	250,000	28%	101%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid0CapCjm4yzvUPWf1Bm9aBKcLWEYBFJ3sLRfxXgDyyhCsuZYyauFS5fLHRvKdRhXKcl

Outreach Special Projects

Planning of Summer Meals Initiative with United Way of Central California: logistics, presser, solicitations, and
Began meeting with Head start to plan San Joaquin County team to plan ribbon cutting
Marketing requests from Foundation for Gourmet for Good: sponsor recognition posts, social media promo,
Met with "The Guardian" to collaborate for Head Start parent engagement highlight
Hosted and planned Summer resource fair at the KRV Bridge
Met with the veterans and supportive services program to begin planning stand down event
Hosted covey cottages ribbon cutting
Supported KAN Alliance Award Show with marketing support
Began planning for October Head Start Advocacy Month, client testimonials
Captured professional headshots for all CAPK staff as part of team professional development cohort
Began RFP process for third party website developers
Launch call-to-action for Head Start alumni as part of October Head Start Advocacy Month
Wrapped up all VITA Marketing Campaign reporting along with slide deck of team deliverables
Created and ordered new A-Frames for outreach equipment
Univision interview to promote VITA services
Supported Shafter Lions Club Food Drive through media, press release, and shared on comm channels
Organized cohort session at Potrait of a Warrior for agency professional development cohort
Attended Tehachapi Community Collaborative
Updated Agency One-Sheet
Developed Veteran & Supportive Services One-Sheet

Outreach Advocacy

Signed onto California's Legislature to commit $145 million annually from the Greenhouse Gas Reduction Fund
Signed onto California Food Banks Urge Opposition to Budget Reconciliation Bill with Cuts to SNAP
Advocacy Calls with NCAF, CAFB, and 2-1-1 state networks

Advocacy Watch-list

SB647 (Hurtado) – State Assembly Committee on Utilities and Energy
AB 1318 (Bonta)
AB 880 – (Bennett/Limon/Umberg)
SB 324 – (Menjivar)
FY 2026 CSBG & H.R. 3131
California Budget Bill
Projects
During the month of June, the Kern Coalition began scoring project proposals. The scoring group was
Foundation
Attended Kern Alliance of Non-Profits (KAN) Annual Awards Luncheon
Held Bingo Night at Temblor Brewing to raise funds for Covey Cottages furnishings.
Attended weekly Bakersfield West Rotary Luncheon
Executed annual Gourmet For Good event at Nirvana Estate hosting 390 attendees and raising a gross income
External event "Father's Day Run" held by California Classic Events that raised $400 for M Street Navigation
Held debrief meetings for Gourmet For Good with various key staff and board members to prepare for next
Researched potential site locations for Gourmet For Good 2026.
Prepared all aknowledgment correspondence to donors.
Participated in discovery call for potential new CRM, Bloomerang.
Continued Follow-up solicitation calls for Gourmet For Good sponsorships and in-kind donations.
Continued coordinating and logistics for Gourmet For Good.
Coordinated donor recognition for Covey Cottages ribbon cutting.
Hosted quarterly "Lunch & Learn" session for donor prospects at the Food Bank

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding	Added new staff member to help revisit needs for FRC's, Food
Develop a long term plan to raise awareness	Participating in monthly meetings with key Food Bank staff to
Develop and grow Foundation Board to aid in	Plan and initiated first Ad Hoc Committee meeting that will aid

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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 Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	22,438	153,100	250,000	9%	61%
Facebook Impressions (i.e., number of times	263,994	2,156,480	1,250,000	21%	173%
Other Social Media Impressions	104,872	357,981	250,000	42%	143%

Highest Performing Post





https://www.facebook.com/capkern/posts/pfbid0GrHSjmfBqqwAwyk2WmwQesaDuCxaiwhtnUkQThRvobBjLq4oQ6nn8NKUNG6VyCnFl

Outreach Special Projects

Completed stand down flyer and vendor registration
Assisted with the flyer and hosting of the covey cottage open house
Attended and cohosted Feeding Families First press conference at Superior grocers with United Way of Central
Savannah began assisting CityServe and the Kern Leadership Alliance Global leadership Summit
Began planning for Hunger Action month activities
Launched call-to-action for Head Start Alumni
Captured more professional headshots for CAPK staff
Filming in Stockton for October Head Start Advocacy Month video series
Beautification of Food Bank for Feeding America and City Serve Meeting
Launched Feeding Families First initiative in Bakersfield, Arvin, and Lake Isabella
Hard Rock Check Presentation Photo-op, video, and a tour
Anthem Check Presentation Photo-op
Valley Strong Check Presentation Photo-Op
Created updated Agency Overview Presentation
Launched Volunteer Recognition for CAPK Food Bank
Captured professional head shots for San Joaquin staff
Edits and suggestions to updated Agency Strategic Plan
Media team attended Head Start preservice event to capture photos and videos
Toured Kluv radio at covey cottages and did a 30 min podcast with their team

Outreach Advocacy

Scheduled for congressman Valadao to come to central kitchen ribbon cutting on 8/15
Scheduled a tour with congressman Valadao to attend head start in late August
Toured LA and OC Food Bank and discussed outreach, advocacy, and commication strategy
Collateral Development for Head Start program, related to Advocacy

Brief on CAFB Public Policy Meeting
Advocacy Watch-list
SB647 (Hurtado) – State Assembly Committee on Utilities and Energy
AB 1318 (Bonta)
AB 880 – (Bennett/Limon/Umberg)
SB 324 – (Menjivar)
FY 2026 CSBG & H.R. 3131
California Budget Bill
Projects
In July, the Kern Coalition finalized funding decisions for project awards. Award notifications are being prepared
Foundation
Emailed all schools in the Kern High School District to begin developing working partnerships. Three schools
Attended the "Feeding Families First" press conference.
Attended an East Rotary meeting and spoke about the "Feeding Families First" project in partnership with
Held two Ad Hoc Committee meetings to discuss updates to the Foundation's bylaws and structure.
Hosted a check presentation with Valley Strong for their Huggy Hearts campaign, which raised over $2,000 for
Exploratory meeting with business owner from Adventure Awaits to explore potential partnership opportunities.
Held continuing meeting with Bloomerang as we research a new CRM platform.
Attended the State of the City hosted by the Greater Bakersfield Chamber of Commerce.
Initial meeting with Vons to pitch the point-of-sale campaign.
Check presentation of $5,000 from the Hard Rock Casino. Following was a tour of M Street.
Awarded $53,500 from PG & E from their Community Resiliency Fund grant to benefit the Food Bank.
Ad Hoc Committee meeting to redesign the Bylaws, Roles & Responsibilities and Board recruitment for the
Awarded $53,500 from PG & E from their Community Resiliency Fund grant to benefit the Food Bank.
Check presentation of $1,000 from Anthem & Sen. Shannon Grove to support Oasis Back-To-School
External Event development for EKFRC. Willow Springs Raceway in Rosamond will be holding a grand re-
External Event to benefit Veterans Support Services. Collaboration with RSVP (Retired Senior Volunteer
Third year collaboration with Boeing for their Lift-Off for Learning Drive to benefit Oasis Back-To-School event.
Participating in preliminary planning for the Veterans Stand Down. Sponsorship opportunities are being
Attended Tehachapi City Connect Collaborative – Shared information about CAPK programs and services
Prepared & mailed 160 Annual Reports with personalized letters to our top donors and partners.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding	Added new staff member to help revisit needs for FRC's, Food
Develop a long term plan to raise awareness	Participating in monthly meetings with key Food Bank staff to
Develop and grow Foundation Board to aid in	Plan and initiated first Ad Hoc Committee meeting that will aid

Community Action Partnership of Kern

Monthly Report 2025

Month	June-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 Fresno and Madera, Kings, Merced, Stanislaus, and Tulare through the United Way partnerships.

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

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	2271	23,034	40,000	6%	58%
Kern County	2929	18,348	75,000	4%	24%
Kings County	217	1,389	3,500	6%	40%
Merced & Mariposa County	101	694	1,500	7%	46%
Stanislaus County	862	5,503	11,000	8%	50%
Tulare County	838	4,414	11,000	8%	40%
Total County-based I&R Calls Handled	**7,218**	**53,382**	**142,000**	**61%**	**38%**

Average Wait Time	**0:32**
Average Handle Time	**5:35**

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	2146	17,024
Mental Health (SRV 7c)	335	1,891
Total County-based and Other Calls Handled	**9,699**	**72,297**

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.	14	9.4	**4.60**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	52	23	105	350	7%	30%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	27	6	45	70	9%	64%
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)*	50,960	232,185	225,000	23%	103%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	1014	6,045
Health and Human Service Referrals (SRV 7c)	1229	7,889

Housing and Homelessness Calls (SRV 7c)	492	2,410
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	391	2,597
Total Other Services	3,126	18,941

Explanation (Over/Under Goal Progress)

The program received a slightly higher number of calls in the current month as it is compared to the month prior. First 5 Help Me Grow Program came to a conclusion in April 2025 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 40% of its annual target goal. Amongst 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 18 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 renewed a contract effective 7/1/25 for one (1) of its county partners for an additional one (1) year term.

Community Action Partnership of Kern

Monthly Report 2025

Month	July-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 Fresno and Madera, Kings, Merced, Stanislaus, and Tulare through the United Way partnerships.

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

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	2402	25,436	40,000	6%	64%
Kern County	2999	21,347	75,000	4%	28%
Kings County	234	1,623	3,500	7%	46%
Merced & Mariposa County	87	781	1,500	6%	52%
Stanislaus County	1038	6,541	11,000	9%	59%
Tulare County	841	5,255	11,000	8%	48%
Total County-based I&R Calls Handled	**7,601**	**60,983**	**142,000**	**64%**	**43%**
Average Wait Time	**0:34**				
Average Handle Time	**5:33**				

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	2990	20,014
Mental Health (SRV 7c)	267	2,158
Total County-based and Other Calls Handled	**10,858**	**83,155**

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.	14	9.6	**4.38**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	36	11	116	350	3%	33%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	20	7	52	70	10%	74%
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)*	42,673	274,858	225,000	19%	122%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	995	7,040
Health and Human Service Referrals (SRV 7c)	1174	9,063

Housing and Homelessness Calls (SRV 7c)	370	2,780
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	442	3,039
Total Other Services	2,981	21,922

Explanation (Over/Under Goal Progress)

The program received a slightly higher number of calls in the current month as it is compared to the month prior. First 5 Help Me Grow Program came to a conclusion in April 2025 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 64% of its annual target goal. Amongst 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 18 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.
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Program Highlights

The programs' average calls handled is 93% while its abandoned rate is 7% amongst seven (7) campaigns. The program is in communication with State 2-1-1 to enhance the scope of work associated with preparing and supporting callers who are customers of Pacific Gas and Electric during a Public Safety Power Shutoff.

Application Status Report
June-July 2025

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Maximus Foundation Community Impact Grants	Maximus Foundation 2025 Grant Cycle - Applying for the three-year Impact Grant ($150,000 total; $50,000/year) to support CAPK's Food Bank operations and food security initiatives across Kern County. This unrestricted funding opportunity aligns with our mission and proven track record of addressing food insecurity through our extensive distribution network.	Maximus Foundation	$50,000	$0	6/17/2025	Denied
Financial Assistance for Survivors Pilot	A California grant program that provides cash assistance to survivors of violence and their families. This program will operate at FHCC using CalVIP staff. Partners noted in the application include the Family Justice Center and Open Door Network.	California Governor's Office of Emergency Services	$400,000	$0	7/7/2025	Denied
Adult Reentry Grant (ARG) Cohort 4	Awarded at reduced budget. $960,000 for Warm Handoff and full $2.25 million for rental assistance. CAPK will apply to continue its successful Warm Handoff/Reentry Services program, which focuses on reducing recidivism and homelessness through strengths-based case management, housing navigation, employment support, and community reintegration. For this application, we will expand our program to include Rental Assistance, enabling us to provide direct support for housing costs, such as rent, deposits, utilities, and landlord incentives. This integration will enhance our ability to address housing stability as a critical factor in successful reentry.	California Board of State and Community Corrections (BSCC)	$4,500,000	$960,000	7/2/2025	Awarded

Application Status Report
June-July 2025

KFHC Community Grant Program-(CES Meals and Hygiene Care Project)	CAPK Coordinated Entry Services (CES) will use these funds to purchase hygiene kits and easy-to-eat meals for our most vulnerable populations.	Kern Family Health Care (KFHC)	$5,000	$0	6/23/2025	Denied
KFHC Community Grant Program-M Navigation Center	Low Barrier Navigation Center will use these funds to purchase hygiene supplies such as shampoo, conditioner, bodywash, lotions, toothbrushes/toothpaste, sports bra, men's/women underwear, feminine hygiene products, adult briefs, socks, combs, brushes, deodorant, and men's short/long sleeve t-shirts to improve the overall health/hygiene of the clients served at M Street/Safe Camp/Park.	Kern Family Health Care (KFHC)	$5,000	$5,000	6/23/2025	Awarded
Kern Family Health Care Community Grant Program (Cal-AIM Health and Hygiene Project)	The goal of the CAPK Cal-AIM Health and Hygiene Project will provide essential hygiene kits and food boxes to Medi-Cal eligible individuals to better support their nutrition, cleanliness and health	Kern Family Health Care (KFHC)	$5,000	$0	6/23/2025	Denied
KFHC Community Grant Program-EKFRC (East Kern Traveling with Care Project)	KFHC funding for CAPK's East Kern Family Resource Center (EKFRC) will directly address transportation challenges faced by East Kern Family Resource Center clients by providing bus passes, gas cards, infant car seats and other essential travel resources.	Kern Family Health Care (KFHC)	$5,000	$0	7/2/2025	Denied
KFHC Community Grant Program-SYC (Shafter Future STEM Leaders Project)	The Shafter Youth Center (SYC) will offer a Summer STEM (Science, Technology, Engineering, and Mathematics) program for 35 students, including an immersive field trip to the California Science Museum.	Kern Family Health Care (KFHC)	$5,000	$5,000	6/23/2025	Awarded
KFHC Pathways to Support: Connecting Veterans and Community Resources	This project will address the immediate needs of veterans and non-veterans by providing food, hygiene services, gas cards, and bus passes at outreach events.	Kern Family Health Care (KFHC)	$5,000	$0	7/2/2025	Awarded

Application Status Report
June-July 2025

KFHC Community Grant Program-FHCC (Friendship House Aquatic STEM Project)	The CAPK Friendship House Community Center (FHCC) will utilize these funds to offer students enriching STEM (Science, Technology, Engineering, and Mathematics) focused aquatic lessons which will include a science-based curriculum, and online lessons to allow the students to explore the science of aquatic ecosystems, learn about biology, chemistry, and environmental science.	Kern Family Health Care (KFHC)	$5,000	$5,000	6/23/2025	Awarded
KFHC Community Grant Program-VITA Access for Medi-Cal Recipients	CAPK's Volunteer Income Tax Assistance (VITA) Program will utilize these funds to purchase four laptops and vital outreach materials, ensuring continuous tax support beyond the tax season for Medi-Cal recipients and underserved populations in the rural communities of Shafter, Wasco, McFarland, Delano, and Taft.	Kern Family Health Care (KFHC)	$5,000	$0	6/23/2025	Denied
KFHC Community Grant Program-OFRC (Oasis Safe and Fresh Start Project)	The OFRC will purchase essential infant and toddler items, including car seats, formula, and pull-ups, ensuring that families can offer their children a safe and healthy start.	Kern Family Health Care (KFHC)	$5,000	$5,000	6/23/2025	Awarded

Application Status Report
June-July 2025

Workforce Innovations Grant	The National Alliance to End Homelessness (NAEH) Workforce Innovations Grant offers up to $50,000 to support workforce development in the homeless services sector. The funding is designed to address staffing challenges such as high turnover, recruitment difficulties, and job retention by supporting training programs, mentorship initiatives, staff incentives, and wellness activities. CAPK will apply for this grant on behalf of the M Street Navigation Center to help reduce staff turnover and enhance workforce stability.	National Alliance to End Homelessness	$50,000	$0	7/23/2025	Denied
Sister Phyllis Hughes Endowment for Special Needs	CAPK is requesting $10,000 to expand services at the Oasis Family Resource Center (OFRC) in Ridgecrest, CA. This funding will provide essential baby items, emergency supplies, and adult diapers to low-income families and seniors in this remote area.	Friends of Mercy Foundation	$10,000	$12,500	7/2/2025	Awarded
Feeding Lost HIlls	Funds were requested to support food donations in Lost Hills through our partner pantry and commodity sites. These donations aim to provide essential items and improve access to nutritious food for residents in need.	Southern California Gas Company	$5,000	$0	6/4/2025	Awarded
FY 2024 Continuum of Care Competition Coordinated Entry System	FY 2024 - Performance period 8/1/2025 to 7/31/2026.	U.S. Department of Housing and Urban Development (HUD)	$251,909	$251,909	6/3/2025	Awarded

Application Status Report
June-July 2025

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. 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	$0	6/30/2025	Denied
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	$5,000	7/8/2025	Awarded
SCAN Health Plan Older Adult Nutrition Programs	CAPK is requesting $10,000 from the SCAN Health Plans 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	$10,000	6/3/2025	Awarded
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, youth are defined as ages 24 & under	Bakersfield Kern Regional Homeless Collaborative	$1,216,124	$0	6/6/2025	Denied
VITA Donation Request	Donation request for new equipment (Laptops) and workforce/professional development for VITA Staff.	Citizens Business Bank	$10,000	$0		Pending
Summer Grants Program: The Wellness Across the Lifespan Grant	Wellness Across the Lifespan Grants support programs that promote nutrition access and healthy lifestyles for vulnerable populations of all ages.	Sprouts Healthy Communities Foundation	$10,000	$0		Pending

Application Status Report
June-July 2025

The Kroger Co. Zero Hunger Opportunity	If awarded, this grant will purchase direct food costs and travel-related expenses to deliver food at commodity sites throughout the county.	Kroger	$50,000	$0	7/2/2025	Denied
Stable Housing and Empowering Communities	Ensuring affordable housing solutions and services through creation and preservation of affordable housing, long-term rental housing and home ownership opportunities. Abandoned due to ineligibility; limited to one funding per year and CAPK has been awarded 2025 funding for Food Bank.	Bank of America	$0	$0		Abandoned
T-Mobile Hometown Grant Application	This grant opportunity was ultimately not pursued due to limited capacity and a strategic focus on other applications that are more urgent and better aligned with CAPK's priorities.	T Mobile	$0	$0		Abandoned
Nourishing Neighbors-Innovation Incubation Fund	CAPK is applying for funding to pilot a direct financial assistance and nutrition guidance program that provides small, consistent vouchers to families while collecting data on food security outcomes. The project aims to test a scalable model that helps families reduce reliance on food assistance.	Albertsons	$150,000	$0		Pending
The Rapid Response Grant Program	This grant is for the Kern Food Policy Council. Funds from the Better Food Policy Council will support administrative costs for CAPK's involvement in the Kern County Food Policy Council.	Better Food Policy	$15,000	$0		Pending
Food Relief for Kern County Families	Community Action Partnership of Kern is seeking up to $60,000 to support emergency food assistance by procuring approximately 81,000 pounds of shelf-stable and fresh foods equivalent to 67,500 meals.	Kaiser Permanente	$60,000	$0		Pending

Application Status Report
June-July 2025

Community Resiliency Fund - 2025	This program is sponsored by both PG&E and The PG&E Corporation Foundation This was a sponsorship submitted by the CAPK Foundation.	Pacific Gas and Electric Company (PG&E)	$53,500	$53,500	7/16/2025	Awarded
211 General Operations FY 2025-26	Annual request for operational funding from the County Administrative Office	County of Kern	$50,000	$0		Pending
Community Connectors Program	To provide targeted street outreach, engagement, and beautification (litter removal) services to unsheltered individuals in Old Town Kern in collaboration with Code Enforcement, Rapid Response Teams, and the Bakersfield Police Department. Abandoned because CAPK was not ready. Based on the RFP criteria, they are seeking candidates already operating street cleanup and outreach services, such as Open Door Network and Flood. we redirected our efforts toward the Community Vitality & Family Reunification Initiative grant application, which was released concurrently and for which we are a more competitive applicant.	City of Bakersfield	$0	$0		Abandoned
Community Vitality & Family Reunification Initiative	The Community Vitality & Family Reunification Initiative, led by CAPK, is a field-based, inter-agency program designed to engage individuals experiencing or at risk of homelessness through trauma-informed outreach and diversion services. The initiative operates two integrated pathways: one supporting transitions from homelessness into emergency shelter or reunification, and another facilitating reentry from institutional settings into stable housing.	City of Bakersfield	$413,816	$0		Pending

Application Status Report
June-July 2025

Community-Based Services for AB 109 Individuals in Kern County	This three-year grant proposal seeks funding for the Reintegration Pathways Program, which aims to help justice-impacted adults overcome barriers to workforce entry and successfully community reentry through case management with a focus on housing navigation and access to educational, vocational, and evidence-based services, collaboratively delivered by CAPK's Housing and Community Services Division, along with the Youth and Community Services Division's Friendship House Community Center (FHCC).	Kern County Community Corrections	$1,807,840	$0	Pending
California Violence Intervention Program (CalVIP) Cohort 5	City of Bakersfield is the lead agency and is interested in subcontracting with the FHCC for case management ($738,958) and resource coordination services ($300,000).	City of Bakersfield	$1,038,958	$0	In-Progress

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Public	**CAPK Program**	FHCC
Funding Agency	California Board of State and Community Corrections	**Project Name**	CalVIP Cohort 5
CFDA	N/A	**Target Population**	At-risk of Violence
Reapplication (Y/N)	N	**Number to be served**	100
Estimated Request	$ 1.2 Million	**Division Director**	Freddy Hernadez
Award Period	Jan 2026 - June 2029	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The goal of CAPK's CalVIP Cohort 5 project is to reduce gun and gang violence in Bakersfield and surrounding Kern County communities by delivering trauma-informed intervention, prevention, and reentry support services to high-risk youth and young adults.

Project Description (Brief one paragraph description)

CAPK's CalVIP Cohort 5 program is a comprehensive, community-based violence intervention and prevention initiative based at the Friendship House Community Center in Southeast Bakersfield. The program targets youth and young adults at the highest risk of gun and gang violence, offering intensive case management, mentorship, street outreach, conflict mediation, and emergency relocation services. Participants also receive access to educational support, job readiness training, and wraparound resources such as housing assistance, mental health referrals, and basic needs support. Grounded in evidence-informed practices and delivered by a culturally competent team, the program aims to reduce retaliatory violence, improve participant stability, and shift community norms toward safety and nonviolence.

Estimated Budget Summary

The total CalVIP budget of $1,212,798 over the 42-month grant term supports a comprehensive violence intervention initiative based at the Friendship House Community Center. The majority of funds ($761,463) are allocated to staffing key roles—including a Program Manager, two Program Educators, and one Outreach Worker—who will deliver trauma-informed services to high-risk youth. Additional funds cover program supplies, emergency housing, survivor support, participant incentives, workforce development stipends, and transportation assistance. A hybrid van will be purchased to transport participants, while modest funds are budgeted for professional evaluation, insurance, staff training, and mandated travel to statewide CalVIP events.

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 — 07/31/2025
Freddy Hernandez (Jul 31, 2025 12:38:50 PDT)
1. Division Director — Date

Pritika Ram — 08/01/2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster — 08/01/2025
4. Chief Financial Officer — Date

Emilio Wagner — 08/01/2025
Emilio Wagner (Aug 1, 2025 10:27:26 PDT)
5. Chief Facilities and Technology Officer — Date

08/01/2025
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	Local	**CAPK Program**	Housing & Community Services
Funding Agency	City of Bakersfield	**Project Name**	Community Vitality & Family Reunification Initiative
CFDA	N/A	**Target Population**	Homeless or at risk
Reapplication (Y/N)	Y	**Number to be served**	Not specified
Estimated Request	$ 413,816	**Division Director**	Rebecca Moreno
Award Period	Aug 2025-Aug 2026	**Program Manager**	Joseph Aguilar

Project Goal (One sentence goal statement)

To prevent and reduce homelessness through proactive outreach, coordinated case management, transportation support, and safe family reunification.

Project Description (Brief one paragraph description)

The Community Vitality & Family Reunification Initiative, led by CAPK, is a field-based, inter-agency program designed to engage individuals experiencing or at risk of homelessness through trauma-informed outreach and diversion services. The initiative operates two integrated pathways: one supporting transitions from homelessness into emergency shelter or reunification, and another facilitating reentry from institutional settings into stable housing. A multidisciplinary team, including Peer-to-Peer Street Engagement Workers, Justice Involved Housing Navigators, and Case Managers, provides direct engagement, assessment, and sustained follow-up. Services include transportation assistance, emergency shelter access, and reconnection with natural support systems. By leveraging community partnerships and emphasizing early intervention, the program aims to reduce shelter entry, promote long-term stability, and support successful reintegration into the community.

Estimated Budget Summary

The one year proposed budget for the Community Vitality & Reunification Initiative totals $413,816, with $375,666 provided through in-kind contributions. The largest expense is personnel, including $190,445 for four Peer Support Workers, while two Justice Involved Navigators and a Program Manager are offered as in-kind support valued at $228,717. Additional costs include $66,656 in benefits, $11,405 for space, and $90,816 for transportation, including the purchase of two vans. Supplies, IT, and direct program costs total $16,875, and $37,620 is allocated for indirect expenses. The budget emphasizes reentry support and mobility for individuals experiencing or at risk of homelessness.

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 — Jul 31, 2025
Rebecca Moreno (Jul 31, 2025 10:52:25 PDT)
1. Division Director — Date

Pritika Ram — Aug 1, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster — Jul 31, 2025
4. Chief Financial Officer — Date

Emilio Wagner — Jul 31, 2025
Emilio Wagner (Jul 31, 2025 12:07:03 PDT)
5. Chief Facilities and Technology Officer — Date

Aug 1, 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 funding	**CAPK Program**	Housing and Community Services
Funding Agency	Kern County Community Corrections Partnership (CCP)	**Project Name**	Community-Based Services for AB 109 Individuals in Kern County
CFDA	N/A	**Target Population**	Justice Impacted Adults
Reapplication (Y/N)	N	**Number to be served**	120
Estimated Request	$ 1,807,840	**Division Director**	Rebecca Moreno
Award Period	01/01/2026 – 12/31/2028	**Program Manager**	Lois Hannibel

Project Goal (One sentence goal statement)

The project aims to support justice-impacted adults in overcoming barriers to housing, employment and community reintegration through comprehensive, trauma-informed services and ongoing support.

Project Description (Brief one paragraph description)

This three-year grant proposal seeks funding for the Reintegration Pathways Program, which aims to help justice-impacted adults overcome barriers to workforce entry and successfully community reentry through case management with a focus on housing navigation and access to educational, vocational, and evidence-based services, collaboratively delivered by CAPK's Housing and Community Services Division, along with the Youth and Community Services Division's Friendship House Community Center (FHCC). The program provides part-time employment, job attire, transportation assistance, evidence-based training, and life skills development. With ongoing mentorship, data-driven evaluation, and flexible support, including counseling and family services, this initiative will serve participants over three years, promoting long-term career stability, personal growth, and social integration.

Estimated Budget Summary

Community Action Partnership of Kern (CAPK) requests $1,807,840 over three years to deliver case management, education/ employment, and other evidence-based services. Each of these three categories includes a separate plan and budget, allowing funders to support the full program or individual services based on preference. Funding will cover staff, supplies, travel, facilities, and participant support for trauma-informed, community-based interventions for justice-impacted individuals.

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 — Jul 31, 2025
Rebecca Moreno (Jul 31, 2025 10:22:27 PDT)
1. Division Director — Date

Pritika Ram — Aug 1, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Stacy Webster — Jul 31, 2025
4. Chief Financial Officer — Date

Emilio Wagner (Jul 31, 2025 10:19:14 PDT) — Jul 31, 2025
5. Chief Facilities and Technology Officer — Date

Aug 1, 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**	Food Bank
Funding Agency	Kaiser Permanente	**Project Name**	Food Relief for Kern County Families
CFDA	N/A	**Target Population**	Kern County residents
Reapplication (Y/N)	Y	**Number to be served**	67,500
Estimated Request	$ 60,000	**Division Director**	Susana Magana
Award Period	12/15/2025-12/15/2026	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

The goal of this proposed project is to increase healthy food access and support health equity in underserved communities across Kern County by distributing approximately 81,000 pounds of nutritious shelf-stable and fresh foods, equivalent to 67,500 meals, by December 2026.

Project Description (Brief one paragraph description)

The Community Action Partnership of Kern (CAPK) Food Bank is launching an emergency food assistance initiative to distribute approximately 81,000 pounds of shelf-stable and fresh foods, equivalent to 67,500 meals, by December 2026, with the goal of increasing access to healthy foods and supporting health equity in underserved communities across Kern County. Leveraging its extensive network of over 150 partner organizations, including food pantries, schools, farms, and faith-based groups, CAPK will focus on reaching rural and low-income areas most impacted by food insecurity, ensuring that nutritious options such as fruits and vegetables are delivered equitably throughout the region.

Estimated Budget Summary

The budget narrative for the "Food Relief for Kern County Families" requests a total amount of $60,000 from Kaiser Foundation Hospitals to support food distribution efforts in Kern County. The project includes one in-kind staff position, a Food Sourcer at 0.10 FTE, responsible for coordinating food procurement and delivery logistics. Of the total budget, $45,000 is allocated for food procurement, covering both shelf-stable items (such as canned goods, pasta, and milk) and fresh produce (like fruits, vegetables, eggs, and bread). An additional $9,000 is designated for freight charges, which are necessary even when food is donated, due to transportation logistics. The remaining $6,000 (10% of direct costs) is allocated for indirect.

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:

Susana Magana (Jul 31, 2025 15:57:55 PDT) Jul 31, 2025

1. Division Director Date

Pritika Ram Aug 1, 2025

2. Chief Business Development Officer Date

3. Chief Program Officer Date

Jul 31, 2025

4. Chief Financial Officer Date

Emilio Wagner (Jul 31, 2025 12:07:26 PDT) Jul 31, 2025

5. Chief Facilities and Technology Officer Date

Aug 1, 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**	Food Bank
Funding Agency	Albertsons Companies Foundation	**Project Name**	Nourishing Neighbors Spark Innovations Grant
CFDA	n/a	**Target Population**	Food Insecure
Reapplication (Y/N)	n	**Number to be served**	30
Estimated Request	$ 150,000	**Division Director**	Susana Magana
Award Period	TBD	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

This project aims to pilot a scalable model that uses modest, consistent financial assistance and targeted nutrition support to empower low-income families in Kern County to transition from food insecurity to lasting self-sufficiency, generating data to inform long-term solutions and policy change.

Project Description (Brief one paragraph description)

CAPK proposes a pilot initiative that provides $99 weekly financial vouchers to 20 low-income families in Kern County over 24 weeks, paired with nutrition education and guided by input from people with lived experience of hunger. The project tests whether consistent, modest financial support can empower families to make their own food choices, reduce reliance on emergency food assistance, and build lasting food security. CAPK will collect pre-, mid-, and post-intervention data on food purchasing behavior, pantry usage, and self-reported food security using its regional CRM platform. By focusing on client autonomy, rigorous data evaluation, and a replicable delivery model, this initiative aims to generate evidence for a sustainable, scalable strategy to break the cycle of hunger in under-resourced communities

Estimated Budget Summary

The total project budget is $150,000, with approximately $119,000 allocated for direct financial assistance to participating families through $99 weekly vouchers over 24 weeks. An additional $21,000 will support program administration, including staffing, data collection, and oversight through CAPK's CRM system, while $10,000 is designated for nutrition education and community engagement activities. Funds will also cover the formation and facilitation of a lived experience advisory panel to guide program design and evaluation. This budget reflects a lean, high-impact model designed for replicability and scalability in similar communities.

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:

Susana Magana (Aug 1, 2025 14:53:30 PDT) 08/01/2025
1. Division Director Date

Pritika Ram 08/01/2025
2. Chief Business Development Officer Date

3. Chief Program Officer Date

Stacy Webster 08/01/2025
4. Chief Financial Officer Date

Emilio Wagner (Aug 1, 2025 11:57:47 PDT) 08/01/2025
5. Chief Facilities and Technology Officer Date

08/01/2025
6. Chief Executive Officer 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)
June-July 2025

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Kroger Co.	**Project Name**	The Kroger Co. Zero Hunger | Zero Waste Foundation
CFDA	N/A	**Target Population**	Low-income individuals
Request	$50,000	**Division Director**	Susana Magana
Award Period	1 year term	**Program Manager**	Kelly Lowery
Description	If awarded, this grant will purchase direct food costs and travel-related expenses to deliver food to commodity sites throughout the county.		

Funding Type	Foundation	**CAPK Program**	Kern County Food Policy Council
Funding Agency	Better Food Policy Council	**Project Name**	The Rapid Response Grant Program
CFDA	N/A	**Target Population**	Food Policy Councils
Request	$15,000	**Division Director**	N/A
Award Period	1 year term	**Program Manager**	Kelly Lowery
Description	Funds from the Better Food Policy Council will support administrative costs for CAPK's involvement in the Kern County Food Policy Council.		

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	Jul-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	July 1, 2025 - July 30, 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	682	753	753	91%	
Disabilities	129 (YTD)	10%	10%	20%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	56	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	397	465	465	85%	
Disabilities	32 (YTD)	10%	10%	8%	
Over Income 101%-130% (up to 35%)	4	n/a	n/a	1%	
Over Income 131% and up (up to 10%)	23	n/a	n/a	6%	

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	214	214	308	100%	69%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	40,296	13,432	13,432	13,432

Child and Adult Care Food Program (CACFP) (Note: The data represents information from June 2025)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	46,918	30,839/4,081	46,918	74%

Eligbility Determination (SRV 7b) (January 2025-December 2025)	81	978
Total Community Services	**81**	**978**

Explanation (Over/Under Goal Progress)

For July 2025, our Part-Year centers were closed for summer break. We are currently working on our goal to meet full enrollment for the new school year.

	Progress Towards Goal
Goal IV: School readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.	Objective C: The program will elevate children's social-emotional development and strengthen teacher-child interactions. Progress: The second annual Family Workshop is scheduled to take place in the Fall of 2025.

Program Description
1. July 2, 2025 – Intake Clinic, 9am – 3pm, 18th Street 2. July 3, 2025 – Outreach: Rosamond, Delano and Broadway 3. July 7, 2025 – Children's Mobile Immunization Program, Jefferson /MLK Pool 4. July 9, 2025 – Intake Clinic, 9am – 3pm, 18th Street 5. July 10, 2025 – Outreach: Tehachapi, Vineland, Alberta Dillard and Fairfax 6. July 14, 2025 – Children's Mobile Immunization Program, Jefferson/MLK Pool 7. July 16, 2025 – Intake Clinic, 9am – 3pm, 18th Street 8. July17, 2025 – Outreach: Rosemond, Delano, and Broadway 9. July 21, 2025 – Children's Mobile Immunization Program, Jefferson/MLK Pool 10. July 23, 2025 – Intake Clinic, 9am – 3pm, 18th Street 11. July 24, 2025 – Outreach: Tehachapi, Vineland, Alberta Dillard and Fairfax 12. July 28, 2025 – Children's Mobile Immunization Program, Jefferson/MLK Pool 13. July 30, 2025 – Intake Clinic, 9am – 3pm 14. Our Early Head Start classrooms are wrapping up the Balls guide and our Head Start classrooms are wrapping up the tubes and tunnels study as we prepare the transition to the Social Emotional domain reviewing feelings, emotions, classroom expectations and daily routines. 15. The Fall DRDP assessments started for children enrolled in our full year classrooms and will continue through the first 60 days of enrollment. 16. Our mentor coaches return on Monday, August 4th and mentoring sessions for our teachers will soon begin.

Month	Jun-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	June 1, 2025 - June 30, 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	738	753	753	98%	
Disabilities	281 (YTD)	10%	10%	41%	
Over Income 101%-130% (up to 35%)	24	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	60	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	465	465	465	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%)	80	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	232	365	308	64%	119%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	39,166	13,053	13,060	13,053

Child and Adult Care Food Program (CACFP) (Note: The data represents information from May 2025)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	64,107	47,214/4,927	64,107	81%

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

Explanation (Over/Under Goal Progress)

For June 2025, our Part-Year centers were closed for summer break. We are currently working on our goal to meet full enrollment for the new school year.

	Progress Towards Goal
Goal IV: School readiness: Increase families and staff capacity to support children's school readiness and to implemdent a quality program by enhancing an inclusive environment to strengthen teach and child interactions.	Objective B: The program will develop dual-language framework and will strengthen the ability of staff to work with dual-language learners. Progress: Pre-school staff training for dual language will be developed and implemented by Fall 2025.

Program Description
1.June 4, 2025 – Intake Clinic, 9am – 3pm, 18th Street 2.June 5, 2025 – Outreach: Rosamond, Delano and Broadway 3.June 9, 2025 – Children's Mobile Immunization Program, Jefferson /MLK Pool 4.June 11, 2025 – Intake Clinic, 9am – 3pm, 18th Street 5.June 12, 2025 – Outreach: Tehachapi, Vineland, Alberta Dillard and Fairfax 6.June 16, 2025 – Children's Mobile Immunization Program, Jefferson/MLK Pool 7.June 18, 2025 – Intake Clinic, 9am – 3pm, 18th Street 8.June19, 2025 – Outreach: Rosemond, Delano, and Broadway 9.June 23, 2025 – Children's Mobile Immunization Program, Jefferson/MLK Pool 10.June 25, 2025 – intake Clinic, 9am – 3pm, 18th Street 11.June 26, 2025 – Outreach: Tehachapi, Vineland, Alberta Dillard and Fairfax 12. Summer fun activities have been in full swing at our centers, with children learning about pet care and gardening. Many of our centers also hosted end-of-year celebrations for children and families. 13. As we prepare for the new school year, our School Readiness goals have been approved by the Board of Directors and are currently being printed. 14. In July, we transition to a focus on Social Emotional Development, continuing our commitment to supporting the whole child.

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DATE	August 13, 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 12:07 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA, and called for a moment of silence in memory of Board Member, Yolanda Ochoa.

2. **Roll Call**

   Roll Call was taken with a quorum present.

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

   Absent: None

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Chief Human Resources Officer; Freddy Hernandez, Director of Youth & Community Services; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition Services; 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 June 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. Tracy noted there is no longer a No Cost Extension due to the completion of the Central Kitchen.

   b. Retroactive Approval of PG&E Public Safety Power Shutoff (PSPS) – Kelly Lowery, Food Bank Administrator - ***Action Item***

      Kelly Lowery presented the above agenda item noting this is a retroactive request for approval as the contract was required to be signed on July 1, 2025.

      Fred Plane inquired what CAPK's cost per box is. Kelly Lowery replied that the pre-curated box cost is approximately $27.00. We currently have a large number of resources on hand right now. PG&E's shut off events tend to cover around 500 homes. We currently have about 8,000 boxes on hand for various emergencies. Kelly also confirmed with PG&E that CAPK would also be reimbursed for pre-planned distributions if there is an outage in the same distribution area during that time.

Michelle asked about zip codes being referenced in the contract but did not see any zip codes listed. Kelly stated we will be provided with a list of zip codes that they are requesting assistance with, during each shut off period of time. Michelle also inquired about Lake Isabella and other areas that are serviced by SoCal Edison. Kelly replied we have a similar agreement with SoCal Edison, this one is for PG&E only, and for the zip codes that they serve.

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

c. Retroactive Approval for 2025-26 CCTR Cooperative Agreement for CCTR Funding , Jerry Meade, Assistant Director Head Start & State Child Development - ***Action Item***

Jerry Meade presented the above action item. CAPK just received the contract last week, thus asking for retroactive approval.

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

d. Retroactive Approval for 2025-26 CSPP Cooperative Agreement for CSPP Funding , Jerry Meade, Assistant Director Head Start & State Child Development - ***Action Item***

Jerry Meade presented the above action item. CAPK did just receive it last week, thus asking for retroactive approval. Jerry noted the plan is to open the Head Start Classrooms toward the end of fall.

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

e. City of Bakersfield – Strategic Growth Council Transformative Climate Communities (TCC) Low Income Energy Efficiency Program Agreement (Strategy 4) - Freddy Hernandez, Directory of Youth & Community Services – ***Action Item***

Freddy Hernandez presented the above agenda item stating the goal of this contract is to weatherize and support homes in specific zip code areas in Southeast Bakersfield as well as provide solar panels and train young adults to do solar installation services on these homes.

Ana Vigil asked how candidates are selected for eligibility. Freddy Hernandez explained that selection is based on specific zip codes identified by the City. He added that within those zip codes, homes are chosen, and an intake application is completed to determine eligibility. The program operates on a first-come, first-served basis. Ana then asked whether candidates would be notified to apply. Freddy responded that CAPK will distribute marketing materials and post information online so residents can check if their home qualifies.

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

f. Adjustment of De Minimis Indirect Rate from 10% - 15% - Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the agenda item, noting that the agency has been operating under a 10% indirect cost rate since 2016. Last year, OMB guidance was updated to allow agencies to select an indirect rate of up to 15%. CAPK chose to wait for HHS to implement this change in two phases—Phase 1 began in October of

last year, and Phase 2 will take effect this October. This phased approach ensures compliance while allowing us to adequately fund key administrative functions such as IT and Finance. Increasing the indirect rate by an additional 5% could generate approximately $5.5 million in funding. This increase is especially important given that many contracts include administrative caps. Ultimately, this change is expected to improve cash flow, enhance our competitive position, and support long-term sustainability.

Fred Plane asked if this rate increase would take funding away from the programs and their operating budget. Tracy Webster replied no, it would have to be worked through next year's budget. It can only impact programs that have a start date of November 1 2025. Example HS 2026-2027 budget, technically administrative, and HR staff that are in the program that can't be paid for by 100% indirect. They are being split between indirect and program costs. Those positions would be pulled from those programs would be 100 % indirect.

Jeremy Tobias noted that the goal of this would be that no money would be pulled out of the program operational budget. Jeremy suggested that we can add that detail of information and bring it back to the Board. He said staff will provide the additional details when this ityem is brought to the full Board at a future meeting, noting that with the amount of detail required, it will not be ready for the August 20th Board meeting but will be presented as soon as possible.

Motion was made and seconded to direct staff to present this agenda item to the full Board at a future meeting and include the detailed cost per program. Carried by unanimous vote (Plane/Vigil)

g. June Financial Reports 2025, Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the June Financials noting the agency did not draw from the line of credit during June and maintained an adequate unrestricted cash balance to support programs with negative cash flows.

Overall, agency expenditures are at 32%, which is on track with the 33.3% target. For June, indirect revenue exceeded expenditures by $114,738, representing 16.5% of the budgeted indirect surplus. Indirect expenditures are at 31.5%, also in line with the year-to-date target.

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

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

None

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

Budget & Finance Committee
September 17, 2025
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. <u>Adjournment</u>

The meeting was adjourned at 12:36 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 13, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended June 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 June 30, 2025. Four months (33.33%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 33% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 24% of the budget.

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

The non-Federal share is at 54% 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 - June 30, 2025
Month 4 of 12 (33.33%)

Prepared 08/01/2025

BASE FUNDS	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
PERSONNEL	8,458,695	2,823,004	5,635,691	33%	67%
FRINGE BENEFITS	2,693,248	799,626	1,893,622	30%	70%
TRAVEL	55,000	-	55,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	307,798	227,219	58%	42%
CONTRACTUAL	186,280	115,846	70,434	62%	38%
CONSTRUCTION	-	-	-		
OTHER	3,495,261	1,328,839	2,166,422	38%	62%
INDIRECT	1,467,033	160,755	1,306,278	11%	89%
TOTAL BASE FUNDING	**16,890,534**	**5,535,868**	**11,354,666**	**33%**	**67%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	13,853	47,051	23%	77%
SUPPLIES	23,986	2,173	21,813	9%	91%
CONTRACTUAL	12,800	-	12,800	0%	100%
OTHER	63,752	24,750	39,002	39%	61%
INDIRECT	16,144	1,319	14,825	8%	92%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**42,095**	**135,491**	**24%**	**76%**

GRAND TOTAL HS FEDERAL FUNDS	**17,068,120**	**5,577,964**	**11,490,156**	**33%**	**67%**

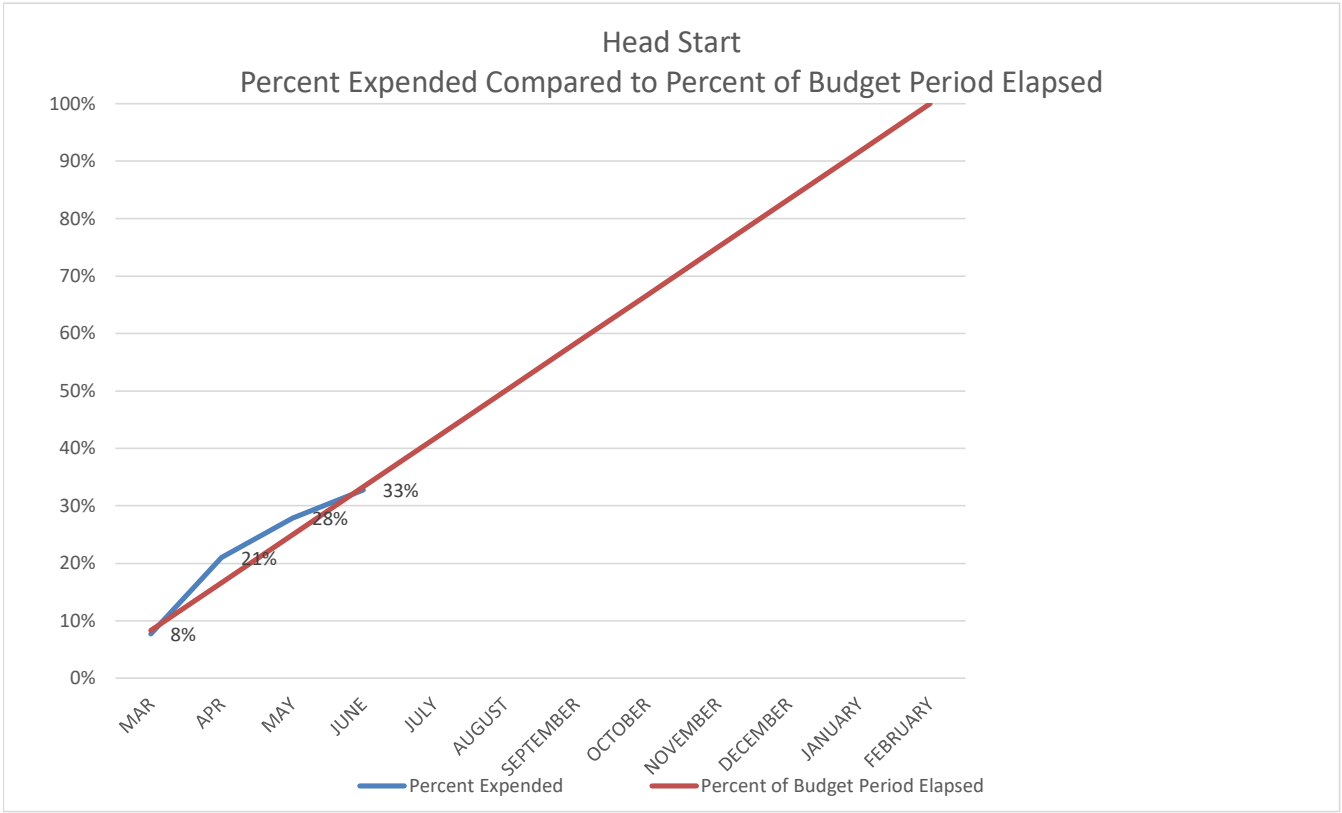
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	**BUDGET**	**ACTUAL**	**REMAINING**	**% SPENT**	**% REMAINING**
IN-KIND	2,104,780	1,391,136	713,644	66%	34%
CALIF DEPT OF ED	7,918,076	4,050,207	3,867,869	51%	49%
TOTAL NON-FEDERAL	**10,022,856**	**5,441,343**	**4,581,513**	**54%**	**46%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2025
Administrative Cost for HS and EHS Combined **10.5%**

Agency-Wide Credit Card Report

	CURRENT	**1 TO 30**	**31 TO 60**	**61 TO 90**	**TOTAL**	**STATEMENT DATE**
Elan Credit Card	63,990				**63,990**	7/1/2025
Lowe's	23,445	-	-	-	**23,445**	6/30/2025
Smart & Final	961	-	-	-	**961**	7/1/2025
Save Mart	789	-	-	-	**789**	7/1/2025
Chevron & Texaco Business Card	5,023	-	-	-	**5,023**	7/6/2025
Home Depot	22,772		-	-	**22,772**	7/4/2025
	116,980	**-**	**-**	**-**	**116,980**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
8%
21%
28%
33%
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: August 13, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended June 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 June 30, 2025. Four months (33.33%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 32% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 16% 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 - June 30, 2025
Month 4 of 12 (33.33%)

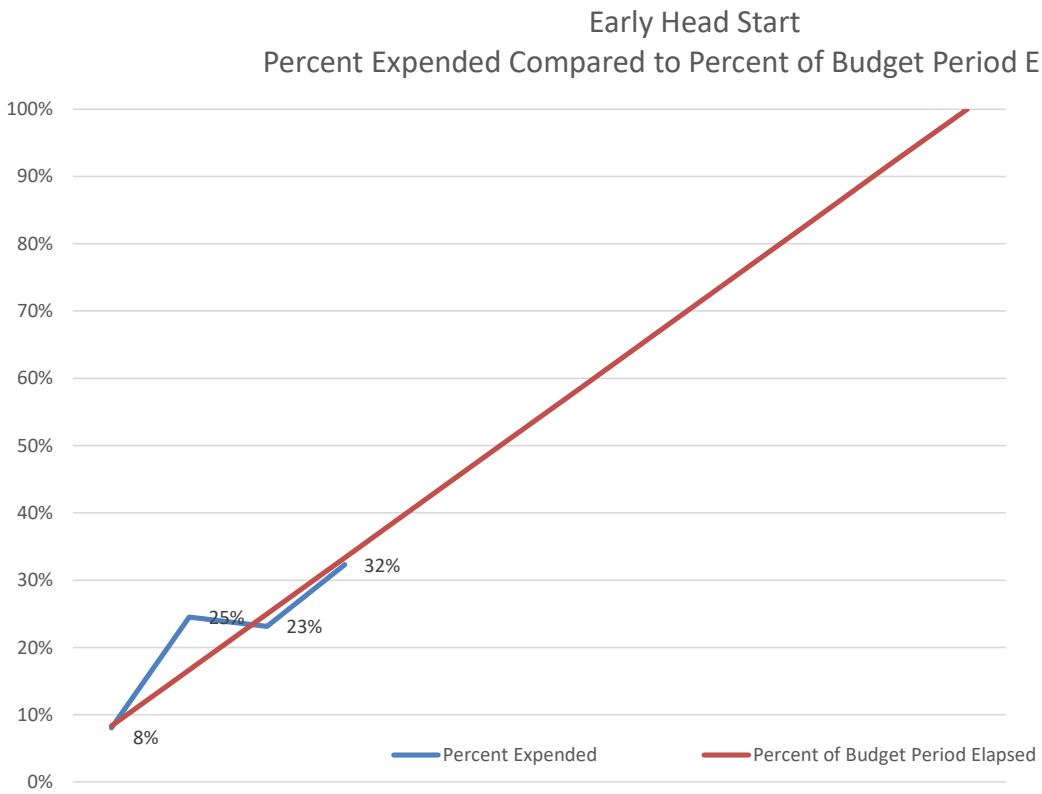
Prepared 08/01/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,545,456	4,006,461	8,538,995	32%	68%
FRINGE BENEFITS	3,896,047	1,499,974	2,396,073	38%	62%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	347,601	404,001	46%	54%
CONTRACTUAL	1,001,244	368,777	632,467	37%	63%
CONSTRUCTION	-	-	-		
OTHER	2,423,100	841,101	1,582,000	35%	65%
INDIRECT	2,016,910	263,029	1,753,881	13%	87%
TOTAL BASE FUNDING	**22,679,359**	**7,326,943**	**15,352,416**	**32%**	**68%**

TRAINING & TECHNICAL ASSISTAN					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	21,287	97,345	18%	82%
SUPPLIES	30,013	3,031	26,982	10%	90%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	137,953	29,795	108,158	22%	78%
INDIRECT	31,268	1,639	29,629	5%	95%
TOTAL TRAINING & TECHNICAL AS	**343,946**	**55,752**	**288,194.11**	**16%**	**84%**

GRAND TOTAL EHS FEDERAL FUNI	**23,023,305**	**7,382,695**	**15,640,610**	**32%**	**68%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2025


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
8%
25%
23%
32%
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 June **30, 2025** (Month 4 of 12)

Percent of budget period elapsed: 33.3%

LOCATION	Enroll-ment	March	April	May	June	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,911	7,401	0	36,061	Kern	43,028	84%
Alicante	20	11,086	15,151	14,189	5,448	45,874	Kern	25,311	181%
Angela Martinez	105	27,223	21,819	16,063	8,082	73,186	Kern	132,882	55%
Broadway	37	5,316	6,177	5,148	1,284	17,925	Kern	46,825	38%
Cleo Foran	23	3,034	13,700	6,385	0	23,119	Kern	29,107	79%
Delano	60	24,147	10,493	9,611	8,577	52,828	Kern	75,933	70%
Fairfax	34	2,162	7,675	7,639	6,610	24,085	Kern	43,028	56%
Harvey L. Hall	142	30,977	25,366	29,111	27,322	112,776	Kern	179,707	63%
Heritage	17	1,689	893	24	0	2,607	Kern	21,514	12%
Home Base	160	25,400	13,344	11,720	2,102	52,566	Kern	202,487	26%
Martha J. Morgan	50	25,357	24,516	26,196	286	76,355	Kern	63,277	121%
Oasis	42	10,131	11,857	4,832	0	26,821	Kern	53,153	50%
Pete H. Parra	116	835	465	0	488	1,789	Kern	146,803	1%
Primeros Pasos	67	81,280	74,266	70,979	62,312	288,837	Kern	84,791	341%
Rosamond	51	2,171	743	249	0	3,163	Kern	64,543	5%
San Diego	32	7,286	7,795	7,628	5,461	28,170	Kern	40,497	70%
Shafter	17	4,245	4,431	2,904	5,313	16,893	Kern	21,514	79%
Shafter HS/EHS	24	6,376	7,319	6,168	5,584	25,447	Kern	30,373	84%
Sterling	117	12,870	14,379	13,948	11,797	52,994	Kern	148,068	36%
Stockdale Head Start	41	4,624	6,452	3,216	0	14,292	Kern	51,887	28%
Sunrise Villa	17	2,558	1,040	0	0	3,598	Kern	21,514	17%
Taft	51	6,364	5,860	1,293	0	13,517	Kern	64,543	21%
Tehachapi	15	1,225	883	183	0	2,291	Kern	18,983	12%
Vineland	17	6,156	5,059	2,464	0	13,680	Kern	21,514	64%
Virginia	17	12,711	11,663	6,431	0	30,806	Kern	21,514	143%
Willow	40	13,507	12,642	6,398	0	32,547	Kern	50,622	64%
Administrative Services		0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	Kern/SJC	0	0%
Governance		0	286	275	0	561	Kern	15,000	4%
Program Services		25,634	21,252	15,199	13,194	75,279	Kern/SJC	74,265	101%
California Street	24	12,099	9,304	6,723	1,298	29,424	SJC	30,373	97%
Gianone	16	2,302	2,438	1,561	1,319	7,619	SJC	26,431	29%
Kennedy	16	2,963	3,594	2,307	1,493	10,357	SJC	20,249	51%
Lodi Home Base	20	16,850	14,153	10,242	5,919	47,164	SJC	25,311	186%
Lodi UCC	32	9,844	10,050	8,672	9,537	38,103	SJC	40,497	94%
Lathrop Home Base	20	16,850	5,267	4,230	708	27,055	SJC	25,311	107%
Marci Massei	24	8,028	7,640	8,223	3,443	27,333	SJC	30,373	90%
Stockton Home Base	40	13,285	12,746	10,162	4,192	40,385	SJC	50,622	80%
Lathrop	24	5,426	5,267	4,230	708	15,630	SJC	30,373	51%
SUBTOTAL IN-KIND	**1,562**	**457,760**	**408,895**	**332,004**	**192,477**	**1,391,136**	**0**	**2,072,223**	**67%**
							x		
State General Child Care*		360,286	0	0	0	360,286	Kern	2,441,027	15%
State Preschool*		916,299	893,933	592,709	0	2,402,941	Kern	6,219,213	39%
State Migrant Child Care*		1,191	1,248	1,191	510	4,139	Kern	50,000	8%
SUBTOTAL CA DEPT of ED		**1,277,776**	**895,181**	**593,900**	**510**	**2,767,366**		**8,710,240**	**32%**
							x		
State General Child Care*		248,476	254,215	240,642	195,188	938,522	SJC	1,175,152	**80%**
SUBTOTAL CA DEPT of ED		**248,476**	**254,215**	**240,642**	**195,188**	**938,522**		**1,175,152**	**80%**
GRAND TOTAL		**1,984,012**	**1,558,291**	**1,166,546**	**388,175**	**5,097,024**		**11,957,615**	**43%**
						344,319			
						5,441,343			

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 June 30, 2025 (Month 04 of 12)

Percent of year elapsed: 33.33%

LOCATION	FUNDED ENROLL-MENT	Mar-25	Apr-25	May-25	Jun-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,305	23,388	26,196	21,671	98,560	137,864	71%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	126,877	68,932	184%
Garden Pathways	11	81	317	0	0	399	47,391	1%
Taft College	16	27,610	35,201	27,594	27,992	118,397	68,932	172%
Escuelita Hernandez	16	49	0	0	0	86	68,932	0%
Program Services		0	0	0	0	0		
Admin Services		0	0	0	0	0		
GRAND TOTAL	**91**	**89,431**	**93,293**	**82,360**	**79,197**	**344,319**	**392,051**	**88%**

Budget reflects Notice of Award #09CH012489-02-01

MEMORANDUM

To: Budget & Finance Committee

From: Kelly Lowery

Date: August 13, 2025

Subject: *Agenda Item 4b:* Retroactive Approval of PG&E Public Safety Power Shutoff (PSPS) Contract #C64492 – **Action Item**

Summary

Pacific Gas & Electric Company (PG&E) seeks to work with Community Action Partnership of Kern (CAPK) to provide food distribution to customers located in high fire threat districts that may be impacted by Public Safety Power Shutoff (PSPS) or other non-PSPS related outages. The main expectation of CAPK is to provide food distribution for replacement food during and immediately following PSPS, and to distribute important safety messaging to the network of customers in Kern County. CAPK has an established relationship with the community and is a trusted organization to distribute the food and information that is needed.

When PG&E determines that there is potential for fire, they may choose to de-energize specific power lines. At this point, they will notify CAPK who will then work with agency partners in the affected areas to provide food boxes to neighbors. The CAPK Food Bank will develop and execute individual MOUs with each agency partner opting into the PSPS distribution program.

PG&E will reimburse the CAPK Food Bank in the amount of $40 per food box distributed during the PSPS window. The CAPK Food Bank may choose to allocate a portion of the funds to the agency partners involved with the last mile distribution. The total PG&E would reimburse is $408,000.

Recommendation

PG&E issued the attached contract to CAPK on July 1, 2025, the same day it was due to be executed and returned. The Chief Executive Officer sought approval from the Board Chair to execute the agreement and to later present the item for retroactive approval by the full Board. Staff recommend the committee approve this contract retroactively to July 1, 2025, and further recommend Board approval at the next meeting of the Board of Directors.

Attachment
PG&E Contract

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

Contract (Consulting Short Form)

This is a Contract between the below named entity, a California non-profit corporation ("**Consultant**"), and Pacific Gas and Electric Company, a California corporation with its headquarters located at 300 Lakeside Drive, Oakland, California 94612 ("**PG&E**").

Consultant's Legal Name:	Community Action Partnership of Kern	**PG&E Contract No. C64492**
Consultant's Address:	1300 18th Street, Suite 200 Bakersfield, CA 93301	**This Contract consists of 15 pages**.

Project Name: 2025-2027 Public Safety Power Shutoff Resource Support

Job Location: Bakersfield, CA

WORK: Consultant shall, at its own risk and expense, perform the Work described in this Contract and furnish all labor, equipment, and materials necessary to complete the Work as summarized below and as more fully described in Attachment 2 (Statement of Work). Consultant shall provide food distribution to customers located in High Fire Threat Districts (HFTD)1 that may be impacted by a Public Safety Power Shutoff (PSPS) or other non-PSPS related outages, to provide people with Access and Functional Needs to a source of food replacement throughout PG&E's service area as requested by PG&E's authorized representatives. All Work shall be performed in accordance with this Contract, including but not limited to all Attachments listed below.

ATTACHMENTS. The following documents are attached to this Contract and incorporated by reference:

Attachment 1 (General Conditions), 10 Pages
Attachment 2 (Statement of Work), 5 Pages

CONTRACT TERM:	This Contract is effective upon signature by both Parties and expires on December 31, 2027**.**
COMPLETION DATE:	Consultant shall commence performance hereof when directed to do so by PG&E. Work shall be completed by the completion date of December 31, 2027. Time is of the essence.

CONSIDERATION: As full consideration for satisfactory performance of the Work by Consultant, PG&E's total obligation to Consultant shall not exceed the following amount. This amount is inclusive of all taxes incurred in the performance of the Work. Any change to this amount shall only be authorized in writing by a PG&E Contract Change Order, fully executed by both Parties.

TOTAL: $408,000.00 Time and Materials

Consultant represents and warrants that it: (1) has not yet started the Work described in this Contract, (2) commenced the Work after receiving an approved field authorization (which includes an approved Unifier RFI) for this Work, or (3) has reported commencement of this Work before approval of a field authorization or issuance of this Contract to the PG&E Supply Chain organization through PG&E Supplier Purchasing Program Directory at**:**
https://www.pge.com/en_US/for-our-business-partners/purchasing-program/suppliers/suppliers.page

THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT.

PACIFIC GAS AND ELECTRIC COMPANY		**CONSULTANT: COMMUNITY ACTION PARTNERSHIP OF KERN**	
Signature	DocuSigned by: Jeren Jang 639C694AE636403...	**Signature**	DocuSigned by: Jeremy Tobias 9D18838327824A0...
Name	Jeren Jang	**Name**	Jeremy Tobias
Title	Sourcing & Contract Specialist, Sr.	**Title**	Chief Executive Officer
Date	July 1, 2025	**Date**	July 1, 2025

ADMINISTRATION			
PG&E Negotiator	Jeren Jang	**Consultant Representative**	Kelly Lowery
Phone	925-822-5929	**Phone**	(661) 336-5236 ext. 1306
Email	Jeren.Jang@pge.com	**Email**	klowery@capk.org
Accounting Reference	PR1420248 CW2525933 Order 8215037		
PG&E Work Supervisor:	Lizz Stout	**Phone:** 408-497-4930	**Email:** Lizz.Stout@pge.com
INVOICE INSTRUCTIONS: As described in more detail in the Invoicing section of the Terms and Conditions, Consultant shall send invoices for each payment when due, showing the Purchase Order Number (starts with "27" or "35") and the Line Item number, if applicable.	Consultant shall submit all invoices electronically through PG&E's electronic invoicing system in accordance with the instructions as designated on the service contract order and include the purchase order number. All timelines for payment of invoices run from the date a correct invoice is received by PG&E's Accounts Payable department. All invoices submitted electronically to and accepted by PG&E's Accounts Payable department by 6:00 PM on a business day are considered received that same day. Invoices submitted after 6:00 PM may not be considered received until the next business day. To enroll in PG&E's free electronic invoicing portal, please email PG&E-Electronic-Invoice-Info@pge.com and provide the following information: PG&E Vendor # (if known) Vendor Name Valid Purchase Order # Vendor Contact Name, Contact Telephone, Contact Email Address PG&E Contact Name INVOICES NOT SUBMITTED THROUGH PG&E'S ELECTRONIC INVOICE SYSTEM ARE NOT CONSIDERED RECEIVED FOR PAYMENT PURPOSES.		
	Send COPY of Invoice to:	Quynh.Nguyen@pge.com	
SBA Reporting Information:	The North American Industry Classification System (NAICS) code for this purchase is 541910 The small business size standard is $22.5M		

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

ATTACHMENT 1
GENERAL CONDITIONS

EXHIBIT LIST

The following Exhibits are incorporated by reference into this Contract and located at: https://www.pge.com/en_US/for-our-business-partners/purchasing-program/suppliers/suppliers.page.

Exhibit No.	Title of Exhibit
Exhibit 1	Subcontractor and Supplier Utilization Plan Instructions
Exhibit 2	PG&E's Supply Chain Responsibility Policy
Exhibit 2A	Policy Regarding Utilization of Small Business Concerns and Small Disadvantaged Business Concerns
Exhibit 3	Federal Government Contracting Requirements
Exhibit 4	PG&E Drug and Alcohol Abuse and Testing Policies
Exhibit 5	Management of PG&E Contractor Documents
Exhibit 6	Audit Rights
Exhibit 7	NERC Requirements
Exhibit 8	PG&E Supplier Code of Conduct
Exhibit DATA-1	Data Protection and Cybersecurity

In addition, the following Exhibits are attached and incorporated to this Contract.

Exhibit No.	Title of Exhibit
Exhibit 1A	Subcontractor and Supplier Utilization Plan (Executed by Contractor)

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

DEFINITIONS:

"Malicious Code: Collectively, any malicious or unauthorized code, scripts, routines, or techniques (including without limitation any virus, spyware, ransomware or other malware) that is designed to erase data or programming, or infect, impair, modify, record, take control of, disrupt, damage, destroy, disable, shut down or permit or cause unauthorized access to or misuse of a computer system or any component thereof

"Personal Information": means information that (i) identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household; and (ii) includes personal information or personal data or other such similar terms and meaning as defined under applicable Privacy & Data Security Laws.

"Privacy & Data Security Laws": means all applicable laws, rules, regulations, directives, and governmental requirements in California and other States of the United States and Federal laws that relate in any way to the confidentiality, collection, use, processing, storage, sharing, combining, selling, disposal, privacy, or security of Personal Information including, but not limited to, the California Consumer Privacy Act (CCPA) and the California Privacy Rights Act (CPRA) as currently in force and as amended, updated, supplemental, or replaced from time to time.

"**Subcontractor**": means Consultant's representative(s) performing Work on its behalf regardless of their tier or level, and may include, but not limited to, Consultant's suppliers, consultants, engineers, subcontractors, sub-processors, subcontractors-subs, third party service providers, and/or others who do Work at the direction of and for Consultant or its Subcontractor under this Contract. Unless otherwise stated, Consultant is responsible to require its Subcontractors to comply with all obligations set forth in this Contract and is accountable for its Subcontractors' performance.

"**Work**": All work requirements to be performed and furnished by Consultant under this Contract as specified in the Contract documents.

1. INDEPENDENT CONTRACTOR. Consultant is an independent contractor, and all persons hired by Consultant in connection with this Contract shall be employees of Consultant and shall not be construed as employees or agents of PG&E in any respect.

2. NON-EXCLUSIVITY. This is not an exclusive contract. This Contract does not guarantee Consultant any volume or duration of work.

3. AMENDMENTS; NON-WAIVER. No modification or change to this Contract, or waiver of any breach or default, shall be binding or effective unless expressly set forth in writing by signed by the authorized representative of each Party. Waiver by either Party of any breach or default shall not be deemed to be a waiver of any other breach or default of the same or any other requirement, nor shall any waiver of an incident of breach or default constitute a continuing waiver of the same.

4. SUBCONTRACTS. Consultant shall not enter into subcontracts ("Subcontracts") without the prior written approval of PG&E. PG&E's approval of any Subcontract shall not relieve Consultant of its obligations to PG&E under this Contract. These Contract provisions shall apply to any Subcontract and Consultant shall be responsible to PG&E for any damages to PG&E arising out of Subcontracts not in accordance with this Contract. Nothing in this Contract shall create any contractual relations between a Subcontractor and PG&E.

5. BILLING AND PAYMENT

5.1 Billing. (a) Time and Material: Consultant shall submit invoices monthly for time and materials work according to the billing rates in the Contract. **(b) Lump Sum and Unit Price Work:** Consultant shall submit an invoice upon completion and final acceptance by PG&E of all lump sum and unit price Work.

5.2 Expenses. All reimbursable expenses shall be reasonable, ordinary, necessary, and billed to PG&E at Consultant's actual cost. All air travel costs within or outside of the United States will be reimbursed only on a coach fare basis and all rental car costs will be reimbursed only on a subcompact rate basis. All other reimbursable mileage shall be at the current IRS rate.

5.3 Invoice Instructions. Consultant shall submit all invoices electronically through PG&E's electronic invoicing system in accordance with these instructions and include the purchase order number. All timelines for payment of invoices run from the date a correct invoice is received by PG&E's Accounts Payable department. All invoices submitted electronically to and accepted by PG&E's Accounts Payable department by 6:00 PM on a business day are considered received that same day. Invoices submitted after 6:00 PM may not be considered received until the next business day. To enroll in PG&E's free electronic invoicing portal, please email PG&E-Electronic-Invoice-Info@pge.com and provide the following information:

PG&E Vendor # (if known)
Vendor Name
Valid Purchase Order #
Vendor Contact Name, Contact Telephone,
Contact Email Address
PG&E Contact Name

INVOICES NOT SUBMITTED THROUGH PG&E'S ELECTRONIC INVOICE SYSTEM ARE NOT CONSIDERED RECEIVED FOR PAYMENT PURPOSES.

5.4 Payment. PG&E may withhold from the payment any agreed withholding until satisfactory completion of all the Work, or which in PG&E's reasonable opinion is necessary to provide security against all loss, damage, expense and liability covered by the indemnity provision. PG&E will notify Consultant of any invoice deficiencies or will return the invoice to Consultant with the deficiencies noted. Consultant shall provide to PG&E such documents or information correcting such deficiencies, or for invoices returned to Consultant, Consultant shall resubmit a corrected invoice.

5.5 Payment Terms. Unless otherwise specified herein, the payment terms for this Contract are Net 45. All timelines are calculated from the date a correct invoice is received and accepted by PG&E's Accounts Payable department.

5.6 Final Invoice. The final invoice shall be marked "FINAL" and must be received by PG&E within 60 calendar days after completion of the Work. PG&E will not be liable for payment of any late invoices that are received by PG&E beyond such 60-day period.

5.7 Withholding. PG&E may withhold from the final payment due Consultant hereunder such amounts as, in PG&E opinion, are reasonably necessary to provide security against all loss, damage, expense and liability covered by the indemnity provision.

6. ADDITIONAL WORK AND CHANGES IN WORK

6.1 Procedure for Additional Work. Before proceeding with any work involving possible claims for extra compensation not specified in the Contract, Consultant shall submit in writing to PG&E a detailed estimate of the cost for such proposed work, including extensions and Change Orders, as follows. For each identifiable task, key milestone and deliverable, Consultant shall include **(a)** description of work to be performed; **(b)** estimated cost; and **(c)** expected completion date.

6.2 PG&E Approval Needed for Additional Work. Consultant shall not proceed with any work not authorized in the Contract without first receiving specific written authorization or a Change Order signed by PG&E. Consultant agrees that all costs for any such modification or change performed by Consultant without the prior written approval of PG&E's authorized representative will be at Consultant's sole risk and expense.

6.3 PG&E Changes to Work. PG&E reserves the right to make such changes in Work, specifications, or level of effort as may be necessary or desirable, and any difference in Contract price resulting

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from such changes shall be approved in writing by PG&E before the Work is begun.

7. IMPORTANCE OF SAFETY. Consultant recognizes and agrees that safety is of paramount importance in the performance of the Work and that Consultant is responsible for performing the Work in a safe manner. Consultant shall plan and conduct the Work, and shall require all Subcontractors to perform their portion of the Work, in accordance with Consultant's safety program and with all applicable local, state and federal rules, regulations, codes, and ordinances to safeguard persons and property from injury. Consultant further agrees to provide necessary training to its employees and Subcontractors to inform them of the foregoing safety and health rules and standards. Should PG&E at any time observe Consultant, or any of its Subcontractors, performing the Work in an unsafe manner, or in a manner that may, if continued, become unsafe, then PG&E shall have the right (but not the obligation) to require Consultant to stop the Work affected by the unsafe practice until Consultant has taken corrective action so that the Work performance has been rendered safe.

8. WARRANTIES

8.1 Personal Information. Consultant warrants that it will comply with Privacy and Data Security Laws if it acquires Personal Information from third parties other than PG&E to perform Work or provide products to PG&E and that, if required, it has received the requisite consent to use, process, or make available such Personal Information accordingly.

8.2 General. Consultant warrants to PG&E that it shall perform the Work under this Contract with the degree of skill and care required by current, good and sound professional procedures and practices, and in conformance with generally accepted professional standards prevailing at the time the Work is performed so as to ensure that the services performed are correct and appropriate for the purposes contemplated in this Contract and related specifications.

9. INTELLECTUAL PROPERTY AND DATA SECURITY

9.1 Ownership and Use of Deliverables. PG&E shall own all data, reports, information, manuals, computer programs or other written, recorded, photographic or visual materials, or other deliverables produced in the performance of this Contract. Consultant shall retain no ownership, interest, or title in them except as may otherwise be provided in the Contract. If and to the extent that Consultant retains any preexisting rights in any materials furnished hereunder, Consultant hereby grants to PG&E the irrevocable, perpetual, non-exclusive, worldwide, royalty-free right and license to (i) make, use, execute, reproduce, display, perform, distribute copies of, and prepare derivative works based upon such preexisting rights and derivative works thereof in connection with PG&E's business and (ii) authorize others to do any or all of the foregoing in connection with PG&E's business.

9.2. Delivery and Retention of Records. To the extent PG&E does not otherwise specifically request delivery of records or results, Consultant agrees to retain all records and results of Work performed under this Contract for a period of not less than three years from the date the Work is accepted by PG&E. At PG&E's request, Consultant will deliver to PG&E a copy of any or all original field notes, investigative notes, tests, photographs, records, calculations, summaries, reports, and records produced and collected in the course of the Work.

9.3. Royalties and License Fees. Royalties, license fees or other charges for patents, copyrights and other intellectual property for designs, processes, technology, published or unpublished data, information or technical materials including, but not limited to, manuals, computer programs, or other deliverables furnished by Consultant, or for processes or methods employed by Consultant in performing the Work, shall be included in the Contract price.

9.4 Third Party Licenses. Consultant represents and warrants that it shall comply (and ensure that its personnel and Subcontractors comply) with all third-party licenses, terms of use, policies and procedures that apply to or otherwise govern access to and/or use of any third-party materials made available by PG&E to Consultant under this Contract.

9.5 (a) Confidentiality. In the course of performing the Work under this Contract, Consultant may have access to confidential commercial or Personal Information, including, but not limited to, technological, ratemaking, legislative, energy use data, PG&E Data billing data, account information, information relating to their facilities, equipment, processes, products, specifications, designs, records, data, software programs, finances, technologies, trade secrets, marketing plans, manufacturing processes, or products; information about PG&E employees and business operations ("**Confidential Information**"). Consultant will not disclose Confidential Information or otherwise make it available to any other person or entity, including any affiliate of PG&E that produces energy or energy-related products or services, without the prior written approval of PG&E. If in doubt about whether information is Confidential Information, Consultant must treat such information as Confidential Information.

(b) No Warranty. All Confidential Information PG&E provides is made available "AS IS," without any PG&E's express or implied warranty, and PG&E does not represent or guarantee its accuracy or completeness.

(c) Privacy and Data Security. Consultant will use reasonable technical, organizational, and physical security measures commensurate with applicable laws and industry standards. In addition, Consultant will comply with the requirements set forth in **Exhibit DATA-1** (Data Protection and Cybersecurity).

(d) Return or Destruction of Confidential Information. All Confidential Information disclosed or provided by PG&E under this Contract remains PG&E property. Unless prohibited by law, Consultant and/or its Subcontractors must return or destroy Confidential Information immediately upon PG&E's instruction. If not instructed, Consultant agrees to return any Confidential Information no longer required to perform Work. If Consultant receives or gains access to Confidential Information in error, will immediately provide PG&E written notification of these circumstances. PG&E shall furnish instructions how to destroy or return such Confidential Information.

(e) Personal Information. Consultant agrees to enforce all requirements under this Contract and the Privacy & Data Security Laws with its employees and Subcontractors who collect, use, store, process, or handle Personal Information, including: (a) to not sell or share any Personal Information; (b) to not retain, use, share, process, make available, disclose, or store Personal Information for any commercial purpose other than as necessary to perform the Work as required under this Contract, or as otherwise permitted by Privacy & Data Security Laws; (c) to not retain, use, share, process, make available, disclose, or store Personal Information outside the direct business relationship between Consultant and PG&E; and (d) to not retain, use, share, process, make available, disclose, store, or combine any Personal Information with other identifiable Personal Information or data Consultant receives from or on behalf of another person or persons, or collects from its own interaction with consumers, provided Consultant may combine Personal Information to perform any business purposes adopted under and pursuant to Privacy and Data Security Laws. Consultant certifies that it understands all obligations and restrictions imposed under this Contract when handling, processing, making available, and storing Confidential Information that contains Personal Information and that it has no intent to violate them. If Consultant receives an individual's request related to their Personal Information ("Consumer Request") pursuant to applicable Privacy and Data Security Laws related to Personal Information provided by PG&E under this Contract, Consultant will promptly notify PG&E in writing of the Consumer Request and will not respond without written instructions from PG&E, or unless required under the Privacy and Data Security Laws. Consultant shall assist PG&E with all Consumer Requests, including without limitation, deleting, or correcting such information.

9.6 Security. Consultant hereby represents, warrants and covenants to PG&E that the Work, including any hardware, software, firmware, equipment and other deliverables, does not and will not

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contain or make available any Malicious Code, defined as any malicious or unauthorized code, scripts, routines or techniques (including without limitation any virus, spyware, ransomware or other malware) that is designed to erase data or programming, or infect, impair, modify, record, take control of, disrupt, damage, destroy, disable, shut down or permit or cause unauthorized access to or misuse of a computer system or any component thereof. Without limiting any of PG&E's rights and remedies with respect thereto (all of which are expressly reserved), if Consultant detects or is made aware of Malicious Code in the Work, Consultant shall notify PG&E immediately, remove such Malicious Code, remediate the effects of such Malicious Code, and restore any lost or corrupt data if applicable.

9.7 Cyber Protection for Programmable Devices. The following requirements apply to any deliverables under this Contract containing software, firmware, microcode or other programmable features. These requirements apply on a continuing basis for the longer of five years and the expected service life of the deliverables as disclosed by Consultant in its product descriptions (the "**Service Life"**):

9.7.1 Malicious Code. Consultant hereby represents, warrants, and covenants to PG&E that upon delivery to PG&E the deliverables will not contain or make available any Malicious Code. Without limiting any of PG&E's rights and remedies with respect thereto (all of which are expressly reserved), if Consultant detects or is made aware of Malicious Code in the deliverables during the Service Life, Consultant shall immediately notify PG&E. If the deliverables are not yet in use by PG&E, Consultant shall remove such Malicious Code, remediate its effects and certify to PG&E that the Malicious Code has been removed. If the deliverables are in use by PG&E, Consultant shall assist PG&E to remove the Malicious Code in accordance with the Section below titled "Security Updates and Support."

9.7.2 Cybersecurity Specifications. Consultant hereby represents, warrants, and covenants that the deliverables comply with the cybersecurity features and functions, if any, described in the associated specifications.

9.7.3 Security Vulnerabilities and Tests. Consultant acknowledges that the deliverables may be subject to security testing by PG&E or its security testing consultants before the deliverables are accepted by PG&E as well as subsequently, at any time during their Service Life. If the deliverables are integrated with products supplied by third parties, the third-party suppliers may also be involved in the testing process. Consultant shall fully cooperate in the conduct of such tests. If requested by PG&E, such cooperation shall include the following: (**a**) providing source code and other program documentation (which PG&E shall use solely for testing purposes), and **(b**) providing a representative with suitable technical expertise to participate in the tests. The conduct and results of the tests, including any security vulnerabilities that are identified in the course of the tests, shall be PG&E Confidential Information. Any security vulnerabilities that are identified in such tests shall be resolved in accordance with the following Section, titled Security Updates and Support.

9.7.4 Security Updates and Support. Consultant shall maintain a technical support line with access to PG&E so that any security-related issues can be addressed promptly. Consultant shall notify PG&E without delay if Consultant detects or is made aware of any Malicious Code or security vulnerability in the deliverables during their Service Life. If Malicious Code or security vulnerability is identified during the Service Life, Consultant shall provide an update or revision to the deliverables to remove the Malicious Code and/or cure the vulnerability (a "**Security Patch**") as soon as possible and at no charge to PG&E. Consultant shall assist PG&E to implement the Security Patch if requested by PG&E and shall reimburse PG&E for the cost of implementing the Security Patch.

10.0 INDEMNIFICATION

10.1 General. Consultant shall indemnify PG&E, its affiliates, subsidiaries, parent company, directors, officers, agents, and employees against all loss, damage, expense, demands (including ransomware demands) and liability resulting from injury to or death of person, including, but not limited to, employees of PG&E or Consultant (including Subcontractors); or damage to property, including, but not limited to, property of PG&E or Consultant (including Subcontractors); violations of law, including but not limited to local, state, and federal common law, statute and regulation; strict liability imposed by any law or regulation; breach of confidentiality or data security requirements; or any security incident attributed to the work hereunder; which arise out of or are in any way connected with the performance of this Contract, however caused, regardless of any negligence of PG&E, whether active or passive, excepting only loss, damage, cost, expense, liability for which indemnity is not allowed under applicable law. Consultant shall, on PG&E's request, defend any suit asserting a claim covered by this indemnity. Consultant shall pay all costs that may be incurred by PG&E in enforcing this indemnity, including reasonable attorney's fees.

10.2 Infringement Protection. Consultant represents to PG&E that the material to be prepared under this Contract will not infringe upon the copyright, patent or license, or otherwise violate the proprietary or intellectual property rights, including trade secret rights, of any person or entity. Consultant agrees to indemnify, defend and hold harmless PG&E, its parent company, subsidiaries and/or affiliates, from and against any and all liabilities, costs and damages arising out of any such infringement, and from any suit, demand or claim made against PG&E, its parent company, subsidiaries and/or affiliates, alleging any such infringement or violation. Consultant further agrees to pay any judgment or reasonable settlement offer resulting from a suit, demand or claim, and pay any reasonable attorney's fees incurred by PG&E in defense against such suit.

11. TAXES AND CERTAIN PAYMENTS: Consultant represents and warrants that it will withhold any and all taxes which are required to be withheld under applicable law with respect to payments to persons hired by Consultant who perform Work for PG&E. Consultant shall indemnify, hold harmless and defend PG&E (a) on an after-tax basis, for any liability incurred by PG&E as a result of Consultant's failure to institute any such required withholding, and in addition (b) any liability incurred by PG&E as a result of Consultant's delay or failure to pay any (i) Subcontractor, including but not limited to any demands for payment, invoices, or liens; or (ii) employees, laborers, or other personnel of Consultant or any Subcontractor the compensation, monies, wages, benefits or other payment due or allegedly due.

12. INCIDENTAL AND CONSEQUENTIAL DAMAGES. PG&E SHALL NOT BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUES OR PROFITS, COMMITMENTS TO SUBCONTRACTORS, RENTAL OR LEASE AGREEMENTS, AND PERSONAL SERVICE CONTRACTS, REGARDLESS OF WHETHER OR NOT PG&E HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES.

13. INSURANCE. Consultant shall maintain the following insurance coverage during the term of this Contract:

13.1 Workers' Compensation and Employers' Liability. Workers' Compensation insurance complying with any applicable labor codes, acts, laws or statutes, state or federal, where Consultant performs work. Employers' Liability insurance shall not be less than $1,000,000 for injury or death each accident. If there is an exposure of injury to Consultant's, Subcontractors' or suppliers' employees under the U.S. Longshoreman and Harbor Workers' Compensation Act, Jones Act or under laws, regulations or statutes applicable to maritime employees, or under the Federal Employers Liability Act, coverage shall be included for such injuries or claims.

13.2 Commercial General Liability. Coverage shall be at least as broad as the Insurance Services Office (ISO) Commercial General Liability Coverage occurrence form, with no coverage deletions. The limit shall not be less than $1,000,000 each occurrence for bodily injury, property damage and personal injury. If coverage is subject to a general aggregate limit, this aggregate limit shall be twice the occurrence limit. Coverage shall (a) By "Additional Insured" endorsement add as insureds

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PG&E, its directors, officers, agents and employees with respect to liability arising out of work performed by or for the Consultant (utilize ISO Form CG2010 11/85 or equivalent); and (b) Be endorsed to specify that the Consultant's insurance is primary and that any insurance or self-insurance maintained by PG&E shall not contribute with it.

13.3 Business/Personal Auto. Business or Personal auto coverage shall be provided for consulting firms (i.e., more than 1 or 2 consultants) or sole proprietor firms. For consulting firms, coverage shall be at least as broad as the Insurance Services Office (ISO) Business Auto Coverage covering Automobile Liability code 1 "any auto. For sole proprietor firms, evidence of Personal Auto shall be provided. The limit for Business Auto shall not be less than $1,000,000 each accident for bodily injury and property damage. The limit for Personal Auto shall not be less than the minimum limits set forth by the Department of Motor Vehicles, but no less than $300,000 each accident.

13.4 Professional Liability Insurance. Errors and Omissions Liability insurance appropriate to the Consultant's profession. Coverage shall be for a professional error, act or omission arising out of the scope of services shown in the Contract. The limit shall not be less than $1,000,000 each claim/$2,000,000 aggregate.

13.5 Cyber Security and Privacy Liability Insurance. (1) Consultant shall obtain and maintain cyber risks insurance providing coverage for at least the following perils and losses: (a) unauthorized use of or access to a computer system containing or giving access to PG&E confidential information; (b) damage to or destruction of electronic data; (c) cyber extortion and the payment of extortion demands; (d) defense of any regulatory action involving a breach of privacy or cybersecurity in connection with PG&E confidential information; (e) failure to protect PG&E confidential information from disclosure; and (f) costs of notifying affected individuals and providing credit monitoring for up to one year, whether or not required by applicable law. (2) The policy(s) shall have limits of liability of at least $10,000,000 per occurrence and $10,000,000 in the aggregate. Any self-insured retention is subject to the prior written approval of PG&E. (3) PG&E, its affiliates, subsidiaries and parent company, and PG&E's directors, officers, agents and employees shall be named as additional insureds under this policy. If the policy includes a "blanket endorsement by contract," the following language added to the certificate of insurance will satisfy PG&E's additional insured requirement: "PG&E, its affiliates, subsidiaries, and parent company, and PG&E's directors, officers, agents and employees with respect to liability arising out of the work performed by or for the Consultant are additional insureds under a blanket endorsement."

13.6 Insurance Documentation Requirements. (a) Consultant shall have all insurance in place before beginning any Work. Upon request, Consultant shall furnish PG&E with certificates of insurance, declaration pages and endorsements of all required insurance. Such documentation shall be signed and submitted by a person authorized by that insurer to issue certificates of insurance and endorsements on its behalf. **(b)** Should any of the above described policies be cancelled before the expiration date thereof, the insurer shall deliver notification to PG&E in accordance with the policy provisions; **(c)** PG&E may inspect the original policies or require complete certified copies, at any time; and **(d)** Upon request, Consultant shall furnish PG&E the same evidence of insurance for its Subcontractors as PG&E requires of Consultant.

14. TERMINATION OR CANCELLATION OF CONTRACT. PG&E may suspend, terminate or cancel the Contract, in whole or in part, upon written notice to Consultant. If PG&E cancels or terminates for cause, PG&E shall be liable to Consultant only for compensation earned on the Work satisfactorily performed to the date of termination. If PG&E cancels or terminates for its own reasons, PG&E will in addition compensate Consultant for costs reasonably incurred by Consultant in terminating its operation. In no event will Consultant be entitled to payment for lost or anticipated profits or overhead on uncompleted portions of the Work. Consultant shall not enter into any agreements, commitments or Subcontracts which would incur significant cancellation or termination costs without prior written approval of PG&E, which written approval is a condition precedent to the payment of any cancellation or termination charges. Consultant shall deliver to PG&E all reports, drawings or other documents prepared for PG&E prior to the effective date of such termination or cancellation before PG&E will release final payment.

15. ASSIGNMENT. PG&E may assign its rights or delegate its duties under this Contract, directly or indirectly, by operation of law or otherwise, without Consultant's prior approval or written consent, provided PG&E remains obligated to pay for services rendered up to the effective date of such transfer. Consultant may not assign its rights or delegate its duties under this Contract, directly or indirectly, by operation of law or otherwise without PG&E's prior written consent, except that Consultant may assign to Consultant's corporate affiliate in which Consultant holds a majority interest, provided that Consultant and the affiliate both remain obligated under this Contract. A party shall not unreasonably withhold, condition, or delay its consent. Subject to the foregoing, this Contract shall be binding upon and inure to the benefit of the successors and assigns of the Parties hereto. Any purported assignment of rights or delegation of duties in violation of this Section is void.

16. REQUIREMENTS AND POLICIES

16.1 PG&E's Supply Chain Responsibility Policy. It is PG&E's policy that small and diverse businesses shall have the maximum practicable opportunity to participate in providing the goods and services purchased by PG&E. Small and diverse businesses include Small Business Enterprises; and Women, Minority, Disabled Veteran, Lesbian, Gay, Bisexual, Transgender, and Persons with Disabilities Business Enterprises.

16.1.1 Consultant shall comply with **Exhibit 2** (PG&E's Supply Chain Responsibility Policy) and **Exhibit 2A** (Policy Regarding Utilization of Small Business Concerns and Small Disadvantaged Business Concerns).

16.1.2 PG&E will provide Consultant a form of **Exhibit 1-A** (Subcontractor and Supplier Utilization Plan). Consultant shall complete the Subcontractor and Supplier Utilization Plan form and act in accordance with its completed Subcontractor and Supplier Utilization Plan in the performance of the Work and in the award of all Subcontracts. The executed **Exhibit 1-A** is attached to this Agreement.

16.2 FEDERAL REQUIREMENTS

16.2.1 Federal Debarment. Consultant warrants and represents that neither it nor its principals, nor any Subcontractors that will participate in the Work, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by the Federal government. If Consultant cannot certify any element of the preceding statement, Consultant shall deliver a written explanation to PG&E and must receive written approval to waive such certification prior to start of the Work.

16.2.2. Work Related to a Federal Government Contract. If the goods or services provided under this Contract have a direct relationship to a deliverable requirement of a Federal Government contract, then this Contract is subordinate to the Federal Government contract and subject to the Federal Government requirements set forth in **Exhibit 3** (Federal Government Contracting Requirements).

16.2.3 Equal Employment Opportunity and Affirmative Action Regulations Policy. During the performance of this Contract and to the extent they may be applicable, Consultant will comply with all laws, orders, and regulations included by summary or reference as follows:

(a) Executive Order 11246, 41 CFR Part 60-1.4: Equal Opportunity Clause.

(b) Executive Order 11246, 41 CFR Part 60-1.8: Non-segregated Facilities.

(c) Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-300.5.a: Equal Opportunity Clause. Consultant and its Subcontractor(s) shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified

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protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.

(d) Section 503 of the Rehabilitation Act of 1973, 41 CFR Part 60-741.5.a: Equal Opportunity Clause. Consultant and its Subcontractor(s) shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

16.2.3 Executive Order 13496 – Employee Rights Under the National Labor Relations Act. The employee notice requirements set forth in 29 C.F.R. Part 471, Appendix A to Subpart A are hereby incorporated by reference into this Contract.

16.3 SAFE WORK PRACTICES AND REQUIREMENTS

16.3.1 Contractor Safety Program: Consultant will perform all applicable Work, and cause all Subcontractors to perform all applicable Work, in compliance with PG&E's Contractor Safety Program Contract Requirements, which may be modified from time to time. The Contractor Safety Program Contract Requirements is located at www.pge.com/contractorsafety and is incorporated by reference into this Contract. Consultant's failure to comply with the Contractor Safety Program Contract Requirements shall be immediate grounds for termination for cause under this Contract. Notwithstanding the above, Consultant is the "controlling employer" as defined under Cal/OSHA and will remain responsible for all fines and liability arising from any violation of the Contractor Safety Program Standard Contract Requirements and applicable law.

16.3.2 Wildfire Prevention. Consultant will comply with PG&E's Wildfire Prevention Requirements (Standard: TD-1464S)to the extent Consultant performs any Work on or near facilities located in any forest, brush, or grass-covered lands, using equipment, tools, and/or vehicles that could ignite a fire. Standard: TD-1464 is located at http://www.pge.com/wildfireprevention/ and is incorporated by reference into this Contract.

16.3.3 Damage Prevention Institute Certification. This Section applies if the Work under this Contract includes Excavation (as defined below). Before performing any Work involving Excavation, Consultant must be certified by Damage Prevention Institute, a nonprofit organization that provides independent safety certification and performance measurement. As used in this section, the term "**Excavation**" has the meaning defined in California Government Code Section 4216(g), which provides: "'Excavation' means any operation in which earth, rock, or other material in the ground is moved, removed, or otherwise displaced by means of tools, equipment, or explosives in any of the following ways: grading, trenching, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing and driving, or any other way."

16.3.4 Injury and Illness Prevention Program. In the performance of the Work under this Contract, Consultant acknowledges that it has an effective Injury and Illness Prevention Program which meets the requirements of all applicable laws and regulations, including but not limited to Section 6401.7 of the California Labor Code. Consultant shall ensure that any Subcontractor hired by Consultant to perform any portion of the Work under this Contract shall also have an effective Injury and Illness Prevention Program.

16.3.5 PG&E Drug and Alcohol Policy. PG&E is committed to maintain and promote job safety and health for all workers at its facilities. In addition, PG&E is determined to protect its employees, customers, and the general public while they are on PG&E property from any harm caused by illegal drug and alcohol use by non-PG&E personnel. To accomplish these objectives, PG&E has established a drug and alcohol policy for access to PG&E facilities by its Consultant and Subcontractor personnel. If any personnel of Consultant or its approved Subcontractors perform any Work or services at PG&E offices and/or other PG&E facilities, then Consultant shall comply with **Exhibit 4** (PG&E's Drug and Alcohol Abuse and Testing Policies).

16.3.6 California Health and Safety Code. The California Health and Safety Code requires businesses to provide warnings prior to exposing individuals to materials listed by the Governor as chemicals "known to the State of California to cause cancer, birth defects or reproductive harm." PG&E uses chemicals on the Governor's list at many of its facilities. In addition, many of these chemicals are present at non-PG&E-owned facilities and locations. Accordingly, in performing the Work or services contemplated under this Contract, Consultant, its employees, agents and Subcontractors may be exposed to chemicals on the Governor's list. Consultant is responsible for notifying its employees, agents, and Subcontractors that Work performed hereunder may result in exposures to chemicals on the Governor's list.

16.4 Document Retention and Production Requirements. PG&E is committed to maintain documents and records so as to satisfy applicable legal, contractual and regulatory requirements as well as PG&E' son-going business needs; to enable appropriate records management, provide appropriate retrieval and achieve the proper level of security and privacy. Consultant agrees to comply with the requirements of **Exhibit 5** (Management of PG&E Contractor Documents).

16.5 Conflicts of Interest and Business Ethics. (a) Consultant shall not offer, or cause to be offered, gifts, entertainment, payments, loans, services, benefits, or any other consideration of more than a nominal value to PG&E's employees, their families, vendors, subcontractors, or third parties. (b) Consultant shall exercise reasonable care and diligence to prevent any actions or conditions which could result in a conflict with PG&E's interest.

16.6 Availability of Information. Consultant shall keep accurate books of accounts and records, including but not limited to non-financial records of required actions under this Contract such as training, background checks, and document retention and disposal requirements. Consultant shall preserve all such records and accounts and make them available for audit in accordance with **Exhibit 6** (Audit Rights).

16.7 Export Controls. Consultant shall provide PG&E with information and assistance as may reasonably be required in connection with compliance with applicable import and export laws, including but not limited to, Manufacturer's Affidavits, Harmonized Tariff Schedules, Export Control Classification Numbers, and qualification information (e.g. origin) relevant to United States and foreign regulatory approvals for deliverables, products, and other materials furnished hereunder. Consultant shall make such information available to PG&E within five business days following receipt of PG&E's written request.

16.8 Work on PG&E or PG&E Customer Property. The following provisions shall apply to the extent that the Work under the Contract requires any Consultant or Subcontractor personnel (collectively, "Personnel") to have access to PG&E assets, premises, customer property, or logical access to PG&E data or systems (collectively, "**Access**").

16.8.1 Criminal Background Checks: (a) Consultant will not assign any Personnel to work requiring Access unless Consultant has performed a criminal background check on each such individual (either at the time of hiring or during the course of employment). Prior to assigning work requiring Access to any Personnel with one or more criminal convictions during the last seven years, Consultant must consider the gravity of the individual's offense, the time since the conviction, the successful completion of parole/probation, the individual's age at the time of conviction, the number of convictions, and the stability of the individual, including favorable work history. Consultant shall also consider the relation of the offense to the nature of the work the individual will perform. **(b)** Notwithstanding the foregoing, in no event shall Consultant grant Access to an individual with one or more convictions for a Serious Offense(s), which is defined as violent and sex offenses, crimes against children, domestic violence, fraud, theft (including but not limited to identity theft), embezzlement, all felonies during the last seven years, and/or two or more DUI's in the past three years. **(c)** Consultant shall maintain documentation related to its

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

criminal background check investigation for all Personnel requiring Access and make it available to PG&E for audit if requested pursuant to the audit provisions of this Contract. **(d)** Consultant also agrees to notify PG&E if any of its Personnel requiring Access are charged with or convicted of a Serious Offense during the course of a PG&E assignment.

16.8.2 Fitness for Duty. Consultant shall ensure that its Personnel granted Access report to work fit for duty. Personnel with Access may not consume alcohol while on duty and/or be under the influence of drugs that impair their ability to work safely. PG&E expects each consultant to have policies in place that requires their employees report to work in a condition that allows them to perform the work safely. For example, employees should not be operating equipment under medication that creates drowsiness. As a federal contractor, PG&E does not recognize nor allow work to be completed under the influence of marijuana, whether or not is it used for medical reasons.

16.8.3 Eligibility for PG&E Work. When assigning any Personnel to perform Work requiring Access, Consultant shall submit each person's full name and the last four digits of their social security number to PG&E at the following e-mail address: RecruitingOperations@pge.com. PG&E reserves the right to decline to accept any proposed Personnel, in which case Consultant shall promptly propose a replacement.

16.9 NERC Requirements. Pursuant to a directive from the North American Electric Reliability Corporation ("**NERC**"), PG&E has implemented policies and procedures for the protection of facilities, systems, assets and information that are critical to the operation or support of the Bulk Electric System ("**BES**"). PG&E identifies these facilities, systems, assets and information in accordance with its internal utility procedures. If this Contract relates to BES Cyber Systems or Bulk Electric System Cyber System Information (as designated by PG&E), then Consultant shall comply with the requirements of **Exhibit 7** (NERC Requirements). Consultant represents that it has consulted with PG&E to determine whether **Exhibit 7** is applicable to the Work under this Contract.

16.10 Supplier Code of Conduct. Consultant will, and will cause its subcontractors and suppliers to, comply with **Exhibit 8** (PG&E's Supplier Code of Conduct), which may be modified from time to time. The Supplier Code of Conduct requires a strong commitment to compliance, ethics, sustainability, and supplier diversity as a foundation to successful business.

17. CONSULTANT'S PERSONNEL

17.1 Replacement by Consultant. Consultant acknowledges that the removal, replacement, or reassignment of the individuals who are initially assigned by Consultant to perform services under this Contract may result in serious harm and costs to PG&E. Consultant will make reasonable efforts to maintain continuity in its staffing and will provide PG&E with ample notification if any such changes are made. Consultant agrees not to remove, replace or reassign such individuals without the approval of PG&E, whose approval shall not be unreasonably withheld or delayed. Consultant agrees not to charge PG&E for the time spent in familiarizing replacement personnel with the Work.

17.2 Replacement by PG&E. Consultant shall employ personnel qualified to perform the Work. If PG&E finds Consultant's employee to be unsatisfactory, Consultant shall replace that employee within 24 hours of notification. For the avoidance of doubt, this provision addresses only the assignment of personnel to PG&E jobs; it does not require the Consultant to terminate the employment of any employee replaced under this section, nor does PG&E endorse or approve, either expressly or impliedly, Consultant's termination of any such employee.

17.3 Training Records. Consultant shall maintain records demonstrating that its personnel have completed training, as well as any associated assessments required by law, regulation, certifying organization, or PG&E, required to perform Work under this Contract. Consultant shall also maintain copies of certificates, licenses, and other materials demonstrating that its personnel are qualified to safely and correctly complete the Work. Training and qualification records must be provided to PG&E within 48 hours of request.

18. COMPLIANCE WITH LAWS

18.1 General. In performing the Work, Consultant shall comply with all applicable Federal, State and local laws, rules and regulations. Consultant shall obtain and maintain all applicable licenses and permits for the conduct of its business and the performance of the Work.

18.2 Habitat Conservation Plan If any portion of the area within which the Consultant will perform Work is either within the boundaries of a PG&E O&M Habitat Conservation Plan ("HCP") or defined as an environmentally sensitive area, PG&E will provide site-specific information and environmental requirements to the Consultant, including but not limited to Environmental Release to Construction document and environmental permits. (a)TRAINING: PG&E will provide Consultant with all required HCP or other environmental training materials (collectively, "HCP Training"), and Consultant shall be responsible for presenting the HCP Training as required. All Consultant and Subcontractor personnel must complete HCP Training (i) before an individual begins work within an HCP boundary or other environmentally sensitive area and (ii) annually thereafter. Consultant shall document all HCP Training and, upon request, provide PG&E with proof of completion for each individual. (b)PROTOCOLS: PG&E will provide Consultant all required HCP environmental field protocols or avoidance and minimization measures and/or any other required environmental measures (e.g., U.S. Fish and Wildlife HCP/Incidental Take Permit conditions) for Work areas within HCP boundaries or other environmentally sensitive areas. Consultant shall implement the measures as specified and shall ensure that all Consultant and Subcontractor personnel comply therewith.

19. GENERAL: (a) Reporting. In accordance with Section 7912 of the California Public Utilities Code, Consultant agrees to report annually to PG&E the number of California residents employed by Consultant, calculated on a full-time or full-time equivalent basis, who are personally providing services to PG&E.

(b) Choice of Laws. This Contract shall be construed and interpreted in accordance with the laws of the State of California, excluding any choice of law rules which may direct the application of the laws of another jurisdiction.

(c) Severability. If any provision of this Contract is determined to be illegal, unenforceable, or invalid in whole or in part, such provision or part thereof shall be stricken from this Contract and shall not affect the legality, enforceability or validity of the remainder of this Contract.

(d) Survival. The provisions of this Contract which by their nature should survive expiration, cancellation or other termination of this Contract, including but not limited to provisions regarding warranty, indemnity, document retention, business ethics, confidentiality and availability of information, shall survive such expiration, cancellation or other termination.

(e) Entire Agreement. This Contract constitutes the entire agreement and understanding between Consultant and PG&E as to the subject matter of the Contract and supersedes all prior or contemporaneous agreements, commitments, representations, writings, and discussions, whether oral or written.

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

Subcontractor and Supplier Utilization Plan

EXHIBIT 1A

Prime Contractor/Supplier Name:	PG&E Contract # (if any):	Contract Duration From: To:
Employer Identification # (EIN):	Total Bid/Contract Value:	Total Amount to be Self Performed:
PG&E Project/Product:	Is Prime Contractor/Supplier CPUC Clearinghouse Certified? Yes No VON #:	
Name of Preparer:	Is Prime Contractor/Supplier a Registered Small Business Certified? Yes No Small Business #:	
Preparer E-Mail:	Estimated Amount to be Paid to all Subcontractors (Subs) and Suppliers ($): (for the duration of the contract)	
Preparer Contact Phone:	Subs and Suppliers: Small Businesses: CPUC Certified Businesses:	

(1) Tier Level	(2) Name of Subcontractors (s) and Supplier (s)	(3) Emergency Point of Contact / Phone #		(4) Contractor's License # / Motor Carrier Permit				(5) Description of Work to be Performed or Major Materials to be Supplied	(6) Is Excavation to be Performed	(7) DPI Status	(8) Risk Level	(9) ISN ID# and/or PG&E Qualified Vendor #	(10) Union Signatory
				License/Permit Type	License/Permit #	Expiration Date	Special Permit Required						
	N/A Not using Subs												

The information provided on this form may form the basis of a Statement of Record, against which PG&E may conduct an audit or review to ensure compliance.
Indicate All Subcontractor(s) and Supplier(s) of any tier prior to performing Work on designated project. Submit Exhibit 1A to best demonstrate your plan for the indicated services.
In the event of a change in planned Subcontractor(s) or Supplier(s) of any tier, submit a revised Exhibit 1A prior to performing the Work via the method outlined in the contract or work authorization.
Refer to Exhibit 1 for additional instructions on completing this form.
Please include additional sheets as needed.

(11) Signature		Date	July 1, 2025	Rev. #:	

DocuSigned by: Jeremy Tobias 9D18639327824A0...

I hereby certify that the information listed is true to the best of my knowledge.

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

Community Based Organization Resource Partnership
2025-2027 Public Safety Power Shutoff Resource Support Statement of Work

1.0 BACKGROUND/PROJECT SUMMARY

Pacific Gas and Electric Company (PG&E) seeks to work with Community Action Partnership of Kern, a Community Based Organization (CBO) to provide food distribution to customers located in High Fire Threat Districts (HFTD)[1] that may be impacted by a Public Safety Power Shutoff (PSPS) or other non-PSPS related outages, to provide people with Access and Functional Needs[2] to a source of food replacement. PG&E would like to work with the Community Action Partnership of Kern to promote available food distribution as well as provide PSPS, emergency preparedness and other critical customer information.

High temperatures, extreme dryness and record-high winds have created conditions in our state where any spark can lead to a major wildfire. Within PG&E service area in Northern and Central California, more than half of our electric lines are in HFTD areas, according to the California Public Utilities Commission (CPUC). That is why it may be necessary for PG&E to turn off electricity in the interest of public safety if severe weather threatens the electric system, known as PSPS.

Community Action Partnership of Kern has an established relationship and will ensure customers have a trusted channel to get the food that they need. PG&E seeks coordination with Community Action Partnership of Kern to leverage their existing networks and strengths for communications and resources. The main expectation of Community Action Partnership of Kern is to provide food distribution for replacement during and immediately following PSPS and important safety messaging to their networks of customers in Kern County. PG&E will provide Community Action Partnership of Kern with some flexibility in the food items that are distributed to customers.

PG&E and Community Action Partnership of Kern agree that Community Action Partnership of Kern will provide food to support during PSPS. Specifically, Community Action Partnership of Kern will provide one box of food, per family, to supplement food loss due to a PSPS. This box will equal in value and cannot exceed $40 per box. Community Action Partnership of Kern can also provide mutual aid to neighboring impacted food bank if requested. The food distribution will be for replenishing spoiled foods during and 3 days following a PSPS. Households will be vetted to ensure they reside in an area impacted by a recent PSPS. PG&E will provide Community Action Partnership of Kern with a zip code list of all impacted zip codes impacted by a PSPS in Kern County prior to and after power has been shut off.

[1] Map located in the Appendix

[2] Access and Functional Needs as defined by the CPUC: Individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutional settings or those who ware low income, homeless, or transportation disadvantaged, including but not limited to those who are dependent on public transit or those who are pregnant.

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

PG&E may ask Community Action Partnership of Kern to assist with customer and community support for non-PSPS outages and/or natural disasters. This request will come from a representative from PG&E's Emergency Operations Center (EOC) upon authorization from the EOC Commander, Customer Strategy Officer and Liaison Officer in accordance with PG&E's All Hazards Standard. The representative will provide guidance on when to provide support, targeted zip codes and duration. Food replacement will equal in value and cannot exceed $40 per box.

2.0 CONTRACT TERMS

This contract shall commence upon signature by both parties and extend through December 31, 2027 unless terminated sooner by either party.

3.0 WORK LOCATION

Community Action Partnership of Kern shall perform services at their primary place of business or other locations where distribution will occur. Community Action Partnership of Kern primary place of business located at 5005 Business Park North, Bakersfield, CA 93309.

4.0 PROJECT SCOPE

4.1 PLANNING & ADMINISTRATION

4.1.1 *Customer Targeting*- The target audience for these resources are customers located in Kern County who are part of the AFN population. These customers have a pre-existing relationship with Community Action Partnership of Kern or newly formed relationship as a support of PG&E's PSPS Outreach efforts.

4.1.2 *Resource Prioritization*- Based on the unique and dynamic circumstances that dictate where PSPS will occur. PG&E will provide guidance on prioritizing deployment of resources in Kern County based on forecasted conditions or outage footprint. PG&E will provide a list of impacted zip codes via email. Community Action Partnership of Kern will be responsible for distribution of the resources based on methods identified in this SOW. Community Action Partnership of Kern agrees to comply with all safety and health criteria in compliance with all current COVID-19 federal, state, and local regulations. Community Action Partnership of Kern should have resource available to respond and distribute resources during normal business hours (Monday through Friday 9:00am to 5:00pm). If there is an emergency or PSPS falls on a weekend or holiday Community Action Partnership of Kern is required have a representative available to contact for coordination plan to help provide resources.

4.1.3 *During PSPS*- When possible attend the once daily Cooperator Call and once daily Resource partner call, provide a point of contact for PG&E to notify before and coordinate with during PSPS.

4.2 ENGAGEMENT WITH CUSTOMERS DURING PSPS or NON PSPS OUTAGES

When a PSPS is imminent, Community Action Partnership of Kern will be notified by PG&E. Community Action Partnership of Kern will designate staff to be available for coordination and engagement prior to, during, and after a PSPS or non-PSPS outage. Community Action Partnership of Kern will be requested to implement the following agreed upon engagement activities with their constituents:

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

- Utilize PG&E's notification templates to provide social media updates using Community Action Partnership of Kern existing social media channels when possible
- Share PG&E's social media posts through Community Action Partnership of Kern existing social media channels when possible
- Provide one box to customer during and 3 days following a PSPS or non PSPS-outage

4.3 REPORTING OUTCOMES

4.3.1 Event Reporting (PSPS/Non PSPS Outages)- Community Action Partnership of Kern will provide a summary report 5 business days following conclusion of PSPS/Non-PSPS Outage via email to CBOSupport@pge.com summarizing daily and total number of food boxes distributed during and after a PSPS by location and zip code.

4.3.2 Financial Reporting- Community Action Partnership of Kern will provide an invoice to PG&E within 30 days of the conclusion of the PSPS/Non-PSPS Outage detailing number of boxes distributed. The invoice will also be uploaded to Taulia.

5.0 Community Action Partnership of Kern ROLES AND RESPONSIBILITIES

- Have a designated point of contact who will be available via email and phone for regular communications and coordination with PG&E
- Will provide customers food boxes during and 3 days after a PSPS as appropriate
- Will provide food boxes for Non-PSPS Outages when requested by PG&E
- Food Bank will comply with all state and federal regulations

6.0 REPORTING

Community Action Partnership of Kern will report food distribution reference above in section 4. Community Action Partnership of Kern lead will be in contact with PG&E representative before, during and after PSPS. Post distribution summary is due within 5 business days to the conclusion of a PSPS. The post event report will provide the following data on the number of food boxes distributed during and 3 days after a PSPS:

- The number of boxes provided during a PSPS by day
- The location where distribution of boxes was conducted
- Zip Codes where customers receiving boxes resides

6.1 *Financial Reporting*- Community Action Partnership of Kern will invoice PG&E within 30 days of power being restored from PSPS. PG&E will make payment according to general conditions.

6.2 Feedback Reporting-

- Provide the number of customers reached for food replacement
- Provide feedback on what aspects of the food replacement services are working and what areas are identified as needing adjustments.
- Respond to PG&E's post event communications and surveys

7.0 PAYMENT

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

The payment for in-event resources will be provided following receipt of invoice. Community Action Partnership of Kern The will invoice PG&E related to this Task in accordance with the Invoicing procedures outlined in the General Conditions within 30 days of PSPS.

FEE BREAKDOWN -

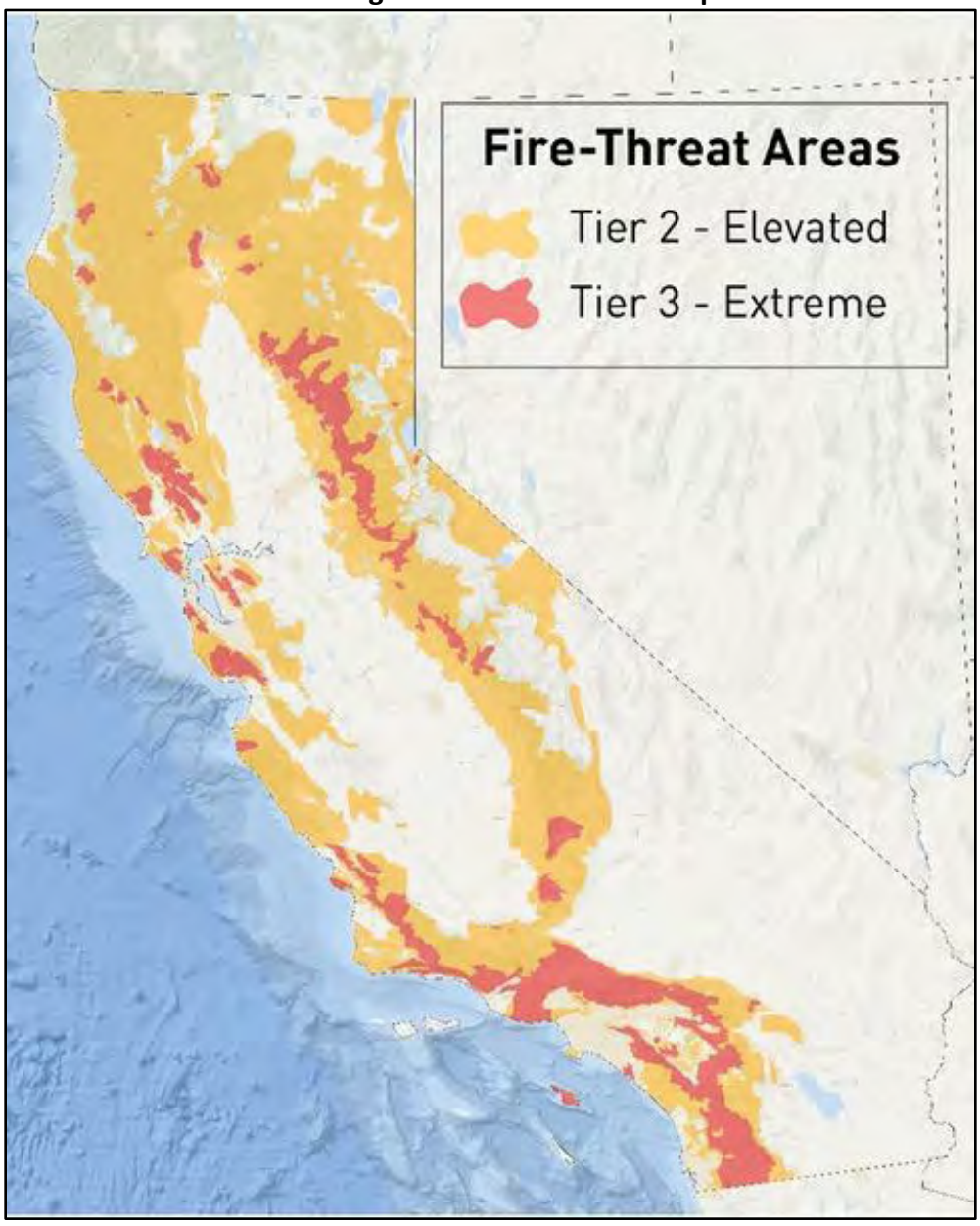
The following cost estimates are used to determined task-based

Task	Not-to-Exceed Amount
Task 1 - $40 per box, per family, per event	*$ 40.00 x 850 = $34,000*
Project Scope Total (assuming max of 12 events 2025-2027)	***$408,000***
Total Non-PSPS Order 8215037 (30%)	$122,400
Total PSPS Order 8196316 (70%)	$285,600
Charges not to exceed total project scope	**$408,000**

Docusign Envelope ID: 16D2BDCB-6461-49AC-9337-474721B5605B

Appendix

CPUC High Fire Threat District Map



MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Assistant Director-Program

Date: August 13, 2025

Subject: *Agenda Item 4c*: Retroactive Approval 2025-26 SJCOE Cooperative Agreement for CCTR Funding – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to renew our cooperative agreement with the San Joaquin County Office of Education (SJCOE) for General Child Care and Development Program (CCTR) funds. This funding supports the blending of CCTR funding with CAPK's Early Head Start (EHS) funds to provide center-based services for children of families needing childcare for 8 hours or longer to work, attend school, or job training.

The original contract and partnership with SJCOE began in September 2019. This new agreement is for the funding period of July 1, 2025, through June 30, 2026. The agreement was obtained by the county August 7, 2025 and will require retroactive approval. The amount of funding is $3,008,544. The San Joaquin program is expecting to maintain full enrollment and fully earn the contract in this new school year.

Recommendation: Staff recommends the Board of Directors retroactively approve the renewal of the San Joaquin County Office of Education CCTR Cooperative Agreement for the SJC EHS program for the July 1, 2025, through June 30, 2026, funding period and authorize the Chief Executive Officer to execute the contract and any amendments throughout the duration of the contract term.

Attachment:
SJCOE CCTR 2025-26 Cooperative Agreement

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and Community Action Partnership Kern headquartered at 1300 18th Street, Suite 200 Bakersfield, CA 93301, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the General Child Care and Development program (CCTR) during the period of July 1, 2025 through June 30, 2026. Funding to OFFICE is provided by the California Department of Social Services, hereinafter referred to as CDSS. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority
   Funding for this contract is authorized under General Child Care and Development program – CCTR-5xxx.

2. Maximum Reimbursable Amount (MRA)

   SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of $3,008,544 of state contract funds.

   Maximum administrative rate is 8.5% of allowable expenditures.

3. Service Requirements

   To be eligible to receive the maximum reimbursable amounts listed in section 2, SUBCONTRACTOR is required to earn 61,600.0 of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Worksheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should CDSS provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

   SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate
   The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE is $48.84.

   The rate at which the collected family fees shall be earned is $54.93.

5. Minimum Days of Operation (MDO)
   SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of 242. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Maximum Dollar Allocations

   All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or for failure to perform or meet standards or regulations. A review will be held after the submission of the

December invoice to determine if reductions to the funded amounts should be amended.

7. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in equipment if $5,000 or more or construction/renovation if $7,500 or more, requires prior written approval from OFFICE and CDSS. Should prior CDSS approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed CD2703 form. No purchase can occur until the approval from CDSS is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

8. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement as Attachment B.

9. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

10. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, CDSS Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates, and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff. Furthermore, OFFICE expects SUBCONTRACTOR to respond to communication and submit required invoices and reports, and requests for information, clarification and/or documentation in a timely, accurate manner.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:
(1) participating in the Quality Rating and Improvement System (QRIS) program.

(2) effectively addressing issues related to culture, diversity, and equity.
(3) fostering relationships, interactions, and guidance at all levels.
(4) engaging families and communities.
(5) including children with disabilities or other special needs.
(6) promoting health, safety, and nutrition.
(7) assessing children's development and learning.
(8) intentionally planning the learning environment and curriculum.
(9) supporting professionalism and continuous learning; and
(10) effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and CDSS directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Food Program

SUBCONTRACTOR assures that all eligible CCTR enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual

Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of $1,000.000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

13.4. SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

13.5. SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to CDSS's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

15. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by CDSS, CCLD, or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment C – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment C in a complete, accurate, and timely manner may be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

16. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

17. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Evaluation

18.1. OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

18.2. Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORs who will participate as part of the Program Evaluation process.

18.3. SUBCONTRACTOR will establish and maintain a physical and/or electronic Compliance Monitoring Review box that includes all required information, documents, and files for each classroom/site that is available for review at any time.

18.4. SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible to develop a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

19. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to CDSS. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

20. Maintenance of Records

20.1. SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

20.2. SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.

20.3. SUBCONTRACTOR shall permit OFFICE and/or agents of CDSS to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

20.4. All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

21. Property Management

21.1. Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for CDSS.

21.2. Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.

21.3. A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

21.4. A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least $500 and a useful shelf life of over 1 year that were purchased with CDSS funds:

- Description, including intended use and estimated useful life.
- Manufacturer's serial number or identification number.
- Asset number.
- Acquisition date.
- Original cost.
- Vendor name and address.
- Source(s) of funding used to purchase.
- Percent of CDSS funds used to purchase item.
- Location of item.
- Condition.
- Ultimate disposition data (including date of disposal and sale price, if applicable).

21.5. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

21.6. The CDSS definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of $5,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with CDSS funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $5,000 or more shall include 3 price quotes. All equipment purchases of $5,000 must be approved by CDSS prior to purchase.

21.7. Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year.

22. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

22.1. SUBCONTRACTOR may have funding advance payments available for the months of July, August, and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.

22.2. Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.

22.3. SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

Should an extension for submission of the monthly invoice be necessary, a request should be made to the Coordinator – Business Services before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

22.4. Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

22.5. OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld, and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

22.6. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.

22.7. SUBCONTRACTOR shall submit all final invoices as required in Section 15 and Attachment C.

22.8. SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.

22.9. The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable, and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

1. Is the SUBCONTRACTOR an employee of the OFFICE? Yes ☐ No ☐

2. Have any SUBCONTRACTOR employees previously been employed by the OFFICE? Yes ☐ No ☐

3. Are any SUBCONTRACTOR employees a California Public Employees Retirement System (CalPERS) or California State Teachers Retirement System (CalSTRS) member? Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

4. Are any SUBCONTRACTOR employees or subcontractors a CalPERS or CalSTRS retiree? Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

24. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
CDSS Funds Only	Title 5 and Title 22
Head Start and CDSS	Title 5, Title 22, and Head Start Performance Standards

25. Audit Requirements

25.1. SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.

25.2. SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.

25.3. SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.

25.4. SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 3 calendar days of receipt and acceptance of said report from auditors.

26. Subcontracting

26.1. No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.

26.2. All subcontracts are subject to audit as required by OFFICE.

26.3. The SUBCONTRACTOR, its agents, and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or CDSS.

26.4. SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORs, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

26.5. The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

26.6. SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

27. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

28. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

29. Termination of the Agreement

29.1. Termination for Convenience

a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and

supplies with a purchase price of $500 or more and/or a shelf life of over one year purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

29.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

a. SUBCONTRACTOR has been determined to have one or more deficiencies in a single review conducted by OFFICE.
b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.
c. SUBCONTRACTOR has had one or more CCLD license revocation of operated child care centers;
d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source.
e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135; or
f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement.

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

29.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Board misconduct.
f. Misuse of funds.
g. Denial of access to authorized representatives of the OFFICE, CDSS, or any of their agents to all program-related or fiscal records during normal business hours.
h. Lack of fiscal accountability.
i. Unsatisfactory performance under terms and conditions of this agreement.
j. Failure to complete and submit a timely audit of the prior year agreement.

29.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of CDSS funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

29.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

30. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFCE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

31. Nondiscrimination Requirements

31.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its SUBCONTRACTORs shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORs shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORs shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section

12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORs shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

31.2. SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

31.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

31.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

32. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

33. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

34. Americans with Disabilities Act

SUBCONTRACTOR certifies that is shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

35. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

36. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

37. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USD 1251-1387).

38. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

39. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORs. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORs.

40. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

41. Amendment/Alteration of Agreement

41.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the

terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

41.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or CDSS.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July 2025.

COMMUNITY ACTION PARTNERSHIP KERN:	SAN JOAQUIN COUNTY OFFICE OF EDUCATION:
JEREMY TOBIAS, CHIEF EXECUTIVE OFFICER	TROY A. BROWN, Ed.D. COUNTY SUPERINTENDENT OF SCHOOLS
	By: Warren Sun, Division Director Operations and Support Services
_____ Signature	_____ Signature
_____ Date	_____ Date

• Project Manager Authorization •

Total Contract Amount: $ 3,008,544 + $0 = $3,008,544

Budget Account Number: 12- 6105-0-8500-1000-5809-700-7730 = $50,000

Budget Account Number: 12-6105-0-8500-1000-5100-700-7730 = $2,958,544

Budget Account Number: 12-5025-0-8500-1000-5100-700-7740 = $0

Project Manager's Signature | Date

• Certification Regarding Debarment, Suspension, or Ineligibility

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its principals, independent contractors, and/or SUBCONTRACTORs:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
2. Have not, within a three-year period preceding this contract, 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 preforming a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph 2 (above) of this section; 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.

Project Manager's Signature | **SUBCONTRACTOR Signature**

• Fingerprinting Certification •

I hereby certify that the **SUBCONTRACTOR** for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Project Manager's Signature | Date

• San Joaquin County Office of Education •

Contract Manager's Signature | Date

Contractor Certification of Criminal Background Check

Community Action Partnership Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated July 1, 2025 and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

July 1, 2025
Date of Agreement

Community Action Partnership Kern
Name of Business

Signature of Contractor/Consultant

Title of Person Signing Certification

ATTACHMENTS:

1. Attachment A – CDE Earnings Projection Worksheet
2. Attachment B – Required Documentation and Submission Timelines

CCTR CDE Projection Worksheet - Initial
2025-26

Contract	CCTR
CDE	31,300.0000
Rate	$ 48.84
MRA	$ 1,528,692
Family Fees	$ 300
Contract to Earn	$ 1,528,992
CDE's needed	31,305

Family Fees (subsidized children only):
Current fees collected = $0
If presuming to collect fees in 25-26, please insert the amount in the box.

Site	Slots	Factor	Daily CDE	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total	Total CDE
California St. 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
California St. 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
California St. 3	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Gianone 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Gianone 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Kennedy 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Kennedy 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lathrop 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Latrhop 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lathrop 3	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lodi 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lodi 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lodi 3	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Lodi 4	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Marci Massei 1	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Marci Massei 2	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Marci Massei 3	8	1.8000	14.4000	19	21	21	23	17	20	20	18	22	21	19	21	242	3,484.800
Tiny Powers	8	1.8000	14.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	3,211.200
																	59,241.600
Total	144																
Monthly Projected CDE				2,736.000	3,024.000	3,024.000	3,312.000	2,448.000	2,880.000	2,880.000	2,592.000	3,168.000	3,024.000	2,736.000	3,024.000		34,848.000
Projected Vacancy Rate:																	10.000000%
Net Projected CDE				2,462.400	2,721.600	2,721.600	2,980.800	2,203.200	2,592.000	2,592.000	2,332.800	2,851.200	2,721.600	2,462.400	2,721.600		31,363.200
Monthly Projected Earnings				$ 120,264	$ 132,923	$ 132,923	$ 145,582	$ 107,604	$ 126,593	$ 126,593	$ 113,934	$ 139,253	$ 132,923	$ 120,264	$ 132,923		$ 1,531,779

25-26 Attachment B: Required Documentation and Submission Timelines

For Educational Purposes only

Fiscal (F)/ Program (P)		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of insurance policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		hs-ece-Fiscal@sjcoe.net	Integrated, Head Start (HS) By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		hs-ece-Fiscal@sjcoe.net	HS By October 15th * Provisions Apply - see 4.1 & 4.2 Integrated By October 15th * Provisions Apply - see 4.1 & 4.2 By April 15th * Provisions Apply - see section 7 CCTR, CSPP By April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		SJCOE-AP@sjcoe.net	By the 5th day of every month

F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ hs-ece-Fiscal@sjcoe.net	Integrated Within 10 days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		By the 10th day of every month for the month prior
F	8	Copy of CACFP/NSLBP review reports, proposed corrective action plans if applicable, and any correspondence.		hs-ece-Fiscal@sjcoe.net	Within 10 days of receipt
F	9	Non-Federal Share Monthly Summary Report		hs-ece-Fiscal@sjcoe.net	Integrated, HS By the 15th of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of one-time funding amounts identified in this or amendments to this agreement - HS)		hs-ece-Fiscal@sjcoe.net	By the 15th of every month
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th and August 15th CCTR, CSPP By August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		hs-ece-Fiscal@sjcoe.net	Within 5 days of receipt
F	13	Final Agency Invoice		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th for the prior fiscal year CCTR, CSPP By September 15th for the prior fiscal year
F	14	Enrollment and Attendance Reporting	PA CP	hs-ece-Fiscal@sjcoe.net	Sign-in/out on file at Partner

		(confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)			Attendance and Enrollment on file in ChildPlus CCTR, CSPP CD 9500 Report due by the 3rd day of the month for the prior month
F	15	Credit Card charges report and supporting documentation		hs-ece-Fiscal@sjcoe.net	Quarterly Submission for the three months prior February, May, August, November
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program start date Upon the hiring of new staff
P	3	Written notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours
P	4	Written notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours

		other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuses of funds, service, or conflict of interest complaint or investigation			
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of monitoring results and completed Program Self Evaluation (PSE) documents/activities and other components as applicable/requested.	G		By May 1st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days.	G		By May 1st for the subsequent program year
P	8	Copies of Staff and Parent Handbooks	G		By May 1st for the subsequent program year Within 5 days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster funded through the contract (in part or fully), including titles, pay rate, and assigned location.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	11	Staffing Patterns for each classroom demonstrating classroom coverage including employee name and position, start/end times, and break/lunch times.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	12	Emergency Preparedness Plan for the agency, including each funded site and a LIC 610 Form for each funded site	G		Prior to the first day of the program start

					Within 5 days of changes or updates
P	13	Copy of new and updated Center Licenses	G		New licenses- upon receipt and prior to the facility serving enrolled children Updated licenses- Prior to the first day of providing services to children
P	14	Completed Health and Safety Screeners for each funded site/classroom	G		Integrated, HS Prior to the first day of providing services to children
P	15	Written procedures and policies for self-monitoring of program and fiscal operations including but not limited to monitoring indicators, schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	16	Evidence of professional development and site-level supervisory activities (ex. team meetings, reflective supervision support, or onboarding of new staff) such as communication plan, sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th of each month for the prior month
P	17	Daily sign-in and out sheets are completed (i.g., parents/guardians signed child(ren) in and out with full signature and exact time of arrival and departure), and attendance is entered into Child Plus using approved codes	PA		Daily
P	18	Personnel Report (LIC 500) forms that include all facility personnel assigned to the location and those who provide backup and support for the facility.	G		By the 25th of each month
P	19	Notification of personnel changes of all management staff, including site-level supervisors		Division Director - EES Director - ECE Director - HSSJ	Within 2 days of the change

P	20	Active Supervision Plan, Zoning Maps with staff location, napping maps, and Daily Classroom Schedules for each classroom	G		Within 30 days of the start of the program and within 5 days of any changes
P	21	Documentation of agency-level meetings Board, Parent Advisory Committee (PAC), Policy Council (as applicable), including agendas, minutes, sign-in sheets, handouts (when applicable), and calendar showing dates, times, and locations	G		Meeting calendar showing scheduled events within 30 days of the program start Agendas, sign-in sheets, and handouts within 5 days of meeting dates
P	22	Family Language Instrument and Family Interest Interview completed during enrollment and stored in child's file.	PA		Available for review within 30 days of the child's enrollment date
P	23	Program Self-Evaluation system that builds on the prior year's plan and details relevant activities and timelines throughout the current year	G		By August 2nd Within 5 days of any changes or updates
P	24	Family Support and Engagement Plan that details the services and strategies used to engage and support parents and families, and Evidence of Implementation of the Plan, including agency/site schedules, agendas showing topics of discussion, sign-in sheets, and handouts	PA G		By August 2nd Within 5 days of any changes or updates Evidence is available for review by the 5th of each month following the event
P	25	CDSS-CDMIS CDD-801A Electronic Transfer Status Report	G		CCTR Due date as stated by the CDSS-CDMIS for the prior month
P	26	Desired Results Developmental Profile (DRDP) including anecdotal notes documenting mastery over time and in different settings for each enrolled child, Parent Conferences schedule and forms, and Goal Planning documentation (individually/classroom level)	CP		Based on identified collection periods

P	27	Evidence of a minimum of 2 educational home visits completed per family in compliance with established procedures and timelines	CP		Integrated, HS By the 5th business day of completion
P	28	Plan of Action for EESD Monitoring Reports requiring correction, including the plan detailing specific steps, responsible party, timeline, and evidence of completion in compliance with established procedures and timelines	CP G		Based on timelines on each report and action plan
P	29	CDMIS Spreadsheet	G		Integrated, CSPP, CCTR By the 10th day of August, November, February, and May
P	30	Reconciliation of Program Information Report (PIR) Data	CP		Integrated, HS, EHS Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		Integrated, HS, EHS Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment upon request	G		Integrated, HS, EHS Based on the annual community assessment schedule
P	33	Procedures for all component areas available upon request	PA		Available for review prior to the first day of the program start
P	34	Submit California Preschool Data Collection (CAPSDAC) spreadsheets and ChildPlus reports 2215, 2115	G		Integrated, CSPP By the 8th of the month for the prior month

Continued Funding – Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR and CSPP: Projection Worksheets		hs-ece-Fiscal@sjcoe.net	Integrated, HS, EHS Preliminary PPAP October 15th for the subsequent program year Final PPAP - December 4th for the subsequent program year Integrated, CCTR, CSPP Preliminary Projection Worksheet April 1st for the subsequent fiscal year Final Projection Worksheet May 1st for the subsequent fiscal year
F/P	2	Supporting documents for continued refunding applications, including but not limited to: -timely responses to information requests from SJCOE -organizational chart -budgets for the next program year -calendar for the next program year -program narrative	G		Integrated, CCTR, CSPP September 30th CCTR, CSPP Two weeks before the submission date to the CDE or CDSS
P	3	Copies of all Job Descriptions for positions funded (in part and fully) through the SJCOE Cooperative Agreements	G		August 2nd of the program year Within 5 days of changes or updates

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Assistant Director-Program

Date: August 13, 2025

Subject: *Agenda Item 4d*: Retroactive Approval for 2025-26 SJCOE Cooperative Agreement for CSPP Funding– **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to renew our cooperative agreement with the San Joaquin County Office of Education (SJCOE) for California State Preschool (CSPP) funds. This funding supports the blending of CSPP funding with CAPK's SJCOE Head Start Partnership funds to provide center-based services for children of families needing childcare for 8 hours or longer to work, attend school, or job training.

The original contract and partnership with SJCOE began last year and we are currently working to build the infrastructure to open this program option to full capacity. This new agreement is for the funding period of July 1, 2025, through June 30, 2026. The agreement was obtained by the county August 7, 2025 and will require retroactive approval. The amount of funding is $2,250,612. The San Joaquin program is expecting to reach full enrollment in this new school year.

Recommendation: Staff recommends the Board of Directors retroactively approve the renewal of the San Joaquin County Office of Education CSPP Cooperative Agreement for the SJC program for the July 1, 2025, through June 30, 2026, funding period and authorize the Chief Executive Officer to execute the contract and any amendments throughout the duration of the contract term.

Attachment:
SJCOE CSPP 2025-26 Cooperative Agreement

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and Community Action Partnership Kern headquartered at 1300 18th Street, Suite 200 Bakersfield, CA 93301, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the California State Preschool program (CSPP) during the period of July 1, 2025 through June 30, 2026. Funding to OFFICE is provided by the California Department of Education – Early Education Division, hereinafter referred to as EED. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority
   Funding for this contract is authorized under California State Preschool Program – CSPP-5xxx.

2. Maximum Reimbursable Amount (MRA)

   SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of $2,250,612 of state contract funds.

   Maximum administrative rate is 8.5% of allowable expenditures.

3. Service Requirements

   To be eligible to receive the maximum reimbursable amounts listed in section 2, SUBCONTRACTOR is required to earn 45,800.0 of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Sheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected. Should EED provide a "Hold Harmless" period, earnings requirement will be adjusted accordingly.

   SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate
   The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE reported on page one of the monthly CDFS 9500 is $49.14.

   The rate at which the collected family fees shall be earned is $55.27.

5. Minimum Days of Operation (MDO)
   SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of 242. Any changes to the approved MDO must be requested of and approved by OFFICE. Upon approval of any changes to MDO, notification will be provided to all affected families within 24 hours.

6. Maximum Dollar Allocations

   All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or

for failure to perform or meet standards or regulations. A review will be held after the submission of the December invoice to determine if reductions to the funded amounts should be amended.

7. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in equipment if $5,000 or more or construction/renovation if $10,000 or more, requires prior written approval from OFFICE and EED. Should prior EED approval be required, SUBCONTRACTOR must submit to OFFICE a description of the need for the purchase, three quotes for the purchase, the recommended vendor from the submitted quotes, and a completed CD2703 form. No purchase can occur until the approval from EED is received by OFFICE.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

8. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement as Attachment B.

9. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

10. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, EED, California Department of Social Services Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates. and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff. Furthermore, OFFICE expects SUBCONTRACTOR to respond to communication and submit required invoices and reports and requests for information, clarification and/or documentation in a timely, accurate manner.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:
(1) participating in the Quality Rating and Improvement System (QRIS) program;
(2) effectively addressing issues related to culture, diversity, and equity;
(3) fostering relationships, interactions, and guidance at all levels;
(4) engaging families and communities;
(5) including children with disabilities or other special needs;
(6) promoting health, safety and nutrition;
(7) assessing children's development and learning;
(8) intentionally planning the learning environment and curriculum;
(9) supporting professionalism and continuous learning; and
(10) effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and EED directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Food Program

SUBCONTRACTOR assures that all eligible CSPP enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement.

SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non-renewal, or termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of $1,000.000. Should such SUBCONTRACTOR fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.

13.4. SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.

13.5. SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to EED's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

15. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by EED or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment C – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment C in a complete, accurate, and timely manner shall be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

16. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

17. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Evaluation

18.1. OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

18.2. Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORs who will participate as part of the Program Evaluation process.

18.3. SUBCONTRACTOR will establish and maintain a physical and/or electronic Compliance Monitoring Review box that includes all required information, documents, and files for each classroom/site that is available for review at any time.

18.4. SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible to develop a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

19. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to EED. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

20. Maintenance of Records

20.1. SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

20.2. SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.

20.3. SUBCONTRACTOR shall permit OFFICE and/or agents of EED to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

20.4. All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

21. Property Management

21.1. Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for EED.

21.2. Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.

21.3. A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

21.4. A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least $500 and a useful shelf life of over 1 year that were purchased with EED funds:

- Description, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Source(s) of funding used to purchase
- Percent of EED funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data (including date of disposal and sale price, if applicable)

21.5. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

21.6. The EED definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of $5,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with EED funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $5,000 or more shall include 3 price quotes. All equipment purchases of $7,500 must be approved by EED prior to purchase.

21.7. Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year.

22. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

22.1. SUBCONTRACTOR may have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.

22.2. Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.

22.3. SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

Should an extension for submission of the monthly invoice be necessary, a request should be made to the Coordinator – Business Services before the due date. For invoices for the months of September, December, March, and June no extensions can be granted due to report filing deadlines.

22.4. Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

22.5. OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld, and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

22.6. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.

22.7. SUBCONTRACTOR shall submit all final invoices as required in Section 15 and Attachment C.

22.8. SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.

22.9. The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

1. Is the SUBCONTRACTOR an employee of the OFFICE? Yes ☐ No ☐

2. Have any SUBCONTRACTOR employees previously been employed by the OFFICE? Yes ☐ No ☐

3. Are any SUBCONTRACTOR employees a California Public Employees Retirement System (CalPERS) or California State Teachers Retirement System (CalSTRS) member? Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

4. Are any SUBCONTRACTOR employees or subcontractors a CalPERS or CalSTRS retiree? Yes ☐ No ☐

   If yes, which system? CalPERS ☐ CalSTRS ☐

24. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
CDSS Funds Only	Title 5 and Title 22
Head Start and CDSS	Title 5, Title 22, and Head Start Performance Standards

25. Audit Requirements

25.1. SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.

25.2. SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.

25.3. SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.

25.4. SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

26. Subcontracting

26.1. No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.

26.2. All subcontracts are subject to audit as required by OFFICE.

26.3. The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or EED.

26.4. SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, SUBCONTRACTORs, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

26.5. The SUBCONTRACTOR, and the agents and employees of the SUBCONTRACTOR, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

26.6. SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

27. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

28. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

29. Termination of the Agreement

29.1. Termination for Convenience

a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and

supplies with a purchase price of $500 or more and/or a shelf life of over one year purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

29.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

a. SUBCONTRACTOR has been determined to have one or more deficiencies in a single review conducted by OFFICE;

b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.

c. SUBCONTRACTOR has had one or more CCLD license revocation of operated child care centers;

d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;

e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement;

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

29.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Board misconduct
f. Misuse of funds

g. Denial of access to authorized representatives of the OFFICE, EED, or any of their agents to all program-related or fiscal records during normal business hours.
h. Lack of fiscal accountability.
i. Unsatisfactory performance under terms and conditions of this agreement.
j. Failure to complete and submit a timely audit of the prior year agreement.

29.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of EED funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

29.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

30. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFCE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

31. Nondiscrimination Requirements

31.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor Office and its SUBCONTRACTORs shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and SUBCONTRACTORs shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and SUBCONTRACTORs shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its SUBCONTRACTORs shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

31.2. SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

31.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

31.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

32. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial

interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

33. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

34. Americans with Disabilities Act

SUBCONTRACTOR certifies that is shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

35. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

36. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

37. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USD 1251-1387).

38. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

39. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and SUBCONTRACTORs. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and SUBCONTRACTORs.

40. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other

uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

41. Amendment/Alteration of Agreement

41.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

41.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or EED.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof, OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July 2025.

COMMUNITY ACTION PARTNERSHIP KERN:	SAN JOAQUIN COUNTY OFFICE OF EDUCATION:
JEREMY TOBIAS, CHIEF EXECUTIVE OFFICER	TROY A. BROWN, Ed.D. COUNTY SUPERINTENDENT OF SCHOOLS By: Warren Sun, Division Director Operations and Support Services
Signature	Signature
Date	Date

• Project Manager Authorization •

Total Contract Amount: $ 2,250,612

Budget Account Number: 12- 6105-0-8500-1000-5809-700-7765 = $25,000

Budget Account Number: 12-6105-0-8500-1000-5100-700-7765 = $2,225,612

Budget Account Number: 12-5025-0-8500-1000-5100-700-7752 = $0

Project Manager's Signature | Date

• Certification Regarding Debarment, Suspension, or Ineligibility

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or SUBCONTRACTORs:

1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, 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 preforming a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph 2 (above) of this section; 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.

Project's Manager Signature | SUBCONTRACTOR Signature

• Fingerprinting Certification •

I hereby certify that the SUBCONTRACTOR for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Project Manager's Signature | Date

• San Joaquin County Office of Education •

Contract Manager's Signature | Date

Contractor Certification of Criminal Background Check

Community Action Partnership Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated July 1, 2025 and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

July 1, 2025
Date of Agreement

Community Action Partnership Kern
Name of Business

Signature of Contractor/Consultant

Title of Person Signing Certification

ATTACHMENTS:

1. Attachment A – CDE Earnings Projection Sheet
2. Attachment B –Required Documentation and Submission Timelines

CSPP CDE Projection Worksheet - Initial
2025-26

Contract	CSPP
CDE	45,800.0000
Rate	$ 49.14
MRA	$ 2,250,612
Family Fees	$ 300
Contract to Earn	$ 2,250,912
CDE's needed	45,806

Site	Slots	Daily CDE	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total	Total CDE
Marci Massei A	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Lathrop A	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Tiny Powers A	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Tiny Powers B	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Plaza A	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Plaza B	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
University Park A	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
University Park B	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
Univeristy Park C	17	25.4000	0	21	21	23	17	20	20	18	22	21	19	21	223	5,664.200
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
		0.0000													0	-
	153	228.6														50,977.8000
Monthly Projected CDE			-	4,800.600	4,800.600	5,257.800	3,886.200	4,572.000	4,572.000	4,114.800	5,029.200	4,800.600	4,343.400	4,800.600		50,977.800
Projected Vacancy Rate:																10.000000%
Net Projected CDE			-	4,320.540	4,320.540	4,732.020	3,497.580	4,114.800	4,114.800	3,703.320	4,526.280	4,320.540	3,909.060	4,320.540		45,880.020
Monthly Projected Earnings			$ -	$ 212,311	$ 212,311	$ 232,531	$ 171,871	$ 202,201	$ 202,201	$ 181,981	$ 222,421	$ 212,311	$ 192,091	$ 212,311		$ 2,254,541

25-26 Attachment B: Required Documentation and Submission Timelines

For Educational Purposes only

Fiscal (F)/ Program (P)		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of insurance policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		hs-ece-Fiscal@sjcoe.net	Integrated, Head Start (HS) By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		hs-ece-Fiscal@sjcoe.net	HS By October 15th * Provisions Apply - see 4.1 & 4.2 Integrated By October 15th * Provisions Apply - see 4.1 & 4.2 By April 15th * Provisions Apply - see section 7 CCTR, CSPP By April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		SJCOE-AP@sjcoe.net	By the 5th day of every month

F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ hs-ece-Fiscal@sjcoe.net	Integrated Within 10 days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		By the 10th day of every month for the month prior
F	8	Copy of CACFP/NSLBP review reports, proposed corrective action plans if applicable, and any correspondence.		hs-ece-Fiscal@sjcoe.net	Within 10 days of receipt
F	9	Non-Federal Share Monthly Summary Report		hs-ece-Fiscal@sjcoe.net	Integrated, HS By the 15th of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of one-time funding amounts identified in this or amendments to this agreement - HS)		hs-ece-Fiscal@sjcoe.net	By the 15th of every month
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th and August 15th CCTR, CSPP By August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		hs-ece-Fiscal@sjcoe.net	Within 5 days of receipt
F	13	Final Agency Invoice		hs-ece-Fiscal@sjcoe.net	Integrated, HS By March 15th for the prior fiscal year CCTR, CSPP By September 15th for the prior fiscal year
F	14	Enrollment and Attendance Reporting	PA CP	hs-ece-Fiscal@sjcoe.net	Sign-in/out on file at Partner

		(confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)			Attendance and Enrollment on file in ChildPlus CCTR, CSPP CD 9500 Report due by the 3rd day of the month for the prior month
F	15	Credit Card charges report and supporting documentation		hs-ece-Fiscal@sjcoe.net	Quarterly Submission for the three months prior February, May, August, November
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program start date Upon the hiring of new staff
P	3	Written notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours
P	4	Written notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or		Division Director - EES Director - ECE Director - HSSJ	Within 24 hours

		other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuses of funds, service, or conflict of interest complaint or investigation			
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of monitoring results and completed Program Self Evaluation (PSE) documents/activities and other components as applicable/requested.	G		By May 1st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days.	G		By May 1st for the subsequent program year
P	8	Copies of Staff and Parent Handbooks	G		By May 1st for the subsequent program year Within 5 days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster funded through the contract (in part or fully), including titles, pay rate, and assigned location.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	11	Staffing Patterns for each classroom demonstrating classroom coverage including employee name and position, start/end times, and break/lunch times.	G		Prior to the first day of the program start Within 5 days of changes or updates
P	12	Emergency Preparedness Plan for the agency, including each funded site and a LIC 610 Form for each funded site	G		Prior to the first day of the program start

					Within 5 days of changes or updates
P	13	Copy of new and updated Center Licenses	G		New licenses- upon receipt and prior to the facility serving enrolled children Updated licenses- Prior to the first day of providing services to children
P	14	Completed Health and Safety Screeners for each funded site/classroom	G		Integrated, HS Prior to the first day of providing services to children
P	15	Written procedures and policies for self-monitoring of program and fiscal operations including but not limited to monitoring indicators, schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	16	Evidence of professional development and site-level supervisory activities (ex. team meetings, reflective supervision support, or onboarding of new staff) such as communication plan, sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th of each month for the prior month
P	17	Daily sign-in and out sheets are completed (i.g., parents/guardians signed child(ren) in and out with full signature and exact time of arrival and departure), and attendance is entered into Child Plus using approved codes	PA		Daily
P	18	Personnel Report (LIC 500) forms that include all facility personnel assigned to the location and those who provide backup and support for the facility.	G		By the 25th of each month
P	19	Notification of personnel changes of all management staff, including site-level supervisors		Division Director - EES Director - ECE Director - HSSJ	Within 2 days of the change

P	20	Active Supervision Plan, Zoning Maps with staff location, napping maps, and Daily Classroom Schedules for each classroom	G		Within 30 days of the start of the program and within 5 days of any changes
P	21	Documentation of agency-level meetings Board, Parent Advisory Committee (PAC), Policy Council (as applicable), including agendas, minutes, sign-in sheets, handouts (when applicable), and calendar showing dates, times, and locations	G		Meeting calendar showing scheduled events within 30 days of the program start Agendas, sign-in sheets, and handouts within 5 days of meeting dates
P	22	Family Language Instrument and Family Interest Interview completed during enrollment and stored in child's file.	PA		Available for review within 30 days of the child's enrollment date
P	23	Program Self-Evaluation system that builds on the prior year's plan and details relevant activities and timelines throughout the current year	G		By August 2nd Within 5 days of any changes or updates
P	24	Family Support and Engagement Plan that details the services and strategies used to engage and support parents and families, and Evidence of Implementation of the Plan, including agency/site schedules, agendas showing topics of discussion, sign-in sheets, and handouts	PA G		By August 2nd Within 5 days of any changes or updates Evidence is available for review by the 5th of each month following the event
P	25	CDSS-CDMIS CDD-801A Electronic Transfer Status Report	G		CCTR Due date as stated by the CDSS-CDMIS for the prior month
P	26	Desired Results Developmental Profile (DRDP) including anecdotal notes documenting mastery over time and in different settings for each enrolled child, Parent Conferences schedule and forms, and Goal Planning documentation (individually/classroom level)	CP		Based on identified collection periods

P	27	Evidence of a minimum of 2 educational home visits completed per family in compliance with established procedures and timelines	CP		Integrated, HS By the 5th business day of completion
P	28	Plan of Action for EESD Monitoring Reports requiring correction, including the plan detailing specific steps, responsible party, timeline, and evidence of completion in compliance with established procedures and timelines	CP G		Based on timelines on each report and action plan
P	29	CDMIS Spreadsheet	G		Integrated, CSPP, CCTR By the 10th day of August, November, February, and May
P	30	Reconciliation of Program Information Report (PIR) Data	CP		Integrated, HS, EHS Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		Integrated, HS, EHS Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment upon request	G		Integrated, HS, EHS Based on the annual community assessment schedule
P	33	Procedures for all component areas available upon request	PA		Available for review prior to the first day of the program start
P	34	Submit California Preschool Data Collection (CAPSDAC) spreadsheets and ChildPlus reports 2215, 2115	G		Integrated, CSPP By the 8th of the month for the prior month

Continued Funding – Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR and CSPP: Projection Worksheets		hs-ece-Fiscal@sjcoe.net	Integrated, HS, EHS Preliminary PPAP October 15th for the subsequent program year Final PPAP - December 4th for the subsequent program year Integrated, CCTR, CSPP Preliminary Projection Worksheet April 1st for the subsequent fiscal year Final Projection Worksheet May 1st for the subsequent fiscal year
F/P	2	Supporting documents for continued refunding applications, including but not limited to: -timely responses to information requests from SJCOE -organizational chart -budgets for the next program year -calendar for the next program year -program narrative	G		Integrated, CCTR, CSPP September 30th CCTR, CSPP Two weeks before the submission date to the CDE or CDSS
P	3	Copies of all Job Descriptions for positions funded (in part and fully) through the SJCOE Cooperative Agreements	G		August 2nd of the program year Within 5 days of changes or updates

MEMORANDUM

To: Budget & Finance Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: August 13, 2025

Subject: *Agenda Item 4e:* City of Bakersfield – Strategic Growth Council Transformative Climate Communities (TCC) Low-Income Energy Efficiency Program Agreement (Strategy 4) - **Action Item**

Overview: Community Action Partnership of Kern (CAPK), in partnership with the City of Bakersfield, has been selected to implement the Low-Income Energy Efficiency Program under the State-based entity Strategic Growth Council (SGC) - Transformative Climate Communities (TCC) – Southeast Strong Initiative. CAPK is the designated Lead Entity for this project and will enter into subrecipient agreements with GRID Alternatives and Kern Community College District (KCCD) to carry out the major components of the program.

The contract term extends through March 10, 2029, with a total value of $4,630,005.60. Of this amount, $2,179,988.69 is allocated to CAPK, $802,710.10 to Kern Community College District (KCCD), and $1,647,306.81 to GRID Alternatives.

Project Scope: As described in Exhibit A of the contract:

- CAPK will provide weatherization services to 50 single-family homes in the Bakersfield TCC Project Area, targeting energy efficiency improvements that reduce utility costs by more than 50%.
- GRID Alternatives will install solar photovoltaic systems on 47 homes, with projected savings of $50–$75 per month per household.
- KCCD will train and certify 249 students in solar installation, contributing to local workforce development and climate resiliency.

Together, these efforts aim to reduce energy consumption, lower emissions, and improve economic outcomes for low-income households while strengthening the local green workforce pipeline.

Recommendation:
Staff recommends Board approval of the attached City of Bakersfield Transformative Climate Communities (TCC) – Southeast Strong Initiative under Strategy 4: Low-Income Energy Efficiency Program Contract, and authorization for the Chief Executive Officer to sign the agreement and any subsequent amendments throughout the contract term, including the sub-agreements with GRID Alternatives and Kern Community College District (KCCD).

Attachment:
City of Bakersfield – Strategic Growth Council (SGC) Transformative Climate Communities Agreement with Community Action Partnership of Kern

AGREEMENT NO. _____

TRANSFORMATIVE CLIMATE COMMUNITIES AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP OF KERN

This **AGREEMENT** is made and entered into on _____, by and between **CITY OF BAKERSFIELD**, a California charter city and municipal corporation ("CITY" herein) and **COMMUNITY ACTION PARTNERSHIP OF KERN**, a nonprofit public benefit corporation authorized to do business in California ("SUBRECIPIENT" herein). CITY and SUBRECIPIENT are collectively referred to as "Parties" herein.

RECITALS

WHEREAS, the California Legislature appropriated $160 million from the general fund in fiscal year 2022/2023 to support the Transformative Climate Communities Grant Program ("TCC" herein) administered by the Strategic Growth Council ("SGC" herein) in partnership with the California Department of Conservation; and

WHEREAS, on March 8, 2023, the SGC released a Notice of Funding Availability ("NOFA" herein) for eligible applicants to apply for up to $99.2 million in TCC funds, inclusive of $88,500,000 to be made available for implementation grants; and

WHEREAS, on August 1, 2023, CITY submitted an application for TCC funds for what is referred to as the Southeast Strong Initiative (herein "PROJECT"), which plans to fund multiple improvement projects in Southeast Bakersfield; and

WHEREAS, on December 14, 2023, the SGC awarded CITY $22,125,000 in TCC funds for implementation of the PROJECT; and

WHEREAS, on March 10, 2025, CITY entered into a Grant Agreement with the SGC which established CITY as Lead Grantee for the $22,125,000 TCC grant funds and identifies CITY as the responsible entity for compiling and submitting all invoices and reporting documents to the SGC related to the PROJECT; and

WHEREAS, CITY intends to designate several subrecipients to assist with implementation of the PROJECT; and

WHEREAS, SUBRECIPIENT has been identified to serve as one of the several entities responsible for the PROJECT's Low-Income Energy Efficiency Program.

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

1. **SCOPE OF WORK.** SUBRECIPIENT shall be responsible for administering the Low-Income Energy Efficiency Program, as provided in **Exhibit "A"** attached hereto and incorporated by reference herein, in a manner satisfactory to CITY ("Scope of Work"). The Scope of Work shall include all items and procedures necessary to properly complete the task SUBRECIPIENT has been hired to perform, whether specifically included in the Scope of Work or not. CITY agrees to make grant funds available to SUBRECIPIENT for administration and reporting of Program Activities as stated in **Exhibit "A"**.

2. **COMPENSATION.** Compensation for all work, services, or products called for under this Agreement shall consist of a reimbursement payment(s) **NOT TO EXCEED FOUR MILLION SIX HUNDRED THIRTY THOUSAND FIVE DOLLARS AND SIXTY CENTS ($4,630,005.60)**.

CITY will pay SUBRECIPIENT within thirty (30) days after SUBRECIPIENT submits an itemized invoice for the portions of the Scope of Work completed and that invoice is approved by CITY. The Compensation will be the total amount paid to SUBRECIPIENT for performing the Scope of Work and includes, but is not limited to, all out-of-pocket costs and taxes. In no case will CITY compensate SUBRECIPIENT more than **$4,630,005.60** (inclusive of Advanced Pay) for performing the Scope of Work. CITY shall pay only the compensation listed unless otherwise agreed to in writing by the Parties.

2.1 **Advanced Payment of Grant Funds.** CITY agrees to distribute advanced pay funds at its discretion upon execution of this Agreement, subject to SUBRECIPIENT compliance with required documentation and submission of reimbursement requests. CITY will pay SUBRECIPIENT within thirty (30) days after CITY receives funds. In no case will CITY compensate SUBRECIPIENT more than **$442,907.00** in advanced pay for performing the Scope of Work. Advanced pay compensation must be used exclusively for approved Program Activities as stated in **Exhibit "A"**.

2.2 **Resource Allocation of Funds.** CITY shall not be obligated to disburse or pay SUBRECIPIENT any funds until and after CITY receives funds from the appropriate governmental source(s). If CITY does not receive such funds, CITY, at its option, may terminate or suspend this Agreement without any liability to SUBRECIPIENT until CITY receives such funds. SUBRECIPIENT shall not be entitled to any damages from CITY if CITY refuses to disburse funds until CITY receives funds, even if SUBRECIPIENT has detrimentally relied upon this Agreement.

2.3 **Reimbursement Payments.** CITY agrees to reimburse "claims for payment" directly to SUBRECIPIENT within thirty (30) days after CITY receives a satisfactory "claim for payment." SUBRECIPIENT shall use the bi-monthly invoicing template attached hereto as **Exhibit "B,"** and

incorporated by reference herein, to properly itemize and document claims for payment to show clearly the items, tasks, or services for which SUBRECIPIENT claims reimbursement setting forth actual expenditures of SUBRECIPIENT in accordance with this Agreement. SUBRECIPIENT shall also describe the basis for computation: cost per hour, cost per weight, cost per task, or other measurement as CITY may specify. CITY may refuse to pay any claim until explained to CITY's satisfaction.

2.3.1 SUBRECIPIENT shall not be reimbursed or otherwise compensated for any expenditures incurred or services provided prior to the Effective Date, or following the earlier of the expiration or termination of this Agreement unless agreed to by CITY. CITY shall only reimburse SUBRECIPIENT for documented expenditures incurred during the Agreement Term that are: (i) reasonable and necessary to carry out the services described in **Exhibit "A**;" (ii) documented by contracts or other evidence of liability consistent with established CITY and SUBRECIPIENT procedures; and (iii) incurred in accordance with all applicable requirements for the expenditure of funds payable under this Agreement.

3. **TERM.** The term of this Agreement shall commence on the date of execution as indicated above, and end on March 10, 2029, unless terminated earlier as provided herein.

4. **TERMINATION OF AGREEMENT.** CITY reserves the right to terminate this Agreement upon giving SUBRECIPIENT notice of intention to terminate at least thirty (30) days prior to the effective date of the termination. CITY shall only convey to SUBRECIPIENT funds for work done prior to the effective date of termination.

5. **COMPLIANCE WITH ALL LAWS.** SUBRECIPIENT shall, at SUBRECIPIENT's sole cost, comply with all of the requirements of municipal, state and federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all municipal ordinances and state and federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation:

5.1. **Federal Laws.** SUBRECIPIENT shall obey all federal regulations and guidelines now or hereafter enacted pursuant now or hereafter in effect, and CITY's regulations now or hereafter enacted to facilitate administration applicable to the PROJECT. SUBRECIPIENT shall become familiar with the appropriate statutes, regulations, and guidelines governing the PROJECT.

5.2. **Prevailing Wage.** If applicable SUBRECIPIENT shall pay prevailing wages to all workers employed on public works projects, as defined by California Labor Code. Upon request by CITY, when required per the California Labor Code, SUBRECIPIENT must submit to CITY proof of Department of Industrial Relations (DIR) registration of the PROJECT.

5.3. **Local Laws.** All municipal codes and CITY regulations apply to this Agreement and SUBRECIPIENT performing the work. Permits must be obtained from CITY, including, but not limited to, the Building, Planning and/or Public Works Departments for all work requiring permits. Reimbursement payments will not be processed until all code or permit compliance has been completed by SUBRECIPIENT and approved by CITY.

5.4. **City Tax Certificate.** SUBRECIPIENT shall obtain a CITY business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.

5.5. **Nondiscrimination.** SUBRECIPIENT shall not discriminate or segregate against any person or group of persons on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran statusy in the performance of this Agreement or use of the property.

5.6. **Miscellaneous.** SUBRECIPIENT shall comply with all applicable programmatic requirements as required from the State of California in the implementation of the TCC program. Those requirements are stated in Standard Agreement No. SGC23129 between CITY and the State of California, as listed in **Exhibit "C"** attached hereto and incorporated by reference herein. Nothing in this Agreement shall be construed to require the SUBRECIPIENT to comply with CITY obligations as stated within **Exhibit "C."**

6. **REPORTING REQUIREMENTS.** SUBRECIPIENT shall provide CITY with the following Metrics/Reporting items on a bi-monthly basis, starting upon execution of this Agreement, in a format and method to be specified by the SGC. Items to be reported on are shown in **Exhibit "D"** attached hereto and incorporated by reference herein. In addition, SUBRECIPIENT will submit an annual report documenting progress in meeting program objectives as described in **Exhibit "E"** attached hereto and incorporated by reference herein.

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6.1. **Close-Outs.** SUBRECIPIENT's obligation to CITY shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to, making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to CITY), and determining the custodianship of records. Final payment request(s) under this Agreement must be received by Recipient no later than thirty (30) days from the earlier of the expiration date or termination date of this Agreement. No payment request will be accepted by Recipient after this date without authorization from Recipient.

6.2. **Audits and Inspections.** All SUBRECIPIENT records with respect to any matters covered by this Agreement shall be made available to CITY, its designee or the State of California, at any time during normal business hours, as often as CITY deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by SUBRECIPIENT within thirty (30) days of receipt. Failure of SUBRECIPIENT to comply with the above audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. SUBRECIPIENT hereby agrees to have an annual audit conducted at CITY's request.

6.2.1. SUBRECIPIENT must maintain copies of PROJECT records during the grant term and for four (4) years following the termination of the Agreement. The State of California retains the right to conduct an audit each year during the grant term and up to four (4) years after the grant term.

7. **LOBBYING.** SUBRECIPIENT certifies that no TCC grant funds will be paid by or on behalf of SUBRECIPIENT, to any person for influencing or attempting to influence an officer or employee of any local, state, or federal agency or office, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress.

8. **INDEPENDENT CONTRACTOR.** This Agreement calls for the performance of the services of SUBRECIPIENT as an independent contractor. SUBRECIPIENT is not an agent or employee of CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with SUBRECIPIENT other than that of an independent contractor.

9. **INDEMNITY.** SUBRECIPIENT shall indemnify, defend, and hold harmless CITY, its officers, agents, and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever,

arising out of, connected with, or caused by SUBRECIPIENT, SUBRECIPIENT's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct. This provision shall survive the expiration or termination of this Agreement.

10. INSURANCE.

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

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

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

10.3.1. Provide contractual liability coverage for the terms of this Agreement; and

10.3.2. Provide products and completed operations coverage; and

10.3.3. Provide premises, operations, and mobile equipment coverage; and

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

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

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

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

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

10.5. General Provisions Applying to All Insurance Types.

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

10.5.2. All policies required of SUBRECIPIENT must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council, officers, agents, employees, and designated volunteers must be excess of SUBRECIPIENT's insurance and must not contribute with it.

10.5.3. The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A-:VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A-:VII, must be declared prior to execution of this Agreement and approved by CITY in writing.

10.5.4. The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.

10.5.5. Full compensation for all premiums which the SUBRECIPIENT is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.

10.5.6. It is further understood and agreed by SUBRECIPIENT that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by SUBRECIPIENT in connection with this Agreement.

10.5.7. Unless otherwise approved by CITY, if any part of the Scope of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for SUBRECIPIENT, and all subcontractors must agree in writing to be bound by the provisions of this section.

11. **SUBCONTRACTS.** SUBRECIPIENT shall not enter into any subcontracts with any agency or individual in the performance of this Agreement without the written consent of CITY prior to the execution of such contract.

11.1. SUBRECIPIENT will monitor all subcontracted services on a regular basis to ensure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

11.2. SUBRECIPIENT shall cause all of the provisions of this Agreement in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.

11.3. SUBRECIPIENT shall undertake to ensure all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to CITY along with documentation concerning the selection process.

11.4. SUBRECIPIENT shall subcontract with Grid Alternatives and Kern Community College District for their portions of the Low-Income Energy Efficiency Program.

12. **CONCURRENT REMEDY.** No right or remedy herein conferred on or reserved to CITY 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 remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise and may be enforced concurrently therewith or from time to time.

13. **SB 854 COMPLIANCE.** To the extent Labor Code Section 1771.1 applies to this Agreement, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, be subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. The prime contractor is required to post job site notices in compliance with Title 8 California Code of Regulations Section 16451. This PROJECT is subject to compliance monitoring and enforcement by the DIR.

14. **ACCOUNTING RECORDS.** SUBRECIPIENT shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at SUBRECIPIENT's office during the term of this Agreement, and for a period of four (4) years from the date of the final payment hereunder and said records shall be made available to CITY representatives upon request at any time during regular business hours.

15. **ASSIGNMENT.** Neither this Agreement, nor any interest in it, may be assigned or transferred by any party without the prior written consent of all the Parties. Any such assignment will be subject to such terms and conditions as CITY may choose to impose.

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

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17. **CONFLICTS OF INTEREST.** SUBRECIPIENT stipulates that corporately, or individually, SUBRECIPIENT, its employees and sub-recipient agencies have no financial interest in either the success or failure of any project which is dependent upon the result of the work prepared pursuant to this Agreement.

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

19. **DIRECTION.** SUBRECIPIENT retains the right to control or direct the manner in which the services described herein are performed.

20. **EQUIPMENT.** SUBRECIPIENT will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.

21. **EXECUTION.** This Agreement is effective upon execution. It is the product of negotiation, and all Parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

22. **EXHIBITS.** In the event of a conflict between the terms, conditions or specifications set forth in this Agreement and those in exhibits attached hereto, the terms, conditions or specifications set forth in this Agreement shall prevail. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached.

23. **FURTHER ASSURANCES.** Each party shall execute and deliver such papers, documents and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the Parties to this Agreement.

24. **GOVERNING LAW.** The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.

25. **KEY PERSONNEL.** At request of CITY, SUBRECIPIENT shall name all key personnel to be assigned to the work set forth herein. CITY reserves the right to approve key personnel, which approval shall not be unreasonably withheld. Once the key personnel are approved SUBRECIPIENT shall not change such personnel without the written approval of CITY.

26. **LICENSES.** SUBRECIPIENT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for SUBRECIPIENT to practice its profession.

27. **MERGER AND MODIFICATION.** All prior agreements between the Parties are incorporated in this Agreement which constitutes the entire Agreement. Its terms are intended by the Parties as a final expression of their agreement with respect to such terms as are included herein and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. The Parties further intend this Agreement constitutes the complete and exclusive statement of its terms and no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding involving this Agreement. This Agreement may be modified only in a writing approved by the City Council and signed by all the Parties.

28. **NEWS RELEASES/INTERVIEWS.** All news releases, media interviews, testimony at hearings relating to this Agreement by SUBRECIPIENT shall be prohibited unless authorized by CITY.

29. **NON-INTEREST.** No officer or employee of CITY shall hold any interest in this Agreement (California Government Code section 1090).

30. **NOTICES.** All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon depositing in the United States mail. The Parties shall be addressed as follows, or at any other address designated by notice.

CITY: **City of Bakersfield**
Economic and Community
Development Department
1600 Truxtun Avenue
Bakersfield, California 93301

SUBRECIPIENT: **Jeremy Tobias**
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, California 93301

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

32. **REMEDIES.** If SUBRECIPIENT is in default of this Agreement, or any terms of the Grant Application, CITY may, in its sole discretion, immediately exercise any of the following remedies without prejudice to any other remedy CITY may have in law or equity:

32.1. Withhold payment of grant funds and/or issuance of building permits or performance of inspections related to the PROJECT.

32.2. Seek reimbursement of all dispersed grant funds related to the PROJECT.

32.3. Disallow future grant funds to SUBRECIPIENT.

33. **STARTING WORK.** SUBRECIPIENT shall not begin work until authorized to do so in writing by CITY. No work will be authorized until the contract has been fully executed by SUBRECIPIENT and CITY.

34. **SEVERABILITY**. If any provision of this Agreement is found to be invalid, the remaining provisions shall remain in full force and effect.

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

36. **FORCE MAJEURE**. In addition to specific provisions of this Agreement, a party hereunder shall not be deemed to be in default where delays or defaults are due to war, insurrection, strikes, walkouts, riots, floods, earthquakes, fires, casualties, acts of God, governmental restrictions imposed or mandated by governmental entities, enactment of conflicting state or federal laws or regulations, new or supplementary environmental regulations enacted by the state or federal government, or litigation (any of the foregoing, "Force Majeure"). An extension of time for such cause may be mutually agreed upon by the Parties hereunder for the period of the enforced delay or longer.

37. **AMENDMENT**. Any amendment to this Agreement, including to the Approved Services and the Approved Budget, shall be reduced to writing, signed by an authorized representative of each party, and attached to this Agreement.

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

39. **TITLE TO DOCUMENTS.** All documents, plans and drawings, maps, photographs and other papers, or copies thereof prepared by SUBRECIPIENT pursuant to the terms of this Agreement shall, upon preparation, become the property of CITY.

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///
///

40. TAX NUMBERS.

"SUBRECIPIENT's" Federal Tax Identification No. 95-2402760.

"SUBRECIPIENT" is a corporation? Yes X No _____.
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first-above written.

"CITY"
CITY OF BAKERSFIELD

By: _____
KAREN GOH
Mayor

"SUBRECIPIENT"
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
JEREMY TOBIAS
Chief Executive Officer

APPROVED AS TO CONTENT:
ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

By: _____
JENNIFER M. BYERS
Director

APPROVED AS TO FORM:

City Attorney:_____
VIRGINIA GENNARO

Insurance:_____

COUNTERSIGNED:

Finance Director: _____
RANDY MCKEEGAN

VG/blf
S:\Economic&CommunityDevelop\Agr\24-25\TCC CAPK LIEP Partner Agreement_v3.docx
Attachments: Exhibit "A"
Exhibit "B"
Exhibit "C"
Exhibit "D"
Exhibit "E"

EXHIBIT "A"

Scope of Work
Low-Income Energy Efficiency Program – Community Action Partnership of Kern

Scope of Work

Project Description: Community Action Partnership of Kern (CAPK) will implement the Low-Income Energy Efficiency Program and enter into subcontracts with GRID Alternatives and Kern Community College District (KCCD) to provide a range of energy efficiency services under the eligible TCC Strategy 4: Solar, Energy Efficiency, and Appliance Electrification. Key benefits include reduced electrical utility costs for families and workforce training related to solar installation and electrical trades and home weatherization improvements to reduce energy consumption at the property. The goal is to provide a comprehensive energy efficiency package that includes weatherization and solar photovoltaic systems for homes of qualifying families in the identified Bakersfield TCC Project Area.

CAPK will weatherize fifty (50) single family residential dwellings to make these homes more energy efficient. Together, these improvements are designed to save families more than 50% on their monthly utility bills.

GRID will install forty-seven (47) single family residential dwellings with solar photovoltaic electrical generating systems, with a projected average size of 445 kW per home. GRID will qualify all service recipients to ensure homeowners qualify as low-income, in accordance with the requirements of the Strategic Growth Council.

KCCD's workforce training program will train and certify 249 students on solar installation. The goal of the project is to develop a workforce talent pipeline prepared to support the growing demand for solar installation. In doing so, the project will provide in-demand training and pathways to union membership leading to quality jobs in solar technology, made available to participants from traditionally under-represented, underserved and Justice40 communities.

The three Subrecipient organizations will work together on joint marketing materials, outreach, and moving their projects together to further the impact in the community.

Project Workplan/Project Timeframe: Based on the scope of work, eligible activities, deliverables, and timelines will be as follows:

Task	Deliverables	Timeline	Grant Funds	Leverage
Task 1: Grant Administration & Reporting				
A) Provide monthly updates to TCC Program Director	A) Bimonthly invoicing and progress reporting; annual reports	Month 1- Project Completion Period	$181,062.61	$277.20
B) Provide CAPK monthly program review & Evaluation Committee reporting as required	B) Bimonthly summary of program coordination and evaluation			
Task 2: Work Planning & Setup: Personnel and Marketing				
A) Establish a referral system with TCC Subrecipients	A) Documentation of referral plan	Month 1 - Project Completion Period	$79,159.25	$5,525.20
B) Create marketing material	B) Copies of marketing materials			
C) Market weatherization services across multiple mediums	C) Bimonthly description of marketing efforts			
Task 3: Outreach and Community Engagement				
A) Perform outreach to community Subrecipients & Americas Job Center of California for Kern explaining career pathways and training	A) Bimonthly Outreach Summary (date/time/location, number of attendees, summary of outcomes)	Month 1 - Project Completion Period	$202,876.05	$89,985.80
B) Conduct one participant orientation meeting per month explaining career pathways and training	B) 1. Meeting Summary (date/time/location, number of attendees, summary of outcomes) 2. Final Meeting Materials (curriculum, handouts) 3. Publicity Materials (announcements, photos from key events)"			
C) Perform media outreach/inform community. Explain TCC program and promote invitation to attend community engagement events (2-5 events during grant term)	C) Bimonthly outreach summary			
D) Perform bi-annual door to door	D) Bimonthly outreach summary			

canvassing: Explain homeowners benefits of TCC program and promote invitation to attend the community engagement event				
E) Perform quarterly outreach through CBOs: Involve CBOs to increase equal opportunity for community to receive services	E) Bimonthly outreach summary			
F) Perform annual outreach to employers to facilitate job placement for participants	F) Bimonthly outreach summary			
G) Conduct job fairs for each cohort (approximately 27 job fairs) to facilitate job placement for participants	G) Bimonthly Outreach Summary (date/time/location, number of attendees, summary of outcomes)			
Task 4: Recruit and Enroll Participants				
A) Assess & enroll eligible workforce development program participants	A) Bimonthly report on sign-ups and enrollment	Month 1 - Project Completion Period	$429,630.53	$41,596.00
Task 5: Conduct Workforce Trainings				
A) Share curriculum with TCC staff prior to training	A) Curriculum	Month 1		
B) Conduct three Electrical Apprenticeship Readiness trainings per year (Approximately 17 per cohort, 255 participants in total)	B) Certificate of completion for Electrical Apprenticeship Readiness Program			
C) Conduct two solar installation trainings per year (Approximately 16 per cohort, 160 participants in total)	C) Certificate of completion for Solar Installation Training Program	Month 1 - Project Completion Period	$505,670.89	$105,270.50
D) Conduct one EVSE charging station	D) Certificate of completion for Electrical Apprenticeship			

operations and maintenance training (Approximately 13 per cohort, 65 participants in total)	Readiness Program			
Task 6: Single Family Home Weatherization				
A) Perform site visitation and project analysis	Bimonthly pipeline report, including completion dates/status, of: A) Site Visitations B) Site Plans/Designs C) Contracts D) Inspections E) Weatherization improvements (Notice of completion or other documentation of substantial completion) E) Evaluations	Month 1 - Project Completion Period	$1,712,816.82	$0
B) Complete Site Plans, Design, Structural, Electrical and Site Safety plan				
C) Staff review and follow up on completion of contract documentation and review with homeowner prior to receiving services				
D) Operational equipment checks				
E) Weatherize 50 homes (installation of low-flow showerheads, ceiling fans with LED lights, weatherstripping, addressing homes' heating and cooling needs, appliance replacement, etc.). Evaluation of work upon completion.				
F) Delivers warranty and maintenance information & educate client on becoming better energy consumers	F) Copy of educational materials provided			
Task 7: Single Family Solar Install				
A) Perform site visitation and project analysis	Bimonthly pipeline report, including completion dates/status, of: A) Site Visitations B) Site plans/designs &			
B) Complete Site Plans, Design, Structural,				

Electrical and Site Safety Plan & acquire permitting and installation approvals – Submit permit packets to City of Bakersfield Planning Department for review	completed permits/approvals C) Completed contracts E) Inspections, completion reports, and utility interconnection.	Month 1 - Project Completion Period	$1,494,054.79	$1,255,938
C) Review contract - Perform Staff review and follow up on completion of contract documentation, and review with homeowner prior to receiving services				
D) Complete solar installations and perform post-installation inspections.				
E) Coordinate interconnection services in partnership with local utility company PG&E or SCE. Receive operating permission for solar system from local utility PG&E or SCE	F) Confirmation of interconnection			
G) Deliver warranty and maintenance information & client educational materials on becoming better energy consumers	G) Copy of educational materials provided			

Budget Narrative: As part of the Solar and Energy Efficiency Program, CAPK will receive FOUR MILLION SIX HUNDRED AND THIRTY THOUSAND AND FIVE DOLLARS AND 60/100 CENTS ($4,630,005.60) to complete the Low-Income Energy Efficiency Program. In addition, CAPK will subcontract with GRID Alternatives and KCCD for their portions of the program. A summary budget is as follows:

SUBRECIPIENT	Total Budget	TCC Funding	Leverage
KCCD	$921,544.52	$ 802,710.10	$ 118,834.42
GRID Alternatives	$3,020,328.92	$ 1,647,306.81	$ 1,373,022.11
CAPK	$921,834.42	$ 2,179,988.69	$ 6,741.80
Total	$6,128,603.93	$ 4,630,005.60	$ 1,498,598.33

Invoicing Process: CAPK shall submit bi-monthly invoices for all costs incurred within the previous two-month cycle for all cost related to the program's implementation. Invoices shall be submitted using **Exhibit "B"** or an approved equivalent and shall provide all necessary backup documentation verifying the costs incurred, including, but not limited to timesheets, invoices, and purchase orders. CAPK, and all subcontractors, shall maintain all records for a period of four years after completion of the project. All invoices shall be submitted by the 10th day of the month following the completion of the bi-monthly invoice period for which costs were incurred, and reimbursement is being requested.

Reporting Requirements: CAPK agrees to submit bi-monthly progress to support the CITY's ongoing efforts to report all expenditure and reporting progress to the Strategic Growth Council and the Department of Conservation, as well as information for the annual reporting of objectives as stated in **Exhibit "D"** and **Exhibit "E"**.

EXHIBIT "B"
BI-MONTHLY INVOICE FORM
[TO BE PRINTED ON GRANTEE LETTERHEAD]

Date: _____

TRANSFORMATIVE CLIMATE COMMUNITIES PROGRAM
IMPLEMENTATION GRANT - BIMONTHLY INVOICE SUMMARY

Grantee:		Grant Number:	
TCC Project Name:		Round #:	
Period #:	Reporting Period Dates:	[START DATE]	[END DATE]
Authorized Signatory: (Name)		(Position)	
By my signature below, I certify that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this invoice for reimbursement, and any accompanying supporting documents, for the above-mentioned Program are true and correct to the best of my knowledge, an all disbursements have been made for the purposes and conditions as outlined in the Grant Agreement.			
Signature:		Date:	

TCC Grant Element	Amount
Grantee Costs	
Project #1	
Project #2	
Project #3	
Project #4	
Project #5	
Project #6	
Project #7	
Project #8	
Community Engagement Plan	
Displacement Avoidance Plan	
Workforce Development and Economic Opportunities Plan	

Indicator Tracking Plan		
	TOTAL to be reimbursed this Period	$-
	Advance Pay Deduction	
	Total Reimbursement Requested	$-
	Total Budget	
	Total Invoiced to Date	
	Amount Remaining	$-

Advance Pay Summary	
Advance Received	
Advance Balance	
Current Invoice Total	
Amount Paid Via Invoice	
Remaining Advance Balance	
Interest Earned	

TRANSFORMATIVE CLIMATE COMMUNITIES PROGRAM

IMPLEMENTATION GRANT - INVOICE DETAIL

Complete this form for Grantee Costs, Funded Projects, Indicator Tracking Costs and Transformative Plans.

Grantee:		Grant Number:	
TCC Project Name:		Round #:	
Period #:	Reporting Period Dates:	[START DATE]	[END DATE]
[Insert Grantee Costs, Indicator Tracking, TCC Project # and Name, or Transformative Plan Name]		Lead Entity: [Insert name]	

TASK	Cost Description/Category	Amount	Supporting Documentation/Page #
1			
	Subtotal	$-	
2			
	Subtotal	$-	
3			
	Subtotal	$-	
4			
	Subtotal	$-	
Travel			

	Subtotal	$-	
Equipment			
	Subtotal	$-	
Indirect/Overhead			
	Subtotal	$-	
	SUBTOTAL FOR THIS PERIOD	**$-**	

EXHIBIT "C"

SUBRECIPIENT shall comply with all municipal, state, and federal laws now in force, or which may hereafter be in force, pertaining to this Agreement, specifically including but not limited to the following, if applicable:

- **SCOPE OF WORK**: Exhibit A of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **BUDGET AND SCHEDULE OF DELIVERABLES:** Exhibit B of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **SPECIAL TERMS AND CONDITIONS**: Exhibit C of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **TCC PROJECT AREA MAP:** Exhibit D-1 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **TRANSFORMATIVE PLANS SUMMARY**: Exhibit D-2 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council (*to be inserted with transformative plans*)

- **INVOICING AND REPORTING TEMPLATES:** Exhibit D-3 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **INDICATOR TRACKING TABLES:** Exhibit D-4 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **CALFIRE URBAN GREENING STANDARDS:** Exhibit D-5 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **AUTHORIZED SIGNATORY TEMPLATE**: Exhibit D-6 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **CALFIRE URBAN GREENING STANDARDS**: Exhibit D-7 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **TCC GRANTEE PUBLICITY GUIDELINES**: Exhibit D-8 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **TCC PARTNERSHIP AGREEMENT:** Exhibit D-9 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

- **CERTIFICATE OF COMPLIANCE WITH RUSSIAN SANCTIONS:** Exhibit D-10 of Standard Agreement SGC23129 by and between the City of Bakersfield and the Strategic Growth Council

(Copies of the above provided upon request)

_____

SUBRECIPIENT's Acknowledged Review

EXHIBIT "D"
BI-MONTHLY REPORTING FORM

Grantee:			Grant Number:
TCC Project Name:			Round #:
Period #:	Reporting Period:	[Start Date] to [End Date]	
Authorized Signatory: [Name]		[Position]	
By my signature below, I certify that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this invoice for reimbursement, and any accompanying supporting documents, for the above-mentioned Program are true and correct to the best of my knowledge, an all disbursements have been made for the purposes and conditions as outlined in the Grant Agreement.			
Signature:			Date:

1. Summarize the administrative work (**Grantee Direct** and **Indirect/Overhead Costs**) completed by the Grantee during the reporting period:

Grantee Activities	**Grant Funds Spent**
[INSERT Task # and Name]	$
• Describe work completed (clearly label back billing with date and period #) • Use bullet points and be succinct • Make sure to clearly align with the language used in Exhibit B (to ensure easy review) • **Bold any deliverables submitted**	
[INSERT Task # and Name]	$
[INSERT Task # and Name]	$
Total	**$**

2. Summarize the work completed during reporting period. Insert one table for each **Funded Project** and **Transformative Plan**.

[INSERT NAME OF FUNDED PROJECT OR PLAN]	**Lead Entity: [INSERT]**
Tasks	**Grant Funds Spent**
[INSERT Task # and Name]	$
• Describe work completed (clearly label back billing with date and period #) • Use bullet points and be succinct • Make sure to clearly align with the language used in Exhibit B (to ensure easy review) **Bold any deliverables submitted**	
[INSERT Task # and Name]	$
[INSERT Task # and Name]	$
[INSERT Task # and Name]	$
Total	**$**

3. Summarize the **Indicator Tracking** work completed during the reporting period:

[INSERT ITP 1 or 2]	**Grant Funds Spent**
[INSERT Task # and Name]	**$**
• Describe work completed (clearly label back billing with date and period #) • Use bullet points and be succinct • Make sure to clearly align with the language used in Exhibit B (to ensure easy review) **Bold any deliverables submitted**	
Total	**$**

EXHIBIT "E"
ANNUAL REPORTING FORM

TRANSFORMATIVE CLIMATE COMMUNITIES PROGRAM
ANNUAL PROGRESS REPORT

Grantee:			Grant Number:
TCC Project Name:			Round #:
Period #:	Reporting Period:	[Start Date] to [End Date]	
Authorized Signatory: [Name]		[Position]	

By my signature below, I certify that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this invoice for reimbursement, and any accompanying supporting documents, for the above-mentioned Program are true and correct to the best of my knowledge, an all disbursements have been made for the purposes and conditions as outlined in the Grant Agreement. By signing this progress report, I also certify the information provided in the following annual deliverables:

- Annual Leverage Funding Report
- Annual Equipment Inventory Record

Signature:	Date:

Please respond to the following questions in 1-3 paragraphs, or with clear bullet points:

Success Stories and Lessons Learned

1. Summarize the major grant milestones completed in the last year.
2. Please share any other success stories from the Project Area, and provide links to related media, as applicable.
3. Describe any "lessons learned" in this past year. Specifically highlight any lessons that may help current grantees, future applicants, or the State, in continued implementation of the projects, and program, respectively.

Challenges and Areas for Improvement

For each question below, please elaborate on: a) steps that the Grantee or Subrecipients are taking to improve, or b) actions or assistance needed from the State, as applicable.

4. Discuss any challenges experienced while implementing the grant.
5. Describe any issues faced when working with the technical assistance providers and/or program evaluation consultants.

6. Describe any concerns related to administering the grant and/or working with the State.

Leverage Projects

7. Summarize each Leverage Project's milestones and deliverables completed in the last year.
8. Summarize the leverage projects that have not met their planned milestones or timelines for the year. Describe the adjusted new timeline.
9. Describe any challenges and/or issues faced with implementing or monitoring stand-alone leverage projects.

Additional TCC-Related Investments

List any new, additional investments generated by the TCC grant or extended leverage commitments adopted after TCC grant execution. Only include additional leverage funding that was not originally included in the grant agreement.

Leverage Project or New Investment	Funding Source	New Amount Committed ($)	Dates Committed	Description of Project or New Investment (include reference links, if available)

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Date: August 20, 2025

Subject: *Consent Agenda Item IV(y)*: Adjustment of De Minimis Indirect Rate from 10% to 15% - **Info Item**

The attached memo was presented to the Budget & Finance Committee on August 13, 2025. The committee requested additional information and also requested this item be brought before the full Board for consideration.

Given the amount of information to be collected and analyzed, staff will take the necessary time to assemble the data and report back to the Board at a future meeting.

Attachment:
Budget & Finance Committee Memo: Adjustment of De Minimis Indirect Rate from 10% to 15%

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: August 13, 2025

Subject: *Agenda Item 4f*: Adjustment of De Minimis Indirect Rate from 10% to 15% - **Action Item**

DRAFT

Summary

Staff requests the Board of Directors approve an increase of our de minims indirect cost rate from 10% to 15% of modified total direct costs (MTDC) for federal awards effective the fiscal year starting October 1, 2025. This adjustment aligns with recent revisions to the OMB Uniform Guidance and represents a significant opportunity to improve CAPK's financial sustainability and competitive position.

Background

Under the Office of Management and Budget (OMB) Uniform Guidance (2 CFR 200), organizations that have not established a federal negotiated indirect cost rate may elect to use a de minimis rate. This simplified approach allows organizations to recover indirect costs without the administrative burden of developing and negotiating a comprehensive indirect cost proposal.

The agency has historically utilized the 10% de minimis rate that was established under the original Uniform Guidance. However, recent changes to federal regulations now provide organization with enhanced flexibility in this area, allowing for a 15% rate.

Regulatory Changes

The OMB has recognized that the original 10% de minimis rate, while administratively convenient, often failed to adequately cover the true indirect cost incurred by many organizations. In response to stakeholder feedback and cost studies demonstrating that the actual indirect costs frequently exceed 10% of direct costs, the guidance has been updated to allow for a higher de minimis rate of up to 15% of MTDC.

This change acknowledges the reality that organizations face substantial indirect costs including:

- Administrative and clerical support
- Facility costs (utilities, maintenance, depreciation)
- Information technology infrastructure
- Financial management and accounting systems
- Human resources support
- General management support

Financial Impact

Increasing the de minimis rate from 10% to 15% will have the following positive impacts:

1. Increased Cost Recovery: The additional 5% cost recovery rate will provide approximately $5.5 million in additional annual funding based on our current federal and state awards.
2. Improved Cash Flow: Enhanced indirect cost recovery will strengthen our working capital position.
3. Competitive Advantage: Better cost recovery enables us to invest in infrastructure, staff development, and systems improvements that enhance our ability to deliver high-quality services to the community and compete for future awards.
4. Financial Sustainability: More accurate cost recovery supports the long-term viability of CAPK.

Implementation Considerations

1. Compliance: The 15% de minimis rate is fully compliant with federal regulations and does not require additional documentation or negotiation with federal agencies.
2. Simplicity: Like the 10% rate, the 15% de minimis rate remains administratively simplistic while providing better cost recovery.
3. Timing: This change can be implemented immediately for new awards and at the next budget period for existing awards, subject to funder approval.
4. Documentation: Our accounting policies and procedures reflect that the agency complies with the established federal recognized indirect rate with is up to 15%.

Recommendation

Staff recommend that the Board of Directors approve the adjustment of the de minimis indirect rate from 10% to 15% of MTDC, effective the fiscal year starting October 1, 2025. This change will align CAPK's practices with current federal guidance, improve our financial position and sustainability, enhance our competitive position for future federal opportunities, and better reflect the actual indirect costs of conducting federal programs.

Upon board approval, staff will notify current federal and state funders of the rate change for upcoming budget periods, apply the 15% rate to all new awards, and monitor implementation and report on the financial impact. This rate will be included in the budget development for fiscal year 2026-27. This adjustment represents a prudent business decision that leverages available regulatory flexibility to strengthen CAPK's financial foundation while maintaining full compliance with federal requirements.

DRAFT

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: August 20, 2025

Subject: *Agenda Item V(a):* Certification of Election Results for the North Kern Low-Income Sector Representative – **Action Item**

The Board of Directors Category II – Low-Income Sector East Kern County Representative election was held on Tuesday, July 22, 2025. The ballots have been counted and verified and Yolanda Ochoa received the most votes of the three candidates.

Summary:

The Low-Income East Kern recruitment resulted in three (3) qualified candidates for election, Yolanda Ochoa of Weldon, Kandi Smith of Ridgecrest, and Sylvia Burleson-Brown of California City. In accordance with the Agency Bylaws and the Board Election Rules and Procedures for the Low-Income Board Representatives, the Ad Hoc Election Committee, appointed to oversee the recruitment and election process, approved a total of seven (7) polling stations within the East Kern District, which included Ridgecrest, Mojave, Lake Isabella, Rosamond, California City, Tehachapi, and a station in Bakersfield. In addition, mail in ballots with stamped return envelopes were provided to each candidate and were also available at each of the polling sites. On Monday, July 28, 2025, the ballots were opened and counted, in the presence and direction of Board and Ad-Hoc Committee Member, Pastor Jonathan Mullings. A total of 190 ballots were opened, with 53 deemed disqualified for a variety of reasons noted on the attached tally sheets. The qualified ballots included 103 votes for Yolanda Ochoa, 11 votes for Kandi Smith, and 23 votes for Sylvia Burleson-Brown.

Recommendation:

The Ad Hoc Election Committee and staff recommend the Board of Directors certify the election results for the Low-Income East Kern Sector.

Attachment:
East Kern Low-Income Election Tally Sheets

CAPK Board of Directors
East Kern Low-Income Representative
Election Totals

LOCATION	YOLANDA OCHOA	KANDI SMITH	SYLVIA BURLESON-BROWN
Mail-In	64	3	14
Ridgecrest	13	2	0
Mojave	22	1	8
Lake Isabella	2	4	1
Rosamond	0	0	0
California City	0	0	0
Tehachapi	2	1	0
Bakersfield	0	0	0
TOTALS:	**103**	**11**	**23**

DISQUALIFIED VOTES

LOCATION	YOLANDA OCHOA	KANDI SMITH	SYLVIA BURLESON-BROWN
Mail-In	19	1	1
Ridgecrest	1	0	0
Mojave	20	5	3
Lake Isabella	2	1	0
Rosamond	0	0	0
California City	0	0	0
Tehachapi	0	0	0
Bakersfield	0	0	0
TOTALS:	**42**	**7**	**4**

MAIL-IN BALLOTS

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
1	S722	1	E713	1	E736
1	E59	1	S716	1	E735
1	E54	1	E711	1	E733
1	E53			1	E727
1	E60			1	E730
1	E61			1	E732
1	E770			1	E728
1	S719			1	E738
1	E768			1	E734
1	E769			1	E726
1	E64			1	E731
1	S707			1	E729
1	E58			1	E680
1	S68			1	E679
1	E63				
1	S719				
1	S72				
1	E252				
1	S723				
1	S70				
1	S69				
1	S67				
1	E771				
1	E55				
1	E65				
1	E753				
1	S716				
1	E760				
1	S717				
1	E684				
1	S714				
1	E683				
1	E752				
1	E751				
1	E704				
1	S725				
1	S720				
1	E765				
1	E754				
1	E766				
1	E755				
1	E758				
1	E759				
1	E762				

1	E764				
1	E761				
1	E756				
1	S711				
1	E763				
1	S712				
1	S713				
1	E682				
1	E690				
1	E702				
1	E688				
1	E699				
1	E697				
1	E705				
1	E685				
1	S724				
1	E695				
1	E691				
1	E678				
1	E681				
64		**3**		**14**	

DISQUALIFIED VOTES

YOLANDA OCHOA		**KANDI SMITH**		**SYLVIA BURLESON-BROWN**	
COUNT	REASON	COUNT	REASON	COUNT	REASON
1	Certification	1	No Address	1	No Address
1	No Address				
1	Certification				
1	Certification				
1	Certification				
1	No Phone #				
1	No Phone #				
1	PO Box				
1	No Signature				
1	Certification				
1	Certification				
1	Certification				
1	No Address				
1	No Address				
1	Certification				
1	No Phone #				
1	Certification				
1	Received Late				
1	Certification				
19		**1**		**1**	

RIDGECREST

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
1	S709	1	E110		
1	S708	1	E112		
1	S66				
1	S710				
1	E106				
1	107				
1	E105				
1	E108				
1	S76				
1	E109				
1	E103				
1	E102				
1	E104				
13		**2**		**0**	

DISQUALIFIED VOTES

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	REASON	COUNT	REASON	COUNT	REASON
1	Certification	0		0	
1		**0**		**0**	

MOJAVE

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
1	E225	1	E203	1	E231
1	E242			1	E238
1	E232			1	E245
1	E229			1	E243
1	E240			1	S179
1	E237			1	E244
1	E228			1	E208
1	E218			1	E219
1	E230				
1	E220				
1	E215				
1	E217				
1	E151				
1	E165				
1	E165				
1	E165				
1	E156				
1	E152				
1	E221				
1	E212				
1	E214				
1	S166				
22		**1**		**8**	

DISQUALIFIED VOTES

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	REASON	COUNT	REASON	COUNT	REASON
1	Certification	1	No Phone #	1	Incomplete Info
1	Certification	1	Certification	1	Certification
1	Certification	1	No Signature	1	Certification
1	No Phone #	1	No Address		
1	Certification	1	No Phone #		
1	No Phone #				
1	Certification				
1	Certification				
1	No Phone #				
1	Certification				
1	No Address				
1	Certification				
1	No Phone #				
1	Certification				
1	No Phone #				
1	Certification				

1	No Phone #				
1	Certification				
1	No Address				
1	No Address				
20		**5**		**3**	

LAKE ISABELLA

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
1	E311	1	E301	1	E307
1	E309	1	E303		
		1	E306		
		1	E302		
2		**4**		**1**	

DISQUALIFIED VOTES

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	REASON	COUNT	REASON	COUNT	REASON
1	Certification	1	Certification		
1	Certification				
2		**1**		**0**	

ROSAMOND

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
0		0		0	

CALIFORNIA CITY

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
0		0		0	

TEHACHAPI

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #
1	E603	1	E714		
1	E601				

BAKERSFIELD

YOLANDA OCHOA		KANDI SMITH		SYLVIA BURLESON-BROWN	
COUNT	BALLOTT #	COUNT	BALLOTT #	COUNT	BALLOTT #

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: August 20, 2025

Subject: *Agenda Item V(b)*: Strategic Plan 2021–2025 Closeout Report - **Action Item**

Strategic Plan 2021–2025 – Summary of Progress

As we approach the conclusion of CAPK's 2021–2025 Strategic Plan and prepare to launch our next plan, the final progress review from our OnStrategy tracking tool reflects mixed outcomes, strong advancements in some priority areas, alongside goals that are still in development or pending launch.

Overall Performance

- The plan's overall progress completion rates across strategic priorities ranged between *33% and 100%* depending on the goal area, with many foundational activities completed but some long-term initiatives not yet started due to shifts in priorities, funding, or operational demands.
- Several high-impact goals, particularly in fiscal health, infrastructure, branding, and data governance, met or exceeded targets.
- Other areas, especially housing, homelessness prevention, workforce development, and early childhood/youth services, saw limited movement due to external constraints and resource alignment challenges.

Strategic Priority	Progress %	Status
Food Access	73	On Target
Community Access	60	Off Target
Economic Empowerment	45	Critical
Employer of Choice	59	Mixed
Data-Driven Decision Making	64	On Target
Fiscal Health & Stability	100	Achieved

Highlights

- **Food Access:** Expanded school-based partnerships and improved geographic reach for pantry sites; membership with Feeding America underway.
- **Community Access:** Incremental progress in non-traditional service hours and facility capacity development.
- **Economic Empowerment:** Some initiatives, such as housing capacity-building and financial education programs, remain early-stage; however, foundational partnership work and planning were completed.
- **Employer of Choice:** Agency branding and outreach efforts advanced significantly; market analysis for wages/benefits completed; onboarding and training enhancements in progress.

- **Data-Driven Decision Making:** Major strides in results-oriented management and accountability (ROMA) training, agency-wide data governance assessments, and technology upgrades; central client intake database developed.
- **Fiscal Health & Stability:** Position control, human capital management tools, information technology, and accounting system upgrades implemented; collaboration with CAPK Foundation strengthened, with donor cultivation plans established.

Areas for Carryover into the Next Plan

- Completion of housing and homelessness system enhancements, including expanded affordable housing inventory.
- Implementation of comprehensive workforce development pipelines for clients and staff.
- Full integration of DEI framework across programs and operations.
- Continued expansion of food sourcing partnerships and targeted outreach to underserved areas.

Conclusion
The 2021–2025 plan provided a clear framework that strengthened CAPK's operational infrastructure, fiscal stability, and visibility. While several long-term objectives require continuation, the progress achieved positions CAPK to launch the next strategic plan with a stronger foundation, refined priorities, and lessons learned to drive measurable community impact.

Attachment:
Strategic Plan 2021-25 Recap Report

1 Food Access

Increased access to healthy, affordable food to support the health of the communities we serve.

On Target | 4 Achieved & On Target | 0 Off Target | 1 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
73% of 90.1%	1.1 Enhance accessibility through expansion of food distribution sites and services. Measure: Percent Complete EOY Target: 100%	Susana Magana Laurie Hughey Vanessa Cortez Alan Rodriguez Kelly Lowery	10/01/21	12/31/25	As of 03/25/25	
Not Started of 100%	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity Measure: EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 04/07/22	
Not Started of 100%	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal). Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 11/03/21	
Not Started of 100%	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility. Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 11/18/21	
Not Started of 100%	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest. Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 04/07/22	
100% of 100%	1.1.3 Secure additional funding to enhance existing food bank infrastructure, increase hours and days of operations, and support startup of new food pantry sites. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/23	
Not Started	1.1.4 Develop food service delivery model and program plan to support increased food access for older adults and adults with disabilities. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
73% of 90.1%	1.2 Leverage new and strengthened partnerships to reach additional families and communities. Measure: Percent Complete EOY Target: 100%	Susana Magana Pritika Ram Susana Magana Laurie Hughey Vanessa Cortez Kelly Lowery	10/01/21	12/31/25	As of 03/25/25	

Not Started of 100%	1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building. Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	1.2.1.1 Create and disseminate materials that help service providers/partners to learn the process of becoming a partner. Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	1.2.1.2 Proactive support and outreach to organizations to increase partnerships and sites. Measure: Percent Complete EOY Target:	Vanessa Cortez	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	1.2.1.3 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes. Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez	10/01/21	12/31/22	As of 10/06/21	
55% of 100%	1.2.2 Strengthen and expand partnerships with schools to reach additional children and families Measure: Percent Complete EOY Target:	Susana Magana Vanessa Cortez Kelly Lowery	10/01/21	12/31/23	As of 03/03/23	
100% of 100%	1.2.2.1 Partner existing programs to support nutrition education and food distribution. Measure: Percent Complete EOY Target:	Susana Magana Kelly Lowery	10/01/21	12/31/23	As of 09/12/22	
Not Started of 100%	1.2.2.2 Explore the potential to establish distribution sites at school sites. Measure: Percent Complete EOY Target:	Susana Magana	10/01/21	12/31/23	As of 10/06/21	
Not Started of 100%	1.2.3 Increase food donations by expanding food sourcing partners and becoming a member of Feeding America Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 12/17/24	AVG
Not Started of 100%	1.2.3.1 Target outreach to farmers outside of Kern County, corporations, and grocery chains. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 12/17/24	

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.

Off Target | 2 Achieved & On Target | 0 Off Target | 2 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
90% of 90.1%	2.1 Expand access to services and resources for health and safety of children and youth by providing a safe environment. Measure: Percent Complete EOY Target: 100%	Yolanda Gonzales	10/01/21	12/31/25	As of 06/07/24	

		Freddy Hernandez Jerry Meade Lois Hannible Eric Lebarb Angie Nelson				
Not Started	2.1.1 Identify and leverage emerging funding opportunities to expand services for both early childcare and youth services. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started	2.1.2 Assess emerging needs in geographic areas not currently served by CAPK. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started	2.1.3 Identify and secure additional funding to support facility and capacity development required to expand geographic coverage. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/24	12/31/24	As of 02/02/24	
40% of 90.1%	2.2 Support the quality and availability of non-traditional hours of service. Measure: Percent Complete EOY Target: 100%	Yolanda Gonzales Freddy Hernandez Jerry Meade Lois Hannible Eric Lebarb Angie Nelson	10/01/21	12/31/25	As of 06/07/24	
Not Started	2.2.1 Expand service area and services to families by partnerships with existing agencies serving the 0-17 population. Expand the number of home care childcare providers to support early childhood care and development. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	AVG
Not Started	2.2.1.1 Seek new funding streams for increasing the capacity of family resource centers, youth centers, and childcare centers to support communities and facilities, including new partnerships. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started	2.2.1.2 Partner with resource agencies to identify potential providers that would benefit from a CAPK partnership to advocate for the educational advancement for all children (i.e., resources, technical assistance, etc.) Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
35% of 90.1%	2.2.2 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 Measure: Percent Complete EOY Target: 100%	Yolanda Gonzales Freddy Hernandez Jerry Meade Lois Hannible Eric Lebarb Angie Nelson	10/01/21	12/31/25	As of 02/02/24	
73% of 90.1%	2.3 Support workforce development and employment opportunities for CAPK clients. Measure: Percent Complete EOY Target: 100%	Yolanda Gonzales Freddy Hernandez Jerry Meade Lois Hannible Eric Lebarb Angie Nelson	10/01/21	12/31/25	As of 06/07/24	

Not Started	2.3.1 Collaborate with adult schools, community colleges, and vocational trade schools to support and strengthen education pathways and referral mechanisms for clients, community members, as well as staff. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	AVG
Not Started	2.3.1.1 Develop, maintain, and attract a skilled, adaptable, and diverse workforce by providing opportunities for self-sufficiency through comprehensive career development pathways. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started	2.3.1.2 Establish streamlined referral pathways and identify available point person (transition specialist and/or relevant intake personnel) at learning institutions to leverage existing resources (i.e., family resource center, job centers, occupational training centers). Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started	2.3.1.3 Obtain any relevant learning/professional pathway mapping from educational and training institutions to review with interested clients for advanced education. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/23	As of 10/06/21	
Not Started of 100%	2.3.2 Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/24	As of 10/06/21	AVG
Not Started of 100%	2.3.2.1 Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/24	As of 10/06/21	
Not Started of 100%	2.3.2.2 Identify and implement mechanisms to provide ongoing support to participants. Measure: Percent Complete EOY Target:	Yolanda Gonzales	01/01/23	12/31/24	As of 10/06/21	
Not Started of 90.1%	2.3.3 VITA Volunteer Training Measure: Percent Complete EOY Target: 100%	Freddy Hernandez Vanessa Cortez	10/01/21	12/31/25	As of 03/12/24	
Not Started of 90.1%	2.3.3.1 Last level Measure: Percent Complete EOY Target: 100%	Freddy Hernandez	10/01/21	12/31/25	As of	
Not Started of 90.1%	2.3.4 Bakersfield College Internship Program Measure: Percent Complete EOY Target: 100%	Freddy Hernandez	10/01/21	12/31/25	As of	
Not Started of 90.1%	2.3.5 Energy Program Training Support Services Measure: Percent Complete EOY Target: 100%	Freddy Hernandez	10/01/21	12/31/25	As of	

Not Started of 90.1%	2.3.6 Head Start Job Fair - Stockton, CA Measure: Percent Complete EOY Target: 100%	Yolanda Ochoa	10/01/21	12/31/25	As of
Not Started of 90.1%	2.3.7 Shafter Youth Center - Kern County Job Fair Measure: Percent Complete EOY Target: 100%	Freddy Hernandez	10/01/21	12/31/25	As of

3 Economic Empowerment

Advance economic empowerment and financial stability for low-income people in the communities we serve

Critical | 3 Achieved & On Target | 0 Off Target | 6 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
60% of 90.1%	3.1 Increase housing stability for people experiencing or at risk of homelessness. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno Savannah Maldonado Ryan Fergon	10/01/21	12/31/25	As of 05/06/25	
50% of 90.1%	3.1.1 Strengthen community support for reducing homelessness in alignment with the “Home at Last! Kern County’s Plan to End Homelessness by 2028” 10-year plan. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno Savannah Maldonado Ryan Fergon	10/01/21	12/31/25	As of 04/07/22	
Not Started of 90.1%	3.1.1.1 Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 03/29/24	
Not Started of 90.1%	3.1.1.2 Improve the evaluation and data management components of CES. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	
Not Started of 90.1%	3.1.1.3 Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 03/29/24	
Not Started of 90.1%	3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective advocacy efforts at the local and State levels. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	
50% of 90.1%	3.1.2 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno Ryan Fergon	10/01/21	12/31/25	As of 05/06/25	
Not Started		Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	

of 90.1%	3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis Measure: Percent Complete EOY Target: 100%					
Not Started of 90.1%	3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	
Not Started of 90.1%	3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	
Not Started of 90.1%	3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time. Measure: Percent Complete EOY Target: 100%	Vanessa Cortez Rebecca Moreno	10/01/21	12/31/25	As of 03/29/24	
Not Started	3.1.3 Enhance outreach activities and marketing efforts to raise awareness and utilization of Coordinated Entry System (CES) and other housing and homelessness-related supports provided by CAPK and local partners. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	AVG
Not Started	3.1.3.1 Update all appropriate external communication materials and messaging (i.e., burning platform) to include a description of CES and access points. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.1.3.2 Include a “refresher training component” in staff trainings across CAPK about CES and other related housing supports. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.1.3.3 Coordinate with BKRHC to identify and engage with community gatekeepers who can potentially serve as referrers Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.1.3.4 Increase internal and external awareness of progress towards ending homelessness by informing and engaging local decision makers in regular conversations. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.1.3.5 Serve on decision-making roles in the CoC. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started of 100%	3.1.4 Boost prevention, case management, and barrier removal services to homelessness. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	AVG
Not Started of 100%	3.1.4.1 Increase funding partners to support ongoing (CAPK) housing-related assistance. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	

Not Started of 100%	3.1.4.2 Identify opportunities to continue the rental assistance program beyond CARES. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	
Not Started of 100%	3.1.4.3 Advocate to relaunch the BKRHC Resource Development Committee. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	
Not Started of 100%	3.1.4.4 Build upon existing programs and networks of homeless assistance partnerships for veterans, youth, and specific sub-populations Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	
Not Started of 100%	3.1.4.5 Increase education regarding tenants' rights and barrier removal services. Measure: Percent Complete EOY Target:		01/01/23	12/31/24	As of 10/06/21	
Not Started of 79%	3.1.5 Expand access to housing through increased affordable housing inventory. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	AVG
Not Started of 79%	3.1.5.1 Support and participate in the CoC's goal of increasing the number of Permanent Supportive Housing (PSH) beds for impacted populations. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	
Not Started of 79%	3.1.5.2 Support and participate in the CoC's goal of increasing the number of Rapid Re-Housing (RRH) beds for impacted populations. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	
Not Started of 79%	3.1.5.3 Support and participate in the CoC's goal of increasing the number of Transitional Housing and Interim Housing beds for impacted populations. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	
45% of 90.1%	3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 09/02/22	
Not Started of 100%	3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	3.2.1.2 Conduct organizational capacity/readiness assessment, data collection Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 10/06/21	

Not Started of 100%	3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 10/06/21	
Not Started	3.2.2 dentify and cultivate new strategic relationships with relevant nonprofit and corporate stakeholders active within housing sector. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	AVG
Not Started	3.2.2.1 Identify diverse array of potential corporate partners and corporate support grants relevant to housing sector. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.2.2.2 Leverage existing external collaborations to identify networking opportunities and new potential partners. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 10/06/21	
Not Started	3.2.3 Develop internal 10-year plan for becoming a direct housing provider to low-to-moderate income residents within the Central Valley Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	AVG
Not Started	3.2.3.1 Ensure alignment of a plan to Kern County 10 Year plan to end homelessness Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	
Not Started	3.2.3.2 Plan to include investment and asset-building strategies. Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	
40% of 90.1%	3.3 Increase opportunities and supports for clients to advance through career and education pathways. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 09/29/22	
42% of 100%	3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/23	As of 04/14/22	
Not Started of 100%	3.3.1.1 Identify and map existing educational/career pathways and referral points. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/23	As of 10/06/21	
Not Started of 100%	3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/23	As of 10/06/21	
Not Started of 100%	3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/23	As of 10/06/21	
Not Started	3.3.2 Increase awareness of workforce development opportunities provided by community partners for clients and low-income residents. Measure: Percent Complete EOY		01/01/24	12/31/24	As of 10/06/21	AVG

	Target:					
Not Started	3.3.2.1 Market partners' programs through CAPK programs, website, and social media platforms (internal and external). Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	
Not Started	3.3.2.2 Strengthen and expand partnerships to increase external referrals (see 3.3.1). Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	
Not Started of 79%	3.3.3 Expand and formalize internal pipeline program that supports unemployed clients to develop skills for employment. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	AVG
Not Started of 79%	3.3.3.1 Target grant opportunities that allow CAPK to provide additional entry level employment opportunities. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	
Not Started of 79%	3.3.3.2 Develop model, policies, procedures, and pathway/pipeline map that is inclusive of milestones, support mechanisms, and requirements. Measure: Percent Complete EOY Target: 100%		01/01/24	12/31/25	As of 10/06/21	
Not Started	3.3.4 Host programs and events at Youth Center locations that support learning and access to education/professional development opportunities. Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	AVG
Not Started	3.3.4.1 Coordinate presentations from local adult schools, community colleges, and industry leaders to youth about opportunities and career/education pathways. Measure: Percent Complete EOY Target:		01/01/24	12/31/24	As of 10/06/21	
32% of 90.1%	3.4 Increase access to economic asset enhancement and financial educational opportunities. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 03/29/24	
Not Started of 100%	3.4.1 Align and standardize current life skills training and financial services across CAPK programs. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 03/02/22	AVG
Not Started of 100%	3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 03/02/22	
Not Started of 100%	3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs. Measure: Percent Complete EOY Target:	Rebecca Moreno	10/01/21	12/31/22	As of 10/06/21	
		Rebecca Moreno			As of	

33% of 90.1%	3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s). Measure: Percent Complete EOY Target: 100%		10/01/21	12/31/25	02/09/22	AVG
100% of 90.1%	3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps. Measure: Percent Complete EOY Target: 100%	Pritika Ram Rebecca Moreno	10/01/21	12/31/25	As of 02/09/22	
Not Started of 90.1%	3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	
Not Started of 90.1%	3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board. Measure: Percent Complete EOY Target: 100%	Rebecca Moreno	10/01/21	12/31/25	As of 10/06/21	

4 Employer of Choice

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

Off Target | 3 Achieved & On Target | 9 Off Target | 4 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
59% of 90.1%	4.1 Enhance leadership capacity, effectiveness, and sustainability. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez Paula Daoutis	10/01/21	12/31/25	As of 03/29/24	
Not Started	4.1.1 Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21	AVG
Not Started	4.1.1.1 Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21	
Not Started	4.1.1.2 Identify or create evidence-based workforce development strategies to address needs of the department. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21	
Not Started	4.1.1.3 Incorporate development opportunities as part of the employee review process. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21	

59% of 90.1%	4.1.2 Create a standardized onboarding and training plan. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/25	As of 03/29/24	
45% of 90.1%	4.1.2.1 Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/25	As of 03/01/23	
55% of 90.1%	4.1.2.2 Create a development plan with training components specific to the position and scope of duties. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/25	As of 01/04/24	
27% of 90.1%	4.1.2.3 Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance evaluation. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/25	As of 11/01/22	
58% of 90.1%	4.2 Increase employee engagement, morale, and retention. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez Paula Daoutis	10/01/21	12/31/25	As of 07/24/24	
55% of 100%	4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts. Measure: Percent Complete EOY Target:	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/23	As of 01/04/24	
65% of 100%	4.2.1.1 Conduct systematic market analysis of wages/benefit to identify needed adjustments. Measure: Percent Complete EOY Target:	Lisa McGranahan	10/01/21	12/31/23	As of 01/04/24	
60% of 100%	4.2.1.2 Complete development and consolidation of revised job descriptions. Measure: Percent Complete EOY Target:	Lisa McGranahan	10/01/21	12/31/23	As of 01/04/24	
Not Started	4.2.2 Refine employee performance review process, ensuring that creation and periodic review of staff professional development plan are integrated into the process. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/24	12/31/24	As of 10/06/21	AVG
Not Started	4.2.2.1 Incorporate agency-level guiding principles into the performance evaluations as part of an interactive engagement with leadership and staff on an ongoing basis. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/24	12/31/24	As of 10/06/21	
Not Started	4.2.2.2 Develop competency-based job descriptions focusing on knowledge, skills, and abilities needed to meet or exceed the expectations of the position. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/24	12/31/24	As of 03/29/24	
45%	4.2.3 Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/25	As of 03/01/23	

of 90.1%					
59% of 90.1%	4.3 Increase the visibility of the Agency and create a unified CAPK identity. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Pritika Ram Vanessa Cortez Paula Daoutis	10/01/21	12/31/25	As of 03/29/24
80% of 100%	4.3.1 Implement a branding and communication plan that is cohesive, instantly recognizable and connects the agency and programs/services to clients, partners, and the community. Measure: Percent Complete EOY Target:	Lisa McGranahan Pritika Ram Vanessa Cortez	10/01/21	12/31/22	As of 10/26/22
70% of 100%	4.3.1.1 Unify outreach efforts and develop opportunities for collaboration and to coordinate and support cross-program community outreach efforts. Measure: Percent Complete EOY Target:	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/22	As of 10/26/22
70% of 100%	4.3.1.2 Coordinate outreach to other agencies with consistent branded resources. Measure: Percent Complete EOY Target:	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/22	As of 10/26/22
80% of 100%	4.3.1.3 Advance efforts to develop and implement new marketing and unified brand strategies. Measure: Percent Complete EOY Target:	Lisa McGranahan Vanessa Cortez	10/01/21	12/31/22	As of 10/26/22
55% of 90.1%	4.4 Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. Measure: Percent Complete EOY Target: 100%	Lisa McGranahan Vanessa Cortez Paula Daoutis	10/01/21	12/31/25	As of 07/24/24
Not Started	4.4.1 Establish and convene a DEI Committee to identify and support organizational needs across the agency, including client and partner engagement. Measure: Percent Complete EOY Target:	Lisa McGranahan Pritika Ram	01/01/23	12/31/23	As of 01/31/24
Not Started	4.4.1.1 Develop charter, bylaws, clear member duties, and clearly articulated methods of collaboration with leadership. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21
Not Started	4.4.1.2 Committee tasked with the development of recommendations and/or proposed DEI action plan to assess and address organizational needs. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21
Not Started	4.4.1.3 Develop a communications strategy to inform diverse populations of the organization's activities and encourage participation. Measure: Percent Complete EOY Target:	Lisa McGranahan	01/01/23	12/31/23	As of 10/06/21

5 Data-Driven Decision-Making

Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.

Off Target | 11 Achieved & On Target | 4 Off Target | 2 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
33% of 90.1%	5.1 Enhance agency-wide capacity to implement continuous improvement framework. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Joseph Aguilar Chase Rangel	10/01/21	12/31/25	As of 03/04/25	AVG
Not Started of 100%	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/department champions. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started	5.1.2 Adopt and incorporate integrated work plan/training schedules into CAPK Board's operations and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/23	12/31/23	As of 03/26/24	
80% of 100%	5.1.3 Provide training to all staff, leadership, and Board members on ROMA principles and practices. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/23	12/31/24	As of 10/30/24	
51% of 79%	5.1.4 Develop and integrate shared ROMA language, values, and principles into all levels of organizational culture and activities. Measure: Percent Complete EOY Target: 100%	Emilio Wagner	01/01/24	12/31/25	As of 03/04/25	AVG
42% of 79%	5.1.4.1 Post ROMA values/language throughout the agency. Measure: Percent Complete EOY Target: 100%	Emilio Wagner	01/01/24	12/31/25	As of 10/30/24	
58% of 79%	5.1.4.2 Integration of ROMA language into recruitment, review processes, and employee recognitions. Measure: Percent Complete EOY Target: 100%	Emilio Wagner	01/01/24	12/31/25	As of 03/04/25	
52% of 79%	5.1.4.3 Build ROMA language and processes into reporting templates and Board Agendas. Measure: Percent Complete EOY Target: 100%	Emilio Wagner	01/01/24	12/31/25	As of 10/30/24	
64% of 90.1%	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 03/04/25	AVG

	data analytics. Measure: Percent Complete EOY Target: 100%					
Not Started of 100%	5.2.1 Establish agencywide data governance taskforce. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	AVG
Not Started of 100%	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
Not Started of 100%	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/22	As of 10/06/21	
100% of 100%	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	AVG
100% of 100%	5.2.2.1 Identify challenges at program level around data collection and validation. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 04/14/22	
100% of 100%	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/11/22	
100% of 100%	5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	As of 03/26/24	
On Target	5.2.3 Standardize agencywide data definitions, standard operating procedures (SOPs), naming conventions, and data security protocols. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/24	12/31/24	As of 03/04/25	AVG
On Target	5.2.3.1 Inventory existing reporting data points by program and grant. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/24	12/31/24	As of 03/04/25	
On Target	5.2.3.2 Align to ROMA National Performance Indicators, select key data points to be collected across all programs to support internal decision-making, advocacy efforts, fundraising, and strategic planning. Measure: Percent Complete EOY Target:	Emilio Wagner	01/01/24	12/31/24	As of 03/04/25	
90% of 90.1%	5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions. Measure: Percent Complete EOY Target: 100%	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/25	As of 03/04/25	AVG
					As of	

100% of 100%	5.3.1 Advance efforts to establish centralized database for client intake and service log. Measure: Percent Complete EOY Target:	Emilio Wagner Joseph Aguilar Chase Rangel Eric Kelley	10/01/21	12/31/23	04/03/24
80% of 90.1%	5.3.2 Adopt an integrated case management model to better address client needs using a client and family-centered approach to improve outcomes. Measure: Percent Complete EOY Target: 100%	Emilio Wagner	01/01/24	12/31/25	As of 03/04/25

6 Fiscal Health and Stability

Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.

On Target | 13 Achieved & On Target | 0 Off Target | 2 Critical

	Goals	Owner	Start Date	End Date	Days Left	Rollup
100% of 90.1%	6.1 Ensure adequate staffing for successful implementation and fiscal decisionmaking. Measure: Percent Complete EOY Target: 100%	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/25	As of 06/02/25	
80% of 90.1%	6.1.1 Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. Measure: Percent Complete EOY Target: 100%	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/25	As of 06/02/25	
100% of 100%	6.1.2 Enhance functionality and implementation of a human capital management platform to support workforce planning and management. Measure: Percent Complete EOY Target:	Tracy Webster	01/01/23	12/31/24	As of 06/02/25	
100% of 90.1%	6.2 Grow unrestricted funding capacity. Measure: Percent Complete EOY Target: 100%	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/25	As of 05/22/23	AVG
100% of 100%	6.2.1 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. Measure: Percent Complete EOY Target:	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/22	As of 12/06/21	
100% of 100%	6.2.2 Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships. Measure: Percent Complete EOY Target:	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/23	As of 05/22/23	
100% of 100%	6.2.2.1 Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools. Measure: Percent Complete EOY Target:	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/23	As of 05/22/23	

100% of 100%	6.2.2.2 Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support. Measure: Percent Complete EOY Target:	Tracy Webster Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/23	As of 02/05/24
100% of 90.1%	6.3 Enhance agency administrative and operational infrastructure. Measure: Percent Complete EOY Target: 100%	Tracy Webster Pritika Ram Fred Plane Gabrielle Alexander Karen Vazquez	10/01/21	12/31/25	As of 06/02/25
50% of 100%	6.3.1 Create an alignment of a deferred maintenance program among the finance and operations department. Measure: Percent Complete EOY Target:	Tracy Webster	01/01/23	12/31/24	As of 06/02/25
Critical	6.3.1.1 Publish deferred maintenance plan reflecting CAPK sites and schedule of maintenance. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 05/22/23
100% of 100%	6.3.2 To support Goal 5, expand the information and technology department to support current and future needs. Measure: Percent Complete EOY Target:	Tracy Webster	01/01/23	12/31/24	As of 03/12/24
Achieved	6.3.2.1 Contract IT needs assessment and develop an implementation plan in alignment with the agency budget. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 02/27/23
Achieved	6.3.3 Explore accounting software with the ability to collaborate using a business management solution with automated workflows, compliance, and audit trails. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 02/27/23
Achieved	6.3.3.1 Evaluate accounting software and select software that meets the agency's current and future needs. Measure: Percent Complete EOY Target:		01/01/23	12/31/23	As of 02/27/23

MEMORANDUM

To: Board of Directors

From: Annelisa Corona, Community Development Supervisor

Date: August 20, 2025

Subject: *Agenda Item V(c):* 2025-2029 Strategic Plan – **Action Item**

Background

During the June board meeting, the Board received an informational item outlining the key strategic priority categories and high-level goals. The agency's new Strategic Plan for 2025–2029 has now reached its final stage, with only minimal design and visual updates remaining. This milestone reflects the outcome of extensive planning and collaboration, and we extend our appreciation to the leadership teams for their commitment to this process.

The 2025–2029 Strategic Plan outlines critical issues identified through primary and secondary data collection, including the 2024 Community Needs Assessment (CNA). These findings helped shape the agency's strategic priorities and guided the development of a plan that responds to current community needs, looks ahead to future opportunities, and meets federal accountability requirements. Within the document, several Community Action Agency (CAA) areas of focus were incorporated to align with National Office and industry standards of excellence, including the CSBG Domains, Organizational Standards, and the Results-Oriented Management and Accountability (ROMA) process improvement model.

CSBG Organizational Standards, including:

- Standards 4.1–4.5: Governing the development and approval of the strategic plan;
- Standard 6.1: Ensuring the plan reflects findings from the Community Needs Assessment;
- Standards 9.3–9.4: Emphasizing data-informed performance management and evaluation.

Strategic priorities and objectives are organized under the three ROMA Goals:

1. Individuals and Families with Low Incomes are Stable and Achieve Economic Security
2. Communities where People with Low Incomes Live are Healthy and Offer Economic Opportunity
3. Agencies Increase Their Capacity to Achieve Results

During the development of the plan, the agency also reevaluated its mission and vision, and engaged in meaningful discussions about our organizational values. These conversations prompted a deeper look at our mission, leading us to reshape our long-standing mission and vision statements and revisit how we define our core values

Mission: Community Action Partnership of Kern is committed to addressing poverty through direct services, advocacy, and locally driven solutions that promote dignity and self-sufficiency in the communities we serve.

Vision: Community Action Partnership of Kern will create resilient communities where every individual has opportunities to succeed and pursue their unique goals through the expansion and implementation of support services, partnerships, and resources.

Values:

- Respect: We honor the dignity, compassion, and perspectives of our clients and staff while fostering a welcoming environment where the principles and experiences of all individuals are valued.
- Collaboration: We transform the way you make an impact by working together, promoting open communication, and creating caring and supportive environments. We can achieve more collectively than we can individually.
- Transparency: We foster authentic relationships, both internally and externally, through clear communication that demonstrates our commitment to fiscal integrity.
- Continuous Improvement: We encourage constant growth and progress by embracing a mindset of learning, adaptability, and innovation through feedback from clients, partners, and data analytics.
- Servant Leadership: We provide guidance to others with compassion and genuine care to empower and serve them.

As part of the planning process, our consultant recommended developing two distinct versions of the Strategic Plan to support both internal operations and external engagement. Document A is designed for external audiences, including community members and potential partners. It provides a high-level overview of our strategic priorities and goals, helping to communicate our vision and direction without overwhelming readers with technical or operational details.

Document B, on the other hand, serves as our internal operational plan. It outlines the specific action steps, timelines, and deliverables that guide our implementation efforts. This version is intended for internal use only, ensuring clarity and alignment among staff and leadership while avoiding confusion that may arise from specialized language and operational terms.

To ensure the plan remains in-action, goal groups will be established to include leadership, program managers, and board members. The communication plan to all staff will begin in October 2021, and the reporting will be streamlined using a digital dashboard for internal and external communication.

Recommendation

Staff recommends the Board of Directors approve the 2025-2029 Community Action Partnership of Kern Strategic Plan.

Attachments:

2025-2029 Strategic Plan Document A – External Facing
2025-2029 Strategic Plan Document B - Internal Operational

Community Action Partnership of Kern

Planning Our Future Together

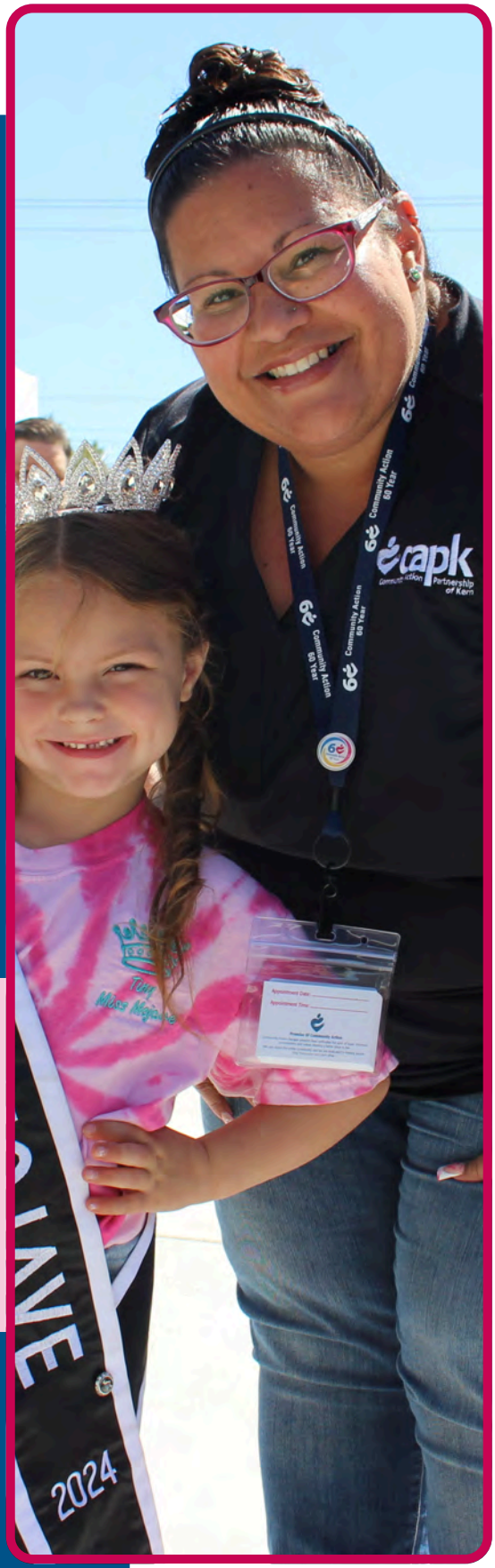
2026-2029 Strategic Plan





Table Of Contents

A Letter From Our CEO	02
Learning About Our History	03
Introducing Our Strategic Plan	04
Strengthening Our Partnerships	04
Supporting Those We Serve	05
Creating A Strong Foundation	07
Defining Our Mission, Vision, and Core Values	08
Conducting A Gap Analysis	10
Defining Our Priorities And Goals	12
Implementing Our Strategic Plan	16
Monitoring Our Progress	18
Finding Additional Information	18
Alignment of Strategic Priorities with Related Standards	19



A Letter From Our CEO

At Community Action Partnership of Kern, our mission has always been to confront the conditions and causes of poverty with courage, compassion, and collaboration. With this strategic plan, we renew our commitment to build pathways out of poverty for the communities we serve.

This plan reflects the voices of our partners, staff, and, most importantly, those we serve. It sets clear priorities for the next four years, aligning our resources to make the greatest impact across Kern County and beyond. Whether through early childhood education, food access, housing, workforce development, or advocacy, we are deepening our roots and expanding our reach.

As we move forward, our work will be guided by a sharpened focus on measurable outcomes, operational excellence, and community trust. I am confident that, together, we will continue to meet challenges with innovation, strengthen our infrastructure, and deliver results that change lives.

Thank you for standing up with us. The future is ours to build together.



Jeremy T. Tobias
Chief Executive Officer

Learning About Our History







Since 1965, Community Action Partnership of Kern (CAPK) has been part of a national movement to fight poverty and expand opportunity. Founded under the Economic Opportunity Act of 1964, CAPK is one of more than 1,000 Community Action Agencies nationwide working to uplift low-income individuals and families.

As Kern County's designated anti-poverty agency, CAPK serves over 136,000 individuals annually through a wide range of direct services, including food assistance, early childhood education, energy support, tax preparation, housing and homeless services, and youth programs. With the support of more than 1,000 employees and over 56,000 volunteer hours contributed last year, our agency is powered by the dedication of people who care deeply about community well-being.

We are guided by a 15-member Board of Directors that reflects the voices of public officials, private sector leaders, and residents from low-income communities, ensuring that our programs remain rooted in the needs and aspirations of those we serve.

Together, we work to build stronger, more resilient communities where everyone has the opportunity to thrive and become self-sufficient.

Introducing Our Strategic Plan

We are delighted to unveil the 2026 Community Action Partnership of Kern (CAPK) Strategic Plan, a comprehensive roadmap designed to build a brighter future in collaboration with our staff, partner organizations, and local communities. The six key areas we assessed were evaluated using an analysis tool called P.E.S.T.L.E. (Political, Economic, Social, Technological, Legal, and Environmental).

In developing this Strategic Plan, we have integrated the **Results-Oriented Management and Accountability (ROMA)** framework to ensure our goals are rooted in measurable outcomes and continuous improvement, as required for Community Services Block Grant (CSBG) recipients. This plan aligns with the **CSBG Organizational Standards**, particularly:

- **Standard 4.1–4.5**, which govern the development and approval of the strategic plan;
- **Standard 6.1**, ensuring that the plan reflects the findings of the Community Needs Assessment; and
- **Standard 9.3–9.4**, emphasizing the use of data and performance management for ongoing evaluation and decision-making.

Additionally, the strategic priorities and objectives outlined in this plan support progress toward the **CSBG National Performance Indicators (NPIs)** and are categorized under the three ROMA Goals:

1. Individuals and Families with Low Incomes are Stable and Achieve Economic Security
2. Communities where People with Low Incomes Live are Healthy and Offer Economic Opportunity
3. Agencies Increase Their Capacity to Achieve Results

This alignment ensures that our strategic initiatives are not only community-driven and responsive to local needs but also positioned to meet federal accountability expectations. See the Alignment Chart on Page 19.

While this strategic plan provides a solid foundation, it marks only the beginning of an exciting journey over the next four years. Together, we will undertake many important tasks, and working together, we will turn these goals into impactful realities for the communities we serve.

Strengthening Our Partnerships

We can not reach our vision and achieve all of our goals without strong collaboration from several partners. By working with other human service agencies and non-profits, we have been able to reach the most vulnerable and underserved communities across the region. Without these partnerships, it would be much harder to expand our services into rural areas where help is really needed.

Thanks to these collaborations, we've been able to help those in need pursue education, find and keep jobs, get stable housing, access healthcare, pay utility bills, weatherize their homes, fight hunger, find childcare and preschool, and take part in programs that promote personal and family growth. All of this helps our clients build independence and improve their lives.

Supporting Those We Serve

CAPK serves communities throughout Kern County and neighboring areas, including parts of San Bernardino and San Joaquin counties. Kern is home to a richly mixed population and a broad range of industries—from agriculture and oil to logistics, healthcare, and public services. While agriculture remains a key part of the region's identity, many residents work across different sectors, contributing to the unique makeup of the communities we serve.

During our 2025 Community Assessment (CNA), we gathered insights from a variety of sources about the current needs of our community. Our clients, partners, and board members provided this feedback. Based on their input, here are the Top 5 Community Needs, listed in order of priority, for the stakeholders who responded.



Food Assistance

Housing and Rental Support

Utility Bill Payment Assistance

Substance Abuse and Mental Health Services

Job Skills Development

These CNA collective priorities have resulted in some strategic recommendations, which are essential to our future vision, and they will create a positive impact on our community.

Prioritize food security programs.

Strengthen housing stability initiatives.

Expand financial relief efforts, including utility bill assistance.

Enhance mental health and substance abuse intervention partnerships.

Invest in job training and workforce development to improve employment opportunities.



Creating A Strong Foundation

The strategic planning process takes a great deal of effort and reliable teamwork. It requires thoughtful people who understand how our programs and organization work together. We thank the 2026–2029 Strategic Planning Team for their dedication and creative ideas in helping us develop a shared vision through this plan.

Led by a committed planning team, we followed the Strategic Plan Model below, which served as our roadmap. This planning framework is based on four key steps: Discovery, Dream, Design, and Destiny. Here are the main ideas we focused on during each step:

Step		Focus
1	**Discovery**	We looked at what is working well and how to keep it going.
2	**Dream**	We imagined what we could achieve in the future after assessing our gaps.
3	**Design**	We created ideas for making meaningful changes.
4	**Destiny**	We planned how to put our ideas into action for lasting success.



By exploring each of these steps, we have developed a comprehensive, long-term plan designed to create an even brighter future for CAPK, while strengthening opportunities for our staff, deepening partnerships, and enhancing the well-being of the communities we proudly serve.

Defining Our Mission, Vision, and Core Values

We have undertaken a comprehensive redefinition of our CAPK mission, vision, and core values, along with their definitions, to ensure they accurately reflect our renewed strategic direction.

This alignment is crucial as we move forward to sustain our growth and enhance our services. The updated statements, as shown below, serve as a clear compass, guiding our actions and decisions to achieve our shared goals effectively.

Our Mission

Community Action Partnership of Kern is committed to addressing poverty through direct services, advocacy, and locally driven solutions that promote dignity and self-sufficiency in the communities we serve.

Our Vision

Community Action Partnership of Kern will create resilient communities where every individual has opportunities to succeed and pursue their unique goals through the expansion and implementation of support services, partnerships, and resources.

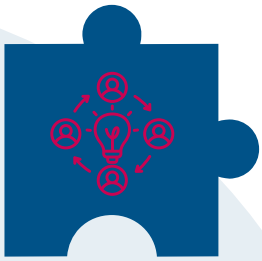


Our Core Values



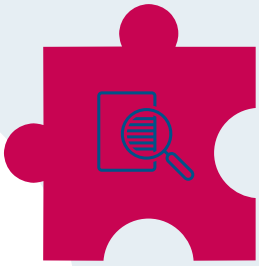
Respect

We honor the dignity, compassion, and perspectives of our clients and staff while fostering a welcoming environment where the principles and experiences of all individuals are valued.



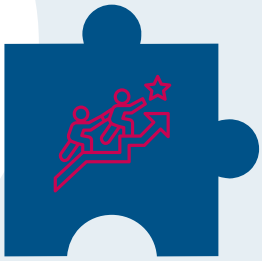
Collaboration

We transform the way you make an impact by working together, promoting open communication, and creating caring and supportive environments. We can achieve more collectively than we can individually.



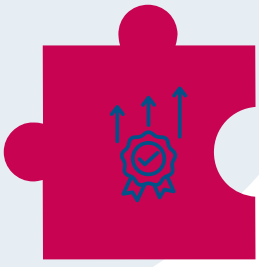
Transparency

We foster authentic relationships, both internally and externally, through clear communication that demonstrates our commitment to fiscal integrity.



Servant Leadership

We provide guidance to others with compassion and genuine care to empower and serve them.



Continuous Improvement

We encourage constant growth and progress by embracing a mindset of learning, adaptability, and innovation through feedback from clients, partners, and data analytics.

Conducting A Gap Analysis

While focusing on long-term strategic planning, CAPK recognizes the critical need to address immediate operational gaps impacting daily decision-making and community service delivery.

We employed comprehensive assessments of internal and external factors affecting programs and services in our communities. These assessments included input from our Board of Directors, our staff, and external partners. A summary of these findings has guided our commitment to continuous improvement. Here is a highlight of our strengths:

- **Strong partnerships and relationships internally and externally**
- **Fiscally sound with a good infrastructure**
- **Highly skilled workforce**

While highlighting our strengths, we also acknowledge areas for improvement to maximize our operational efficiency. To strive for continuous improvement, we will initially focus on the following key areas: data collection and analysis, service level demands, and program fragmentation. These areas will be addressed through short- and long-term goals outlined in this strategic plan.

To finalize our organizational gap analysis, we analyzed six critical areas, identifying key external challenges within each. By defining strategic priorities and setting goals, we will proactively address these gaps and strengthen our capacity to better serve our staff and community.



Political Impact

Changes in funding priorities (at all levels); new administration leading to sudden shifts; and sustainability of some programs and services.



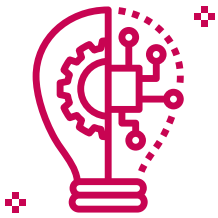
Economic Impact

Poor economy leads to reduced funding; increased need for services; and potential for a cycle of strain.



Social Impact

Lack of trusted, centralized news, information, and reliable service providers, combined with persistent poverty stigma and ideological tensions, drives policy challenges and deepens community divisions.



Technological Impact

Limited staff access to updated equipment and lagging technology reduce competitiveness and effectiveness, especially in rural and disinvested communities. There's a need to future-proof technology to meet emerging needs and security risks.



Legal Impact

Proactively adapting to changing administrations, shifting regulations, and new laws to ensure compliance.



Environmental Impact

Building a resiliency center for emergencies, strengthening communities for environmental change (disaster preparedness, etc.)

Defining Our Priorities And Goals



Strategic Priority A - Community Investment

Support initiatives that foster pathways out of poverty by promoting community-led investments, thereby expanding access to education, employment, affordable housing, healthcare, and essential services.

Key Goals	
Key Goal 1	Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.
Key Goal 2	Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029.
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.
Key Goal 4	Enhance the overall health and well-being of low-income households in our service areas by improving their nutritional knowledge and skills and strategically reducing food insecurity annually.

Some Anticipated Outcomes

- Increased number of affordable, eco-friendly housing units
- Reduced homelessness rates
- Improved quality of life and stability for residents
- Strengthened partnerships with local organizationsfor support
- Enhanced community resilience and long-term economic stability



Strategic Priority B - Partnerships

Strengthen our communities by building and expanding strategic partnerships that will enhance collaboration and support community-wide transformation.

Key Goals

Goal 1	Establish Key Strategic Partnerships for vulnerable programs by August 2029.
Goal 2	Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June 2028.
Goal 3	Assess all agency partnerships on effectiveness, accountability, and return on investment by May 2027.
Goal 4	Increase our visibility by offering wraparound services to support individuals and families by July 2027.

Some Anticipated Outcomes

- Improved service delivery
- Increased funding opportunities
- Increased community outreach and engagement
- Improved program quality and effectiveness
- Improved accountability and transparency
- Strengthened community relationships and trust



Strategic Priority C - 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 workforce.

Key Goals

Goal 1	Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.
Goal 2	Invest in attracting and retaining a high-quality and engaged workforce by August 2029.

Some Anticipated Outcomes

- A well-informed, values-driven leadership pipeline
- Improved employee engagement and satisfaction (high morale)
- Seen as a leader in organizational excellence and community service
- Reduced turnover rates and increased employee retention
- Attraction of engaged and talented candidates
- A positive workplace culture – desired place to work



Strategic Priority D - Data-Driven Decisions

Increase utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals.

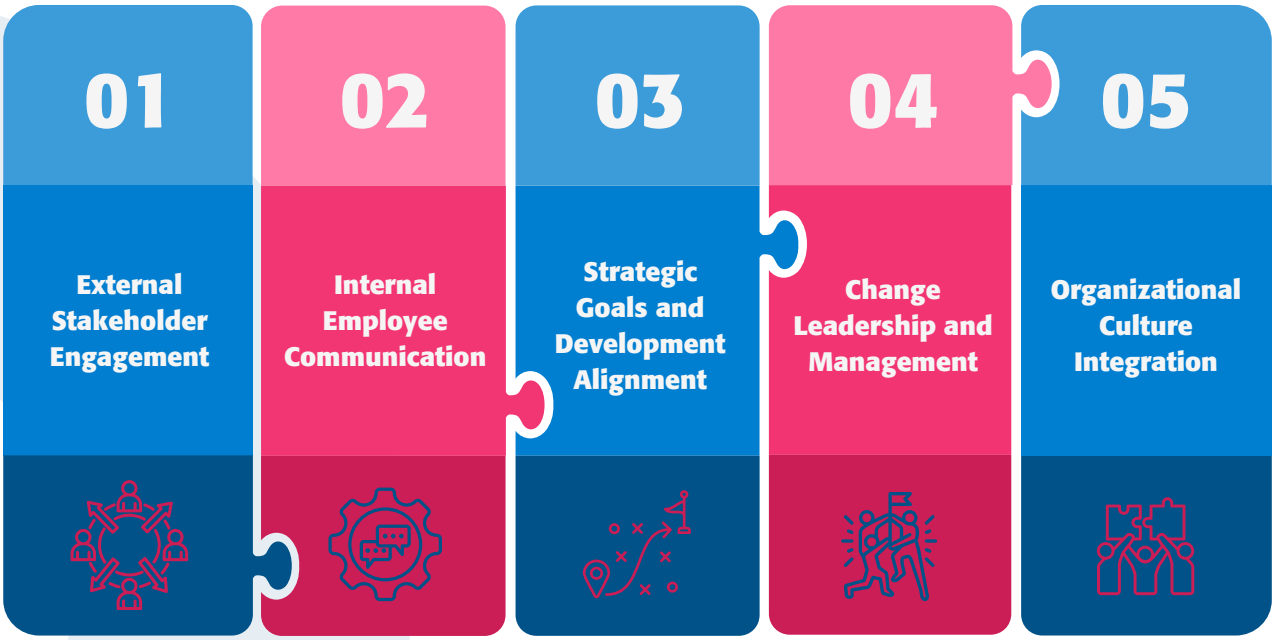
Key Goals	
Goal 1	Provide relevant data and tools for all programs to support data-driven decision making to improve operations by August 2029.
Goal 2	Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026.
Goal 3	Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.

Some Anticipated Outcomes

- Enhanced decision-making quality
- Increased operational efficiency
- Improved funding strategies
- Greater transparency and accountability
- Improved program performance

Implementing Our Strategic Plan

To ensure successful implementation of this plan across CAPK and active engagement from all stakeholders, we have developed a series of steps to guide effective execution. These steps incorporate stakeholder communication (both internal and external), employee development, change leadership, and intentional culture management. Below are key expectations for each of these steps.



1. External Stakeholder Engagement

A concise presentation of our strategic priorities and goals will be shared with the Board of Directors, partners, and community members during meetings. The plan will also be accessible on website and promoted through selected social media channels to ensure broad awareness and transparency.

2. Internal Employee Communication

We will launch a comprehensive internal campaign to operationalize our new mission, vision, and core values, supported by collateral materials. These elements will be integrated into the onboarding process for new hires. Continuous updates will be delivered through established channels such as newsletters, staff meetings, and the intranet to keep employees informed and engaged.

3. Strategic Goals and Development Alignment

Opportunities for leadership and staff development will be provided to foster ownership and active participation in achieving our strategic objectives. Targeted training sessions and workshops will enhance engagement and individual performance. Additionally, informal coaching and mentoring will be available to support specific development needs.

4. Change Leadership and Management

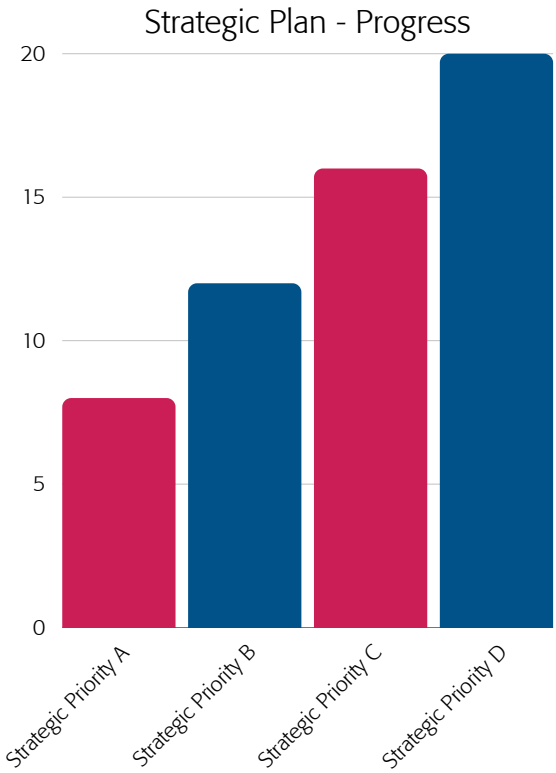
Recognizing that new goals may encounter resistance, some senior leader will be designated as a “champion” for each of the five strategic priorities. These leaders will oversee implementation, coordinate with program and process owners, monitor progress, and regularly update the leadership team, ensuring a smooth transition and alignment across our organization.

5. Organizational Culture Integration

Opportunities for leadership and staff development will be provided to foster ownership and active participation in achieving our strategic objectives. Targeted training sessions and workshops will enhance engagement and individual performance. Additionally, informal coaching and mentoring will be available to support specific development needs.



Monitoring Our Process



As the famous quote says, "If you don't know where you're going, any road will get you there." At CAPK, we have used this idea as our guide to create a strategic plan that we are proud of.

With this solid plan in place, we can track our progress and celebrate our successes. Like before, we will use technology to store our goals and update our progress regularly until they are completed. The system will be customized to match the key elements of our plan, supporting each goal and objective.

By setting clear deadlines and milestones, we will be able to generate regular reports that highlight our achievements and show where we need to focus more effort.

The overall strategic plan will be evaluated annually; however, we will make updates to the related action items whenever needed. These updates can be made immediately online or scheduled periodically, based on a timeline set by CAPK leadership.

Finding Additional Information

Over the coming years, your involvement in achieving our CAPK goals will be vital. Whether through program leadership, volunteering, partnerships, or supporting our initiatives, your contribution will help us realize the vision outlined in this plan. We look forward to "planning our future together."

We invite you to learn more about our journey and discover how you can get involved. Visit our website at www.capk.org and join us on this exciting path forward.

Alignment of Strategic Priorities with Related Standards

	CSBG National Performance Indicators (NIPs)	CSBG Organizational Standards	Results-Oriented Management and Accountability (ROMA) Goal
Strategic Priority A Community Investment	FNPI Employment, FNPI Housing, FNPI Health, and Social/ Behavioral Development (includes nutrition), and FNPI Services Supporting Multiple Domains	Standards: 1.1, 1.3, 2.1, 2.2, 2.4, 4.2, and 4.3	Goal 1 (family), Goal 2 (community), Goal 3 (community), Goal 4 (agency), and Goal 6 (family)
Strategic Priority B Partnerships	FNPI Civic Engagement and Community Involvement	Standards: 2.1, 2.2, 2.4, 2.5, 3.1, and 4.1	Goal 4 (agency)
Strategic Priority C Culture		Standards: 7.1, 7.2, 7.3, 7.9, 8.5, and 9.4	Goal 5 (agency)
Strategic Priority B Partnerships		Standards: 1.2, 4.3, 6.4, 6.5, 6.2, 9.3, 9.4, and 9.6	Goal 5 (agency)

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Community Action Partnership of Kern

Building A Brighter Future

2026-2029 Strategic Plan

For Internal Use Only







Table Of Contents

02 LEARNING ABOUT OUR HISTORY

03 IMPLEMENTING OUR PLAN

05 REVIEWING OUR PLAN TERMINOLOGY

06 ALIGNING OUR PRIORITIES, GOALS, AND OBJECTIVES

09 STRATEGIC PRIORITY A

18 STRATEGIC PRIORITY B

31 STRATEGIC PRIORITY C

41 STRATEGIC PRIORITY D

49 ALIGNMENT OF STRATEGIC PRIORITIES WITH RELATED STANDARDS



02

Learning About Our History







Since 1965, Community Action Partnership of Kern (CAPK) has been part of a national movement to fight poverty and expand opportunity. Founded under the Economic Opportunity Act of 1964, CAPK is one of more than 1,000 Community Action Agencies nationwide working to uplift low-income individuals and families.

As Kern County's designated anti-poverty agency, CAPK serves over 136,000 individuals annually through a wide range of direct services, including food assistance, early childhood education, energy support, tax preparation, housing and homeless services, and youth programs. With the support of more than 1,000 employees and over 56,000 volunteer hours contributed last year, our agency is powered by the dedication of people who care deeply about community well-being.

We are guided by a 15-member Board of Directors that reflects the voices of public officials, private sector leaders, and residents from low-income communities, ensuring that our programs remain rooted in the needs and aspirations of those we serve.

Together, we work to build stronger, more resilient communities where everyone has the opportunity to thrive and become self-sufficient.

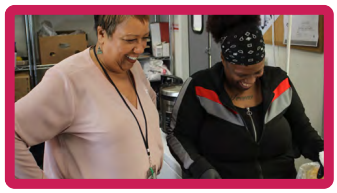
Implementing Our Plan

This section of the 2025-2029 CAPK Strategic Plan is intended for internal use by our staff. It provides a comprehensive overview of our priorities, goals, and objectives, establishing a clearer link between the organization's overarching vision and each employee's individual performance goals.

Here is our CAPK Strategic Plan Communication and Implementation Framework. By adhering to the following nine strategies, these guidelines will ensure a smoother and more successful implementation.

1 The Strategic Plan Publication	• Make our current strategic plan easily accessible by publishing it on the intranet site for all employees.
2 Onboarding Integration	• Introduce key components of the strategic plan during the onboarding process to ensure new employees understand our direction and priorities.
3 Employee Engagement and Communication	• Integrate strategic plan goals with employee performance objectives for enhanced organizational alignment and improved results. Encourage employees at all levels to continue their personal growth and seek opportunities to engage throughout the plan's life cycle.
4 Goals and Actions Alignment	• Conduct regular employee meetings to effectively communicate all aspects of the strategic plan for better alignment and understanding.
5 Cross-Functional Collaboration	• Utilize "special work groups" comprised of cross-functional employees to address targeted action items, promoting collaboration and unique perspectives.

6 Leadership Involvement and Coordination	• Assign an executive leadership team member to oversee the coordination of each strategic priority.
7 Technology-enabled Metrics Tracking	• Leverage our OnStrategy system to monitor progress on assigned action items to ensure accountability and transparency.
8 Progress Evaluation and Monitoring	• Review goal action items monthly and update the strategic plan at least once a year to reflect progress, changing priorities, and updating goals.
9 Recognition of CAPK Achievements	• Celebrate milestones and successes to motivate continued engagement and reinforce our collective commitment to our key goals.





Reviewing Our Plan Terminology

To assist you in better understanding elements of this plan, please review the following terms and their meanings.

CD	Community Development
CFHL	CalFresh Healthy Living
CSS	Community Supportive Services
ERSWG	Employee Retention Special Work Group
FB	Food Bank
FD	Finance Department
HR	Human Resources
HSP	Housing Supportive Services
IRM	Interagency Referral Management System
IS	Information Systems
IT	Information Technology
LMS	Learning Management System
MOUs	Memorandum of Understanding
OPS	Operations
P & P	Process and Procedures
PEFC	Partnership Evaluation Framework Committee
PRE	Program Review and Evaluation
PAs/Ms	Program Administrators/Managers
SWG	Special Work Group
VSS	Veterans & Supportive Services
WIC	Women, Infant & Children

Aligning Our Priorities, Goals, And Objectives

The upcoming pages will provide a comprehensive overview of all the CAPK Strategic Plan's key goals, objectives, and action items. This information is designed to guide CAPK staff in understanding job expectations and in successfully achieving performance targets related to your specific responsibilities. (See chart on Page 48 for standards alignment with our priorities and goals.)

Strategic Priority A
Community Investment
Support initiatives that foster pathways out of poverty by promoting community-led investments, thereby expanding access to education, employment, affordable housing, healthcare, and essential services.

Why is this priority important?

At CAPK, we support pathways out of poverty through community investments, transformational services, and building resilient communities. Our goal is to empower individuals and families to achieve self-sufficiency and reduce reliance on social services, creating lasting change.

Affordable housing is central to our vision, providing stability essential for independence. We partner with housing authorities and use mixed funding for new builds and renovations, offering on-site support like rental assistance and eviction prevention. Through technology, strategic collaborations, and programs in workforce development and financial literacy, we aim to eliminate barriers and provide ongoing resources to help families sustain their independence.

The following key goals and objectives support Strategic Priority A.

Strategic Priority A	
Community Investment	
Key Goal 1	**Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by 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, 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 (2) 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.

Strategic Priority A (cont.)	
Community Investment	
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 needs and strategically aligning resources to improve their service gap by 5% annually.

Key Goal 1: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

Objective 1: Strengthen housing partnerships by increasing affordable housing options, new housing developments, and existing infrastructure by April 2026.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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	Completed report	CD, Housing Support Services (HSP), Veterans 7 Supportive Services (VSS)	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	Completed Funding Resource Guide	CD, HSP, VSS	
Objective 2: Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, prevention, and case management by April 2028.				
1. Identify community partners to provide services (i.e., rental assistance, prevention, case management).	03/26 – 09/26	Create the list report	CD, VSS, 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, VSS, Finance Department (FD)	

Key Goal 1 (cont.): Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

Objective 2 (cont.): Expand on-site support services for housing stability by implementing on-site supportive services at CAPK housing locations, including rental assistance, prevention, and case management by April 2028.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
3. Identify the level of support needed in a CAPK case manager (Enhance Case Management Services).	03/26 – 09/26	FTE recommen-dations re: job scope	CD, HSP, VSS, Human Resource (HR),	
4. Develop on-site program model and service delivery schedule.	03/26 – 10/26	Pilot ready	CD, VSS, 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	System created and tested	HSP, VSS, (IS), All programs	

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 (2) new funding sources to begin and support workforce development initiatives by August 2028.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
1. Research and compile a list of federal, state, and private funding sources.	10/25 – 03/26	List of resources	CD, Community Support Services (CS), VSS, HSP	
2. Develop comprehensive concepts and standardized boilerplate language for workforce initiatives proposals aligned with our services, including the identification and creation of social enterprises.	01/26 – 03/28	2 proposals written (minimum)	CD, CS, VSS, HSP, HR	
3. Establish partnerships with at least two workforce or job readiness organizations.	04/26 – 03/28	MOUs signed	CD, CS, VSS, HSP, HR	
4. Submit at least two funding applications.	01/26 – 08/28	2 submissions	CD, CS, VSS, HSP	

Key Goal 2 (cont.): Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029.

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	Milestones /Targets	Responsibility Matrix	*Notes
1. Identify high-demand sectors and align with state/regional workforce boards.	01/27 – 6/27	Sector alignment plan	CD, VA, CS, HSP	
2. Develop partnerships with industry leaders for On-the-Job Trainings and placement.	07/27 – 7/28	Two partnerships developed	CD, VA, CS, HSP	
3. Implement training-to-placement tracking system.	07/27 – 7/28	Trained staff	IS, VSS, 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 conducted	VSS, CD, CS, HR, HSP,	

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	Milestones /Targets	Responsibility Matrix	*Notes
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, VSS	
2. Conduct surveys and map food deserts based on the developed process.	02/28 – 07/28	Quarterly updated	CD, FB, IS, CS, VSS, HSP, CalFresh Healthy Living (CFHL)	
3. Adjust food distribution plans based on findings.	09/28 – 8/29	Service reallocation plans	FB, CD, IS, Finance	
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.				
1. Identify mental health service gaps geographically throughout Kern County.	1/26 – 6/26	Gap Analysis	CD, VSS, CS, HSP	
2. Identify mental health and substance abuse providers.	01/26 – 6/26	Providers Report	HSP, CS, CD, VSS	

Key Goal 3 (cont.): Support the health and well-being of clients by expanding access to essential holistic services through Enhanced Care Management (ECM) by August 2029.				
Objective 2 (cont.): 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**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
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 implemen-ted	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 by August 2029.				
1. Conduct nutrition education workshops and cooking classes to teach low-income individuals about balanced diets and healthy eating habits.	01/26 – 06/29	Workshops and classes scheduled	WIC, Head Start and Cal Fresh Healthy Living	Pre and post assessment

Key Goal 4 (cont.): 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 (cont.): Improve the health of low-income individuals by enhancing their nutritional knowledge and skills by August 2029.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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 our programs to integrate nutrition education into family case management, ensuring children and families receive consistent, comprehensive information.	09/27 – 6/29	Increased in CFHL and WIC enrollments	CFHL and WIC	
4. Evaluate annually via surveys and assessments to measure improvements in participants' nutrition knowledge and skills.	06/29 – 08/29	Skills and knowledge Metric: program enrollments	CFHL, WIC and IS team	

Key Goal 4 (cont.): 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 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 /Targets	Responsibility Matrix	*Notes
1. Identify and evaluate communities with the highest need for food assistance.	01/26 – 08/29	Communi-ties and metrics	Food Bank Staff, IT	
2. Strategically collaborate with local partners to optimize resource allocation and maximize overall impact.	01/26 – 08/29	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	
Objective 3: Develop a financial literacy and life skills training/curriculum as a component of an existing program by March 2028.				
1. Create a survey to identify skill-building interests and resource needs for employees and community members.	02/26 – 06/26	Approved question-naire	CD	Check existing HS data

Key Goal 4 (cont.): 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 3 (cont.): Develop a financial literacy and life skills training/curriculum as a component of an existing program by March 2028.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
2. Develop programming and determine implementation strategies for new project.	06/26 – 03/27	Program design and implementa-tion	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	

Strategic Priority B

Partnerships

Strengthen our communities by building and expanding strategic partnerships that will enhance collaboration and support community-wide transformation.

Why is this priority important?

Partnerships are vital to expanding our reach and diversifying programs. By collaborating with various organizations, we access different funding sources and leverage their expertise, enriching our services and preventing overlap. These alliances enable us to address the whole person's needs more effectively and fill service gaps that grants alone cannot cover.

Collaborative efforts strengthen our initiatives, making them more competitive and impactful. They foster shared responsibility, enhance community trust, and ensure we deliver comprehensive, sustainable support that truly meets the needs of those we serve.

The following key goals and objectives support Strategic Priority B.

Strategic Priority B	
Partnerships	
Key Goal 1	**Establish Key Strategic Partnerships for vulnerable programs by August 2029.**
Objective 1	Secure 2-3 partners to support our 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 our 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 our 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 households annually.

Strategic Priority B (cont.)	
Partnerships	
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 our visibility by offering wraparound services to support individuals and families by July 2027.**
Objective 1	Develop and implement an all-program our 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 our programs with diversified financial or in-kind contributions by December 2027.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
1. Identify existing funding gaps among all current CAPK programs.	09/25 – 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.	01/26 – 12/26	Program evaluation report	CD, PAs, Finance	
3. Prioritize vulnerable programs according to greatest need and agency alignment.	01/26 – 12/27	Program evaluation report	CD/Finance, PAs	
4. Identify and establish strategic financial partnerships to sustainably support non-self-sufficient programs, ensuring ongoing operational needs are met and expanding overall reach.	01/26 – 8/29	Consistent Funding increase	CD, Foundation, PAs	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 2: Secure new private and public funds to increase each vulnerable programs operational budget by at least 5% annually.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Identify ongoing and one-time funding for the FB (Food Bank).	09/25 – 10/25	Financial report	Finance	
2. Identify individual and company donor relationships with the FB.	09/25 – 11/25	Donor report	Foundation	
3. Develop compelling proposals that outline the impact and benefits of supporting the FB.	10/25 – 8/29	Case for support	CD/Foundation, FB	
4. Implement a capital campaign to support the operating costs of the FB.	01/26 – 12/26	Capital campaign	CD/Foundation, FB	
5. Implement a system to track outreach, funding, and progress toward the 5% annual increase goal.	01/26 – 12/26	Tracking dashboard	IS, CD, FB	
6. Evaluate the effectiveness of the outreach strategy and implement necessary adjustments to enhance outcomes.	04/26 – 8/29	Comparison: strategies vs. key success	CD/Foundation FB	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.

Objective 3: Complete and execute an internal review to assess funding gaps and financial vulnerabilities to create a long-term funding roadmap for our programs by June 2027.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
1. Assign roles and responsibilities for the sustainability review.	09/25 – 12/25	List with names or positions	Goal Group – Partnership Priority SWG	
2. Conduct research on sustainability strategies employed by similar organizations to identify effective solutions and applicable frameworks.	10/25 – 8/29	Best practices identified	CD, PAs	
3. Compile a report summarizing funding gaps, financial risks, and areas for improvement based on collected data.	1/26 – 12/26	Detailed Report	CD, Finance, PAs	
4. Share preliminary findings with key stakeholders for feedback and input on priorities.	01/27 – 04/27	Annual Report/ Board presentation	CD, PAs	
5. Develop a comprehensive funding plan to address our gaps and secure long-term financial sustainability.	06/26 – 6/27	Funding Plan	CD, Finance, PAs	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 3 (cont.): Complete and execute an internal review to assess funding gaps and financial vulnerabilities to create a long-term funding roadmap for our programs by June 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
6. Implement the strategies in the roadmap by actively pursuing new funding opportunities, enhancing the efficiency of existing resources, and fostering strategic partnerships.	02/27 – 12/27	Strategies executed	CD, Finance, PAs	
7. Conduct quarterly reviews of the funding roadmap's effectiveness, and update it as necessary to ensure uninterrupted program continuity.	02/27 – 08/29	Quarterly review	CD, Finance, PAs	
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.				
1. Actively participate in at least two county-level advocacy efforts per year.	01/26 – 08/29	Participation documented	CD, Executive Leadership, PAs	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 4 (cont.): 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**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
2. Prioritize policy changes that support our mission and vision.	01/26 – 08/29	A public comment/support letter submitted (minimum of one)	CD, Executive Leadership, PAs	
3. Coordinate at least 3 outreach events in partnership with other supportive housing agencies.	01/26 – 08/29	Events attended. (publish via social media)	CD, Housing and Supportive Services, VSS	
Key Goal 2: Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June of 2028.				
Objective 1: Integrate additional services into existing programs by establishing at least two new partnerships by December 2027.				
1. Identify opportunities to enhance CAPK programs with additional services.	9/25 – 12/25	List of opportuni-ties	CD, PAs	
2. Research and secure at least two new partnerships.	01/26 – 12/26	New partnerships	CD, PAs	

Key Goal 2 (cont.): Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June of 2028.				
Objective 1 (cont.): Integrate additional services into existing programs by establishing at least two new partnerships by December 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
3. Collaborate with partners to design a seamless integration plan.	01/26 – 12/26	Detailed plan	CD, PAs	
4. Run a pilot program to test new services on a small scale and refine as needed.	01/27 – 12/27	Pilot program	PAs	
5. Integrate and make services accessible	01/27 – 12/27	Services available	PAs	
6. Monitor impact and gather feedback for continuous improvement.	01/28 – 06/28	Improve-ments implemen-ted based on feedback	PAs	
Objective 2: Equip Program Managers with tools to build partnerships using a partnership development toolkit for Program Managers and Administrators by June 2027.				
1. Survey/interview program managers to identify partnership challenges and needed tools.	01/26 – 04/26	Survey	CD	

Key Goal 2 (cont.): Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June of 2028.				
Objective 2 (cont.): Equip Program Managers with tools to build partnerships using a partnership development toolkit for Program Managers and Administrators by June 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
2. Create resources on outreach, collaboration, and sustainability aligned with our goals.	06/26 – 09/26	Toolkit	CD	
3. Test the toolkit with a small group of program managers and gather feedback to refine its content and usability.	09/26 – 10/26	Toolkit	CD	
4. Launch toolkit and train program managers to use the resources effectively.	01/27 – 03/27	Conduct Training Sessions	CD	
5. Monitor the toolkit effectiveness by tracking partnership growth metrics and gathering manager feedback, and make adjustments as needed.	04/27 – 06/27	Surveys and PRE Report, Database	CD, IS	

Key Goal 2 (cont.): Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June of 2028.

Objective 3: Increase community reach through strategic partnerships to expand service delivery by at least 5% for more unduplicated households annually.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
1. Pinpoint underserved households and their specific needs by using data analysis and community feedback.	1/26 – 06/26	Surveys and GIS mapping	CD and IS	
2. Identify potential partners whose missions and resources align with our goals for reaching underserved communities.	01/26 – 06/26	Planning Document	Directors and Administrators	
3. Collaborate with partners to design culturally relevant, accessible outreach for identified communities.	01/26 – 01/27	Planning Document	PAs/Ms., CD	
4. Launch programs with new partners to expand services and track annual household growth.	07/26 – 6/27	PRE Report	PAs and IS	
5. Evaluate outreach and participation, using data to drive continuous improvement.	01/27 – 12/27	PRE Report	PAs	

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.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Establish a Partnership Evaluation Framework committee to develop a tool to evaluate partnership effectiveness.	07/26 – 09/26	Committee formed	Partnership Evaluation Framework Committee (PEFC)	
2. Create clear metrics to assess the impact of each partnership on our programs, focusing on accessibility, quality, and program outcomes.	09/26 – 12/26	Partnership Metrics	PEFC	
3. Create an evaluation return on investment (ROI) form to track and measure contributions live, funds and resources.	01/27 – 04/27	Form created	PEFC	
Key Goal 4: Increase our visibility by offering wraparound services to support individuals and families by July 2027.				
Objective 1: Develop and implement an all-program our commercial/ad in multiple languages by March 2027.				
1. Allocate indirect funds for an agency awareness campaign.	10/25 – 03/26	Approval of funds	CD, Finance, PAs	Check on cost estimates

Key Goal 4 (cont.): Increase our visibility by offering wraparound services to support individuals and families by July 2027.				
Objective 1 (cont.): Develop and implement an all-program our commercial/ad in multiple languages by March 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
2. Add an evaluation metric to each program's intake form to measure awareness success.	03/26 – 05/26	Increase in inquiries	PAs/Ms	
3. Conduct a focus group to gather feedback from all CAPK programs.	03/26 – 05/26	Feedback from focus groups	CD and PAs	
4. Design agency-wide awareness campaign.	05/26 – 08/26	Design develop-ment	CD	
5. Produce agency campaign(s) — commercial, sound bites, radio, etc.	08/26 – 10/26	Approval of production	CD	
6. Launch an agency-wide awareness campaign.	11/26 – 02/27	Campaign goes live	CD	
7. Evaluate agency-wide awareness campaign.	03/27 – 04/27	Response rates	CD	
8. Review campaign effectiveness based on metrics and feedback; implement changes.	05/27 – 06/27	Metrics compared; changes implemen-ted	CD	

Strategic Priority C

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 workforce.

Why is this priority important?

At CAPK, we believe in the power of positive intent to build a strong, engaged workforce. By making everyone feel valued and supported, we foster better work-life balance and overall wellbeing. Our focus on growth and promotion opportunities reflects our commitment to attracting and retaining high-quality staff, reducing turnover, and ensuring every employee is treated with respect and dignity. This foundation helps us create an environment that embraces quiality, mirroring the communities we serve and enhancing our ability to serve effectively.

Our leadership is dedicated to supporting staff development and satisfaction through comprehensive benefits, training, and fair compensation, utilizing tools like Performance Pro. The relaunch of our employment website aims to strengthen recruitment by showcasing our total compensation and mission-driven culture. These efforts reinforce our commitment to dignity and respect, both internally and within the community, ensuring a stable, impactful, and engaged workplace.

The following key goals and objectives support Strategic Priority C.

Strategic Priority C	
Culture	
Key Goal 1	**Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.**
Objective 1	Provide training to ensure program staff are knowledgeable about all our programs by January 2027.
Objective 2	Clearly define and document our agency culture September 2027.
Objective 3	Launch an internal communication strategy to disseminate and promote our 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	**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 our core values and fosters a strong workforce by August 2029.				
Objective 1: Provide training to ensure program staff are knowledgeable about all our programs by January 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Add training material on CAPK programs and services inside the Leadership Management System (LMS).	05/26 – 0 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 our employees to visit and learn about specific programs.	01/27 – 08/29	Event conducted	Program Managers	
Objective 2: Clearly define and document our agency culture by September 2027.				
1. Collaborate with leadership and HR to define our organizational culture.	01/26 – 3/26	Develop Survey Question-naire	HR/Chiefs and Directors	

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.

Objective 2 (cont.): Clearly define and document our agency culture by September 2027.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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 – 08/26	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.	01/27 – 02/27	PowerPoint presentation	HR/Community Development/ Marketing	

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.				
Objective 3: Launch an internal communication strategy to disseminate and promote our agency culture across all departments by December 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
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, 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.				
1. Explore and thoroughly understand the features of an LMS to utilize its capabilities.	09/25 – 12/25	LMS Training	HR	Study LMS tool
2. Create a staff core competency matrix (frontline, supervisory, management).	01/26 – 09/26	The Matrix	HR	
3. Capture all curriculum content and resources in LMS system.	10/26 – 06/27	Finalize Content Library	HR	

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.				
Objective 4 (cont.): Develop a tiered curriculum for the Leadership academy that aligns with staff career pathways by June 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
4. Create a mentorship framework aligned with staff career pathways.	10/26 – 03/28	Framework Approval	HR	
Objective 5: Implement the Leadership Academy pilot program agency wide by August 2028.				
1. Communicate the Academy launch. • Eligibility Criteria • Program goals	04/28 – 06/28	Newsletter campaign(s)	HR/Community Development	
2. Select pilot departments and cohorts.	04/26 – 06/28	Cohort meetup	HR/ Department Manager	Develop eligibility criteria for participants
3. Pilot a job rotation program by 2027 to give employees cross-department experience. • Connects employees across departments to support professional growth • Provide employees with opportunities to express interest in new roles or skill development	08/28 – 08/29	Rotation implemen-ted	HR/ Dept Management	

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.				
Objective 5 (cont.): Implement the Leadership Academy pilot program agency wide by August 2028.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
4. Survey pilot participants for feedback towards final implementation.	08/28 –08/29	Feedback analysis report	HR/ Executive Team	
Key Goal 2: 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.				
1. Develop partnerships with local colleges and trade schools for temps, interns, and/or volunteers under our intern program.	01/26 – 08/29	Identification of taskforce	HR/ Potential Talent Taskforce	Ongoing
2. Update our Now-Hiring page with engaging, 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	

Key Goal 2 (cont.): Invest in attracting and retaining a high-quality and engaged workforce by August 2029.				
Objective 1 (cont.): Enhance recruitment strategies and increase agency visibility by March 2027.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
3. Improve agency staff visibility (e.g. social media presence/kudos, employee spotlights, "Why I work here" videos, radio spots/interviews.)	01/26 – 03/27	Newsletter highlights	HR/Community Development	Ongoing
4. Identify at least three major online job platforms (e.g. LinkedIn) to increase our presence on major talent search platforms.	09/25 – 12/25	Contracts w/ 3 providers	HR/Community Development	
Objective 2: Utilize data-driven decision making to improve employee retention and engagement by August 2029.				
1. Form steering committees in high-turnover areas to develop retention strategies from exit findings.	01/26 – 03/26	Committee Charter	HR/ Management, Special Work Group (SWG)	
2. Analyze exit data and report findings to executive team.	04/26 – 07/26	Present findings	Employee Retention (ER) SWG	

Key Goal 2 (cont.): Invest in attracting and retaining a high-quality and engaged workforce by August 2029.				
Objective 2 (cont.): Utilize data-driven decision making to improve employee retention and engagement by August 2029.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
3. Report and develop retention strategies with each division/department management team.	08/26 – 08/29	Strategies identified	HR/Program management	
Objective 3: Optimize employee benefits and compensation to support retention and satisfaction by August 2029.				
1. Review our optional benefits using market trends and employee feedback. • Review medical and ancillary benefits	06/26 – 08/29	Post evaluation	HR	Ongoing
2. Present ideas to improve the agency's benefits package.	01/26 –08/29	Personnel presentation	HR/ ER SWG	
3. Approve added benefits and create an implementation plan.	01/26 –08/29	Board approval	HR/Finance	

Key Goal 2 (cont.): Invest in attracting and retaining a high-quality and engaged workforce by August 2029.

Objective 4: Roll out the new performance evaluation tool (Performance Pro) agency-wide by June 2028.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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	All manager trained	HR/Program Management	Ongoing
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. • Include servant leadership principles in annual staff evaluations	05/28 – 06/28	Completed Matrix	HR/ Workgroup	Ongoing

Strategic Priority D

Data-Driven Decisions

Increase utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals.

Why is this priority important?

To improve our performance, we must effectively share our impact, identify gaps, and highlight successes. Key to this is enhancing our grant reporting, aligning with funder requirements and standards like Head Start, which will support strategic growth and data-driven decisions. We need to measure both program effectiveness and our overall agency impact on families served.

Transparency and clear communication set us apart from other community based organizations. By analyzing comprehensive data at the agency level, we can better demonstrate our difference, build trust, and ensure accountability. This approach will drive continuous improvement and help us tell a compelling story of our successes and areas for growth.

The following key goals and objectives support Strategic Priority D.

Strategic Priority D	
Data-Driven Decisions	
Key Goal 1	**Provide relevant data and tools for all programs to support data-driven decision making to improve operations 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 our 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	Establish 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.

Strategic Priority D (cont.)	
Data-Driven Decisions	
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.

Key Goal 1: Provide relevant data and tools for all programs to support data-driven decision making to improve operations 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.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Determine which programs require real-time dashboards, assess existing dashboards in use, and identify strategies to integrate and enhance data visualization and analytics.	10/25 – 12/25	List of programs	Information Systems (IS), Program Administrators/ Managers (PAs/Ms)	
2. Identify which programs will be selected for pilot group of dashboard implementation.	01/26 – 03/26	Selected program list	IS, PAs/Ms	
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.				
1. Hold monthly check-ins with IS and program teams to review data trends and address operational challenges.	01/26 – 08/29	Monthly meetings	Information System (IS)	
2. Establish base line usage rates.	01/26 – 06/26	Program Report	Information System (IS)	
3. Track ongoing usage by program.	06/26 – 09/26	Monthly reports	Information System (IS)	

Key Goal 1 (cont.): Provide relevant data and tools for all programs to support data-driven decision making to improve operations by August 2029.				
Objective 3: Develop and implement a data access process ensuring at least 75% of our programs use internal data to identify service gaps and improve resource distribution, particularly in underserved communities by August 2029.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Ensure current and new funders allow for data collection.	10/25 – 08/29	Consent form/MOUs from funders.	IS, PAs	Re-evaluate methods if data is restricted (programming and funding)
2. Develop internal live and digitized program performance reports.	10/25 – 07/26	PRE and Annual Report	IS, PAs	
3. Assessing existing resources and re-allocating to high-need areas.	01/26 – 08/29	Leadership and Program Staff Meeting	Program Leadership (Chiefs, Directors and Administrators)	
4. Using needs assessment data to identify access points.	01/26 – 08/29	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**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Train program leader to access program budget-to-actual (BTA) reports in Sage Intact.	01/26 – 12/26	Training and process and procedures	Finance and PAs	
2. Integrate financial data dashboards into program reporting.	01/26 – 12/26	Dashboards	IS, Finance, PAs	
Objective 2: Establish 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.				
1. Transfer data from Grant Hub to new grant management platforms.	01/26 – 12/26	Manage-ment Platform	Community Development, IS	
2. Meeting with program when new grant opportunities araise.	01/26 – 08/29	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**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Identify programs that need a client intake form.	01/27 – 12/27	List	IS, PAs	
2. Develop universal intake form and map out program intake process.	01/28 – 06/28	Intake form, Vizio Diagram	IS, PAs	
3. Digitize intake process for programs.	07/28 – 08/29	Application	IS, PAs	
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.				
1. Identify gaps in IRMS usage and check eligibility for programs.	01/26 – 12/26	Meeting with programs	IS/PAs	
2. Establish a process for updating/adding programs in IRM.	01/26 – 12/26	Process implemen-ted	IS	
3. Develop a training program to use the Interagency Referral Management System.	01/26 – 12/26	Training implemen-ted	IS, PAs	

Key Goal 3 (cont.): Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.				
Objective 2 (cont.): 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**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
4. Provide bi-annual IT and IS professional development training to enhance staff capacity in data management and analytics.	01/26 – 08/29	Training	IS, IT	

Alignment of Strategic Priorities with Related Standards

	CSBG National Performance Indicators (NIPs)	CSBG Organizational Standards	Results-Oriented Management and Accountability (ROMA) Goal
Strategic Priority A Community Investment	FNPI Employment, FNPI Housing, FNPI Health, and Social/ Behavioral Development (includes nutrition), and FNPI Services Supporting Multiple Domains	Standards: 1.1, 1.3, 2.1, 2.2, 2.4, 4.2, and 4.3	Goal 1 (family), Goal 2 (community), Goal 3 (community), Goal 4 (agency), and Goal 6 (family)
Strategic Priority B Partnerships	FNPI Civic Engagement and Community Involvement	Standards: 2.1, 2.2, 2.4, 2.5, 3.1, and 4.1	Goal 4 (agency)
Strategic Priority C Culture		Standards: 7.1, 7.2, 7.3, 7.9, 8.5, and 9.4	Goal 5 (agency)
Strategic Priority B Partnerships		Standards: 1.2, 4.3, 6.4, 6.5, 6.2, 9.3, 9.4, and 9.6	Goal 5 (agency)

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Community Action Partnership of Kern

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MEMORANDUM

To: Board of Directors

From: Susana Magana, Director of Health & Nutrition Services

Date: August 20, 2025

Subject: *Agenda Item V(d):* Conclusion and Closure of Cal Fresh Healthy Living Program (SNAP-ED) – **Action Item**

Background

On July 3, 2025, H.R. 1, known as the "One Big Beautiful Bill," was signed into law. This legislation includes an amendment that maintains the Supplemental Nutrition Assistance Program Education (SNAP-Ed)in statute; however, ending federal funding, thus resulting in the conclusion and closure of the CalFresh Healthy Living program effective September 30, 2025. This change prompted immediate discussions and evaluations concerning the program's future, especially given the uncertainty surrounding potential continuation beyond the specified date.

Fiscal Impact and Timeframe

The CalFresh Healthy Living budget totals approximately $2.2 million, with $948,000 of that amount subcontracted to three community partners. On July 22, 2025, the Director notified partners that due to uncertainty about the program's continuation beyond FY 2025, CAPK would not process subrecipient contracts for the fiscal year beginning October 1.

The California Department of Public Health (CDPH) has expressed a lack of optimism regarding the availability of alternative funding sources to fill the gap left by the loss of federal funding. After careful consideration, it was determined that CAPK will end services and close the CAPK Cal Fresh Healthy Living program on September 30, 2025, the end date of the current contract year.

Strategic Plan Impact

Goal 4 of the 2021–2025 CAPK Strategic Plan: *To be an employer of choice and attract and retain a high-quality workforce*. The agency recognizes the valuable contributions that the Cal Fresh Healthy Living program has provided to the community.

To support CalFresh Healthy Living staff, the Director of Health and Nutrition and the Chief of HR will meet with staff to offer a space for open communication to address questions and concerns about the program's closure timeline.

Staff will be encouraged to update their resumes and apply for internal and external job opportunities aligned with their skills and experience. Staff will follow the established recruitment process, which includes applying and interviewing for CAPK open positions. We remain committed to ensuring that we hire and retain the most qualified candidates.

Recommendation

Staff recommend the Board of Directors approve the closure plan and timeline for the Cal Fresh Healthy Living Program.

MEMORANDUM

To: Board of Directors

From: Rosa Guerrero, Administrative Analyst

Date: August 20, 2025

Subject: *Agenda Item V(e):* 2026-2027 Program Goals and Objectives – **Action Item**

The Head Start & State Child Development Division is requesting approval of the 2026–2027 Program Goals and Objectives for submission with the Head Start/Early Head Start grant #09CH012489. This update is part of the Division's annual program planning process, during which Program Goals and Objectives are continuously monitored to ensure that progress is recorded, and challenges are addressed in alignment with the objectives set for the five-year grant cycle.

As the program enters its third grant year, it continues prioritizing its Workforce, Program Options, Health and Safety, and School Readiness goals. Notable accomplishments during the second grant year include the successful implementation and continuation of a mentorship program, as well as the addition of Early Head Start slots targeting needs identified through the Head Start Community Assessment, such as homelessness and foster care. The program also anticipates reaching key benchmarks in Health and Safety training and in the implementation of dual-language framework training for Head Start teachers in its third year. The program will continue tracking progress and challenges through the end of the five-year grant period through 2029.

This item was previously presented to the Policy Council Planning Committee on August 12, 2025, and will be presented to Policy Council for approval on August 26, 2025.

Recommendation

Staff recommend the Board of Directors approve the 2026-2027 Program Goals and Objectives for the Head Start /Early Head Start grant #09CH012489.

Attachment:
2026-2027 Program Goals and Objectives

Goal I **Workforce:** To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, and succession planning to obtain and retain staff.			
	Objectives	**Action Steps**	**Progress**
HS & EHS Kern Measurable Objectives/ Outcomes	**Objective A:** Develop a structured onboarding process that introduces new employees to the organization's core values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.	1. During new hire orientation, conduct an official welcome session to introduce them to key team members, managers, and colleagues. 2. Provide an overview of the organizational structure, departments, and how their roles fit within the broader picture. 3. Provide job-specific training that covers the tasks, responsibilities, and expectations associated with their position. 4. Conduct hands-on training, workshops, or online courses to enhance their understanding of job functions, tools, and systems they will be using.	**In Progress** Final draft of the New Hire 2.0 packet is complete and pending approval. Overview of the organization, the department, and employees' roles are provided at new-hire orientation. (1,2) Job-specific training is provided at new-hire training. Program will be using SharePoint as the division's training platform. Some challenges may include addressing technical difficulties to ensure trainings are properly recorded, uploaded, and videos are in good quality. (3,4) *Action Step 5 listed for Objective A in the 2025-2026 Program Goals and Objectives was moved to Objective B Action Step 4 to best align with the stated objective.
	Objective B: Develop, implement, and evaluate a	1. Identify experienced and knowledgeable	COMPLETE

	mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.	employees who can serve as mentors. 2. Provide mentorship training to help mentors understand their roles, effective communication techniques, and the importance of fostering a positive learning environment. 3. During orientation, introduce mentors and mentees to each other and provide an overview of the mentorship program 4. Assign mentors who could provide guidance and support with mentees. 5. Set clear expectations and goals for both mentors and mentees via policies and procedures. 6. Evaluation and Feedback: Regularly assess the mentorship program's effectiveness through surveys, feedback sessions, or focus groups. Questions regarding the satisfaction with the program, the quality of	Mentors identified by level of position, experience, or leadership skills. (1,2) A total of 10 mentorship orientations have been conducted in the program. Eight in Kern and two in San Joaquin. (3,4) Policies and procedures for mentorship program are pending final review and approval. Approval of policies and procedures are expected in the coming months. (5) Surveys are provided to mentees during the first and last meeting of each cohort group. Mentor contact cards were introduced to improve communication between mentors and mentees. (6,7,8) A total of 82% of new hires who attended their initial mentorship orientation returned for the follow-up mentorship meeting, four to five months following initial orientation. (9) Level of engagement between mentors are continuously measured. (10)

		the mentoring relationship, and whether the goals were met. An inquiry about specific aspects such as communication, supportiveness, and knowledge transfer will be documented as well. The questions will be in quantitative format; however, a qualitative portion will be included to determine if there are any themes that need to be addressed. 7. Gather input from mentors and mentees to identify strengths and areas for improvement. 8. Continuously review and update the mentorship program to ensure its alignment with evolving organizational needs and changing employee demographics. 9. Retention and Promotion rates: Monitor the retention rates of mentees within the organization. Additionally, track the	

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		number of mentees who have been promoted or advanced in their careers as an indication of the program's impact on their professional development. 10. Measure the level of engagement of both mentees and mentors.	
	Objective C: Incorporate incentive or reward programs to empower all staff to be directly involved in the recruitment and retention process that would shift the culture of the division.	1. Develop a reward program that will incentivize staff recruitment. The incentive would be based on the position recruited and obtained when the recruit passes their probationary period.	COMPLETE Recruitment incentive ended December 31st, 2024. Retention incentive is complete.
Goal II **Program Options:** To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress**
	Objective A: Develop and implement program options that tailor to the community's unique needs and characteristics.	1. Develop and implement a Home Base option for children eligible for Head Start services.	COMPLETE Head Start Home Base is now available as a program option. (1)

		2. Develop and implement a Family Childcare Option to reach families that are receiving services in the private sector while ensuring it upholds the Head Start Performance Standards. 3. Provide opportunities that allow for more 3-year-old designated classrooms to reach a needed population in the community. 4. Explore the need to create more Early Head Start classrooms to facilitate the needs of the community for the specific demographic.	The Family Childcare Program has contracted with 6 FCC sites for services. (2) Upon review of the 2025 Head Start Community Assessment, the program has secured an additional 16 EHS spots to serve families experiencing homelessness and domestic violence. The Stockdale center, along with other centers, have also allotted additional classrooms for 3-year-olds. (3,4)
Goal III **Health and Safety:** Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress/Challenges**
	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 August 2026. For example,	1. Explore 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.	**In Progress** iLookOut training was introduced as a new resource. A cohort was trained during PY 24-25. Select program and center staff will complete iLookOut training in program year 2025-2026 to reach the 20% goal. Action step 2 was moved

	Be Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.	2. 20% of program staff will complete the iLookOut training by Year 3.	out to Year 3 from last year's goals and objectives to reach training benchmarks. (1,2) *The timeline for Objective A has since changed from the 2025-2026 Program Goals and Objectives to August 2026, previously August 2024, to Complete Action Step 2.
	Objective B: The program will establish a system of fidelity for implementing a child health and safety environment, including reporting of all incidents for all program options prior to the 2024 school year.	1. Administration will partner with program to enhance system on the importance of seamless reporting. 2. The program will set clear expectations on the importance of reporting health and safety incidents. 3. The program will develop a data system to track and report child health and safety incidents.	**In Progress** Policy and procedures for health and safety incidents were submitted to leadership for review and approval. Approval of policies and procedures are expected in the coming months. (1,2) A dashboard presenting program data regarding health and safety incidents was developed and is available for staff viewing. The development of this dashboard will help leadership and program managers identify sites in need of additional training/support/attention. (3)

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	Objective C: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.	1. Gather input from program and admin staff to identify strengths and areas for improvement. 2. Develop and implement a Critical Review System and ensure it upholds the Community Care Licensing and Head Start Program Performance Standards. 3. Continuously review and update the system to ensure fidelity and quality with evolving organizational needs.	**In Progress** Objective C to commence upon completion of Objective A.
Goal IV **School Readiness:** Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing the environment to strengthen teacher and child interactions.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress**
	Objective A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, and safety.	1. 10% of the program staff will attend Loose Parts and STEM training by year 1. 2. The program will pilot 15% of centers in a Loose Parts / STEM (Science, Technology, Engineering, and Mathematics) curriculum enhancement	**In Progress** All staff attending pre-service were trained in Loose Parts/STEM. (1) 13% of sites have piloted the Loose Parts/STEM curriculum. One additional site is needed to meet the 15% threshold. (2)

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		implementation by end of Year 2. 3. The program will increase male involvement participation to enhance learning environments.	The 2nd Annual Fatherhood Conference took place in January 2025, with 32 males in attendance. Loose Parts information and activities are also incorporated in the School Readiness Committee meetings and parent meetings wherein father figures are also invited to join. (3)
	Objective B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	1. The program will provide training to 15% of staff to increase their knowledge of best practices that support dual language learners and bilingualism by Year 3. 2. The program will partner with families in the importance of maintaining their home language by Year 2.	**In Progress** At least 75% of infant and toddler staff completed training in best practices for dual language. Pre-school staff training for dual language will be developed and implemented by Fall 2025. (1) Home language is continuously identified through a questionnaire upon child's assessment. Discussions are held with parents, dual language staff are available, and therapists and parents are eager to accommodate and learn the home language. (2)

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	Objective C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.	1. The program will have 4 train-the-trainers on Pyramid Model, Trauma Informed Care, and CLASS (Classroom Assessment Scoring System) by end of year 2. 2. 85% of education and support services staff will be trained in Pyramid Model by the end of Year 3. 3. 50% of newly hired staff will participate in the Pyramid Model training and ongoing coaching in Trauma Informed Care (TIC) during Professional Learning Communities. 4. The program will increase the number of mentor coaches to enhance quality interactions. 5.The program will implement an annual Family Workshop to increase Social Emotional Awareness in young children.	**In Progress** Three Pyramid Model, two Trauma Informed Care (TIC) and five CLASS Pre-K train-the-trainers are currently certified. (1) 70% of education and support services staff are trained in Pyramid Model. (2) Approximately 75% of all new hires participated in Pyramid Model training during PY 2024-25. Approximately 15% had TIC coaching. (3) Number of mentor coaches have increased by three since 2023. There are currently nine mentor coaches in Kern and one in San Joaquin. (4) The second annual Family Workshop is scheduled to take place in the Fall of 2025. (5)
	Objective D: The program will secure MOU's with 25% of school districts to provide specialized services to children served, including	1. The program will collaborate with community agencies to support transitions by participating in collaborative meetings	**In Progress** Program is exploring an MOU with the Special Education Local Plan Area (SELPA) to build

	transitions for school readiness.	and community resource fairs. 2. The program will provide ongoing series of parent's roles in transitions and developmental milestones. 3. The program will develop a data system to track transitions across program options.	collaboration between agencies. (1) Readiness committee, Smore's newsletters, and school readiness checklists shared with parents during parent conferences are used to prepare parents and children for transitions. (2) Tracking feature for transitions are available in ChildPlus. Program aims to add an additional tracking component to identify the most common school districts on the receiving end of Head Start transitions, to fortify transition planning to elementary school. (3) *Objective D was reworded from 2025-2026 Program Goals and Objectives for clarity and specificity. Previously "The program will strengthen the collaboration with 25% of receiving School Districts by developing MOU's".

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MEMORANDUM

To: Board of Directors

From: Bradley Ryan Fergon, Senior Grant Analyst

Date: August 20, 2025

Subject: *Agenda Item V(f)*: Youth Community Access Grant Program – Request for Retroactive Approval of Board Resolution - **Action Item**

Background

In September, 2024, the Program Review and Evaluation (PRE) Committee and Board of Directors approved CAPK's pursuit of the Youth Community Access (YCA) Grant Program (CNRA BG 025) and its corresponding $500,000 funding profile. This grant, administered by the California Natural Resources Agency (CNRA), follows a three-phase process:

1. Initial Proposal Submission
2. Virtual Interview and Review Panel
3. Formal Invitation to Submit Full Application

Following the successful completion of phases one and two, CAPK has now received a formal invitation to submit the full grant application for consideration.

Project Summary

The CAPK Youth Centers Nature and Culture Program will serve 80 youth from low-income and underserved communities across East and West Kern County through environmental education, cultural field trips, and youth leadership development. Services will be operated from the Friendship House Community Center in Bakersfield and CAPK's West Kern facility in Shafter, which will serve as a coordination hub for outreach and programming in that region.

The project request totals $500,000 for a 13-month grant period (February 2026 – March 2027), covering direct and indirect costs including personnel, transportation, stipends, field trips, and materials.

Issue

The YCA program require a resolution to be submitted with the full application by August 15, 2025, five days ahead of the next scheduled Board of Directors meeting. In consultation with CAPK leadership, it was determined that the Board Chair would sign the resolution in advance of the deadline to allow for timely submission. This memo now formally seeks the Board's retroactive approval of the resolution signed and submitted by the Board Chair on August 13, 2025.

Recommendation

Staff recommends the Board of Directors approve the retroactive execution and submission of the Youth Community Access Grant application, including the advance signature of the resolution by the Board Chair 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.

Attachment

Draft Board Resolution for Youth Community Access Grant Application Submission

RESOLUTION # 2025-09

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Filing of an Application for the CAPK Youth Centers Nature and Culture Program Under the Youth Community Access (YCA) Grant Program

WHEREAS, the Community Action Partnership of Kern (CAPK) Bylaws, *Article IX Section 2.1C,* allow for the Board Chair take action on behalf of the full Board, and

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 Legislature and Governor of the State of California have provided funds for the Youth Community Access (YCA) Program; and

WHEREAS, the California Natural Resources Agency (CNRA) has been delegated the responsibility for the administration of this grant program and has established necessary procedures; and

WHEREAS, On September 25, 2024, Board of Directors approved CAPK's pursuit of the Youth Community Access (YCA) Grant Program (CNRA BG 025) and its corresponding $500,000 funding profile; and

WHEREAS, CAPK has successfully competed phases one and two of the application process and has received a formal invitation to submit the full grant application for consideration; and

WHEREAS, CAPK, if selected, will enter into an agreement with the State of California to carry out the project titled the CAPK Youth Centers Nature and Culture Program, which will serve youth in East and West Kern County; and

WHEREAS, the grant application deadline of August 15, 2025 occurs prior to the next regularly scheduled Board of Directors meeting on August 20, 2025, requiring approval of the Chair of the Board of Directors; and

WHEREAS, the Board of Directors will review and ratify the Resolution at the regular scheduled meeting on August 20, 2025; and

NOW, THEREFORE, be it resolved that the Chairperson of the Board of Directors of Community Action Partnership of Kern hereby:

1. Approves the filing of an application for the CAPK Youth Centers Nature and Culture Program under the Youth Community Access (YCA) Grant Program; and
2. Certifies that CAPK understands the assurances and certifications in the grant application package; and
3. Certifies that CAPK will have sufficient funds to operate and maintain the project consistent with grant guideline requirements, or will secure the resources to do so; and
4. Certifies that CAPK will comply with the provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with laws and regulations including but not limited to CEQA, building codes, health and safety codes, and disabled access laws, and that all applicable licenses and permits will be obtained prior to commencement of construction; and
6. Appoints the Chief Executive Officer, or designee, as the agent to conduct all negotiations, execute and submit all documents including but not limited to applications, agreements, payment requests, and other documentation as necessary to complete the project.

APPROVED by the Chairperson of the Board of Directors of Community Action Partnership of Kern, this 14th day of August 2025.

Maritza Jimenez
Maritza Jimenez (Aug 14, 2025 15:04:26 PDT)

Maritza Jimenez, Chairperson
CAPK Board of Directors

08/14/2025
Date

5f - Youth Community Access Grant

Final Audit Report 2025-08-14

Created:	2025-08-14
By:	Paula Daoutis (pdaoutis@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXMOz7ZU4RI3RIep4uSNOBcXLTI3r6mVN

"5f - Youth Community Access Grant" History

Document created by Paula Daoutis (pdaoutis@capk.org)
2025-08-14 - 9:38:04 PM GMT- IP address: 12.76.40.22

Document emailed to Maritza Jimenez (maritza.jimenez@khs-net.com) for signature
2025-08-14 - 9:38:38 PM GMT

Email viewed by Maritza Jimenez (maritza.jimenez@khs-net.com)
2025-08-14 - 10:02:56 PM GMT- IP address: 104.47.73.126

Document e-signed by Maritza Jimenez (maritza.jimenez@khs-net.com)
Signature Date: 2025-08-14 - 10:04:26 PM GMT - Time Source: server- IP address: 192.12.144.10

Agreement completed.
2025-08-14 - 10:04:26 PM GMT

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BUDGET AND FINANCE COMMITTEE

AUGUST 13, 2025

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2025 through February 28, 2026	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of June 30, 2025	D1
	- Bank Reconciliations	D2 - D8
E.	Citizens Business Bank Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual June 30, 2025	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 29, 2024	I1
J.	Financial Statements as of June 30, 2025	J1
K.	Agency-wide Budget to Actual as of June 30, 2025	K1 - K7
L.	Indirect Fund Budget To Actual as of June 30, 2025	L1
M.	Check Register as of June 30, 2025	M1

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

A1

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

A2

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

A3

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

A6

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				
05/31/25	n/a				
06/30/25	n/a				

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JUNE 30, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(310,035.01)
HEAD START/EARLY HEAD START	4,339,865.16
SJCOE Head Start	394,131.02
SUBTOTAL	**4,423,961.17**
CACFP - San Joaquin	(48,386.65)
SAN JOAQUIN COE GENERAL CHILD CARE	(291,369.90)
MIGRANT CHILD CARE	127,758.37
MIGRANT SPECIALIZED SERVICES	256.50
GENERAL CHILD CARE	(192,633.81)
STATE PRESCHOOL	407,493.24
Child Care Facilities	114,084.67
MIGRANT A/P	7,032,830.15
Child Development Reserve Fund No. 1	478,920.55
Child Development Reserve Fund No. 2	90,342.02
SUBTOTAL	**7,719,295.14**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(38,785.06)
EF&S	0.00
EFAP	(280,986.99)
USDA Commodities	0.00
County of Kern Food Distribution	(33,261.78)
FOOD BANK	(399,784.05)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	60,542.73
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	54,621.02
CDFA Healthy Refrigeration Grant Program (HRGP)	(125,852.84)
SUBTOTAL	**(857,873.54)**
ENERGY	(171,081.61)
LIHEAP	(1,548,917.41)
DOE	343,526.52
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	758,222.53
TRANSFER NEGATIVE BALANCE	633,970.96
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	222,615.87
WIC	(822,550.24)
City of Bakersfield Home Repair SLFRF	(43,784.47)
Local Purchase Assistance (LFPA) USDA	(57,096.21)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(354,107.06)
NEOPB CAL FRESH HEALTHY LIVING	(499,704.07)
IRS - VITA	(66,000.22)
ASTHO VACCINE EQUITY	0.00
HUD-COORDINATED ENTRY SYSTEM	(36,728.95)
HOME ARP - City of Bakersfield	(59,916.38)
CAL FRESH	(16,006.05)
HUD COMMUNITY PROJECT FUNDING FOOD BANK EXPANSION	0.00
CSBG - DISCRETIONARY	0.00
UW Stanislaus 211 Rental Assistance	0.00
CalCAPA-Diaper Distribution Pilot	(18,396.67)
County of Kern CERI Public Health	0.00
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(5,581.06)
KCCD CERF REGIONAL CONVENOR	(5,936.68)
KCCD CWDB High Road Training Partnership	11,699.72
City of Bakersfield - FHCC Sports Field	(19,688.00)
California SGC - CRC	(11,804.72)
CALEITC	(143,128.41)
City of Bkfd-Cal VIP Outreach	(25,365.83)
CITY OF BAKERSFIELD CAL VIP	(38,146.85)
CA Farm to School Incubator Grant	(1,850.00)
HOME VISIT INITIATIVE (CO OF KERN)	(627,659.16)
POSITIVE YOUTH DEV SVC	(7,561.13)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(174,628.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(87,741.31)
ARG III - Warm Handoff	(57,869.27)
DIFFERENTIAL RESPONSE	0.00
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(51,453.44)
FIRST 5 HELP ME GROW	762.57
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(73,033.42)
FIRST 5 KERN 211	(40,624.80)
BKRHC-Encampment Resolution	(21,224.34)
County of Kern - PPSA COVID-19	0.00
County of Kern - 211	0.00
Day 1 Families Housing Support	5,087,223.09
Kaiser	0.00
Kaiser 211 Kern	80,182.86
FEEDING AMERICA SERVICE INSIGHTS	20,000.00
Kaiser - Food Locker Pilot	60,000.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(48,973.21)
WELLS FARGO FOUNDATION	46,933.12
California Veterans Assistance Foundation	(93,349.97)
GENERAL FUND	73,531.52
DISCRETIONARY FUND	1,635,473.03
SHAFTER YOUTH CENTER	54,835.10
FRIENDSHIP HOUSE	(17,612.74)
EAST KERN FAMILY RESOURCE CENTER	34,164.09
OASIS FAMILY RESOURCE CENTER	39,729.11
211	(45,942.12)
M ST NAVIGATION CENTER	14,058.56
TAX ASSISTANCE	8,352.60
CALAIM HOMELESS PREVENTION SERVICES	504,600.73
CalAIM East Kern Family Resource Center	340,418.94
CAPK FOUNDATION	(35,767.94)
GAAP FUND	0.22
INDIRECT FUND	(621,130.24)
COST POOLS	109,515.10
Facilities Cost Pools	176,734.06
LESS: ENERGY NEGATIVE BALANCE	(633,970.96)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**3,755,176.26**
TOTAL OPERATING CASH	15,040,559.03

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
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
June 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 06/30/25		8,470,784.91
LESS: OUTSTANDING CHECKS	600,720.65	
ADJUSTED BANK BALANCE AT 06/30/25		7,870,064.26
GENERAL LEDGER BALANCE AT 05/31/25		10,479,249.03
ADD: DEPOSITS	4,261,024.13	
US TREAS DRAWDOWNS	1,254,394.26	
FUNDS FROM OTHER GRANTS	205,922.45	
TRANSFERS FROM WELLS FARGO	6,181,411.66	
ADP /HEALTH EQUITY REFUND	6,733.90	
REIMBURSEMENT OF ALTERED PAYEE	931.50	
LESS: CHECKS	4,118,492.52	
ADP PAYROLL 6/13/25	2,026,302.71	
ADP PAYROLL 6/27/25	1,858,624.00	
EFTS FOR HRA/HSA/ STD/403B	406,523.17	
REC LOAN PRINCIPAL/INT EXPENSES		
TRANSFERS TO RESTRICTED ACCOUNTS	236,346.00	
CREDIT CARD	63,989.95	
BANK FEES		
ACH VOUCHERS	5,809,324.32	
GENERAL LEDGER BALANCE AT 06/30/25		7,870,064.26
	DIFFERENCE:	0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/06/2025

APPROVED BY: Tracy Webster (Tracy Webster (Aug 6, 2025 10:12:55 PDT)) TITLE: Chief Financial Officer DATE: 08/06/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**06/30/25**		**1,318,591.22**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/25**		**1,318,591.22**

BALANCE PER G/L		**05/31/25**	**1,318,568.82**
ADD:	DEPOSITS	0.00	
	INTEREST	22.40	
	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		**06/30/25**	**1,318,591.22**

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: 07/22/25

APPROVED BY: Tracy Webster (Tracy Webster (Aug 6, 2025 11:18:09 PDT)) TITLE: Chief Financial Officer DATE: 08/06/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**06/30/25**		**380,339.21**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/25**		**380,339.21**

BALANCE PER G/L	**05/31/25**		**380,331.29**
ADD: DEPOSITS		0.00	
INTEREST/WAIVE FEE		7.92	
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	**06/30/25**		**380,339.21**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/22/25

APPROVED BY: Tracy Webster Tracy Webster (Aug 4, 2025 14:18:08 PDT) TITLE: Chief Financial Officer DATE: 08/04/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**06/30/25**		**25,114.80**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/25**		**25,114.80**
BALANCE PER GENERAL LEDGER	**05/31/25**		**25,114.37**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST/ WAIVE FEE		0.43	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO CITIZENS BUSINESS		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**06/30/25**		**25,114.80**

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/22/25

APPROVED BY: Tracy Webster (Aug 4, 2025 14:19:09 PDT) TITLE: Chief Financial Officer DATE: 08/04/2025

Community Action Partnership of Kern
Journal Entries
06/30/2025

Initiated By Naomi Ibarra 7/22/2025

Approved By 7/22/2025

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	6/30/2025	1120-410023-4000-100-400-100	0.43	
Interest Income	6/30/2025	4310-410023-4000-100-400-100		0.43
Client Analysis Charge	6/30/2025	6695-410023-4000-100-400-100	863.19	
Restricted Bank Account	6/30/2025	1155-410023-4000-100-400-100		863.19
Restricted Bank Account	6/30/2025	1155-410023-4000-100-400-100	17,940.61	
Donation	6/30/2025	4310-410023-4000-100-400-100		17,940.61
TO REC DAY 1 FAMILIES, INT, & FEES FOR June 2025			18,804.23	18,804.23

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**06/30/25**		**244,002.71**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/25**		**244,002.71**

BALANCE PER G/L	**05/31/25**		**7,654.77**
ADD:	DEPOSITS/WAIVE FEE	0.00	
	INTEREST	1.94	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	236,346.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS	0.00	
BALANCE PER G/L	**06/30/25**		**244,002.71**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/22/25

APPROVED BY: Tracy Webster (Aug 4, 2025 14:20:14 PDT) TITLE: Chief Financial Officer DATE: 08/04/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
June 30, 2025

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 06/30/25		72,553.05
LESS: OUTSTANDING CHECKS	6,165.76	
ADJUSTED BANK BALANCE AT 06/30/25		66,387.29
GENERAL LEDGER BALANCE AT 05/31/25		3,926,505.18
ADD: DEPOSITS	-	
US TREAS DRAWDOWNS	-	
FUNDS FROM OTHER GRANTS	1,404,498.12	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	31,484.71	
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	5,294,463.41	
CREDIT CARD	-	
BANK FEES	609.12	
ACH VOUCHERS	1,028.19	
GENERAL LEDGER BALANCE AT 06/30/25		66,387.29
	DIFFERENCE:	(0.00)

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/04/2025

APPROVED BY: Tracy Webster (Tracy Webster (Aug 4, 2025 14:54:34 PDT)) TITLE: Chief Financial Officer DATE: 08/04/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED June 1, 2025 - June 30, 2025

Cardholder	Position	Amount Charged - CBB
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	4,177.86
Gloria Barbero	Administrator - EHS San Joaquin	386.39
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,440.25
Freddy Hernandez	Director of Youth and Community Services	9,914.90
Lisa McGranahan	Director of Human Resources	4,206.47
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,301.32
Pritika Ram	Chief Business Development Officer	5,287.53
Jeremy Tobias	Chief Executive Officer	13,027.76
Emilio Wagner	Chief Facilities and Technology Officer	2,679.66
Tracy Webster	Chief Financial Officer	4,007.88
Rebecca Moreno	Director of Housing Support Services	11,219.71
Susana Magana	Director of Nutrition Services	2,340.22
	Total	$ 63,989.95

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 06/25/2025

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:** _____

616

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/21/2025 05/26/2025	PYRENEES CAFE BAKERSFIELD, CA	**$52.17** $52.17	USD	52.17	Gift Card for Gourmet for Good Auction
05/27/2025 05/28/2025	SMART AND FINAL 344 BAKERSFIELD, CA	**$22.79** $22.79	USD	22.79	Drinks for Foundation Board Meeting
05/27/2025 05/28/2025	SMART AND FINAL 362 BAKERSFIELD, CA	**$100.43** $100.43	USD	100.43	Snacks for Gourmet for Good Volunteers
05/27/2025 05/28/2025	SQ *PARTY CITY BAKERSFIELD, CA	**$54.12** $54.12	USD	54.12	Supplies for Gourmet for Good
05/27/2025 05/29/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$24.59** $24.59	USD	24.59	Supplies for Gourmet for Good
05/29/2025 05/30/2025	FEDEX OFFIC52900052936 BAKERSFIELD, CA	**$56.56** $56.56	USD	56.56	Lamination for Gourmet for Good
05/29/2025 05/30/2025	FOSTERS DONUTS BAKERSFIELD, CA	**$37.48** $37.48	USD	37.48	Donuts for Covey Cottages Volunteer Event
05/29/2025 05/30/2025	LPY*MOORE DECOR PARTY 661-203-2424, CA	**$258.75** $258.75	USD	258.75	Backdrop for Gourmet for Good Event

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/29/2025 06/02/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$131.10** $131.10	USD	131.10	Auction supplies for Gourmet for Good
05/30/2025 06/02/2025	MOO CREAMERY BAKERSFIELD, CA	**$409.29** $409.29	USD	409.29	Catering for Covey Cottages Volunteer Event
06/02/2025 06/03/2025	AMAZON MKTPL*N68FG6K52 AMZN.COM/BILL, WA	**$34.87** $34.87	USD	34.87	Supplies for Gourmet for Good Event
06/03/2025 06/04/2025	THE UPS STORE 2179 661-8327262, CA	**$53.87** $53.87	USD	53.87	Mailing a check for the Foundation
06/03/2025 06/04/2025	SMART AND FINAL 326 BAKERSFIELD, CA	**$141.79** $141.79	USD	141.79	Snacks for Volunteers for Gourmet for Good
06/04/2025 06/05/2025	PY *FOOD-EX 214-1111111, CA	**$416.14** $416.14	USD	416.14	Food Bank Lunch and Learn Meal
06/04/2025 06/06/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$17.81** $17.81	USD	17.81	Supplies for Gourmet for Good
06/05/2025 06/06/2025	QGV*HABITAT FOR HUMANITY 661-8618449, CA	**$290.00** $290.00	USD	290.00	Outreach/Networking Event- L.Popkin & C.Anspach
06/06/2025 06/09/2025	ARCO #42434 AMPM BAKERSFIELD, CA	**$25.95** $25.95	USD	25.95	Carwash for borrowed Food Bank vehicle

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/06/2025 06/09/2025	CHICK-FIL-A #04799 661-600-9080, CA	**$115.29** $115.29	USD	115.29	Ice Tea for Gourmet for Good
06/06/2025 06/09/2025	CHICK-FIL-A #04799 661-600-9080, CA	**$171.74** $171.74	USD	171.74	Lunch for Gourmet for Good Volunteers (Set-up)
06/07/2025 06/09/2025	UBER *TRIP HELP.UBER.COM, CA	**$9.41** $9.41	USD	9.41	Uber for CAPK Staff for Gourmet for Good
06/07/2025 06/09/2025	VONS #1969 BAKERSFIELD, CA	**$189.96** $189.96	USD	189.96	Lunch for Gourmet for Good Staff & Volunteers (Day of Event)
06/08/2025 06/09/2025	UBER *TRIP HELP.UBER.COM, CA	**$46.98** $46.98	USD	46.98	Uber for CAPK Staff for Gourmet for Good
06/08/2025 06/09/2025	UBER *TRIP HELP.UBER.COM, CA	**$31.98** $31.98	USD	31.98	Uber for Gourmet for Good Guest
06/08/2025 06/09/2025	UBER *TRIP HELP.UBER.COM, CA	**$40.89** $40.89	USD	40.89	Uber for Gourmet for Good Guest
06/09/2025 06/11/2025	UNITED RENTALS 661-631-2900, CA	**$396.02** $396.02	USD	396.02	Message Board for Gourmet for Good
06/10/2025 06/11/2025	CHEVRON 0358476 BAKERSFIELD, CA	**$44.99** $44.99	USD	44.99	Car wash for borrowed Food Bank Vehicle
06/10/2025 06/11/2025	CHEVRON 0358476 BAKERSFIELD, CA	**$146.09** $146.09	USD	146.09	Gas for borrowed Food Bank Vehicle

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/12/2025 06/13/2025	TST* NOTHING BUNDT CAKES 661-379-8120, CA	**$149.82** $149.82	USD	149.82	Thank you gifts for Gourmet for Good Staff & Volunteers
06/12/2025 06/13/2025	TST* NOTHING BUNDT CAKES 661-379-8120, CA	**$28.72** $28.72	USD	28.72	Thank you gifts for Gourmet for Good Staff & Volunteers
06/23/2025 06/24/2025	4IMPRINT, INC 4IMPRINT.COM, WI	**$555.76** $555.76	USD	555.76	Giveaway gifts for Covey Cottages
06/23/2025 06/24/2025	PARADISE AWARDS 800-5634720, CA	**$122.50** $122.50	USD	122.50	Thank you award for MC for Gourmet for Good. T Johnson.

Activity Totals	Purchases	Payments
$4,177.86	$4,177.86	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
06/18/2025 06/19/2025	CENTRAL GAS STOCKTON STOCKTON, CA	**$30.00** $30.00	USD	30.00	Car wash for SJC Company Vehicle. Van #17-04
06/18/2025 06/20/2025	CITY OF STOCKTON 209-9378561, CA	**$356.39** $356.39	USD	356.39	Permit fee for pre-school classroom at Marci Massei (Record number P25-0111) location 236 W Fourth St., 238 W fourth St., and 215 W Fifth St. Stockton, CA 95206.

Activity Totals	Purchases	Payments
$386.39	$386.39	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/30/2025	MARRIOTT COPLEY PLACE	**$696.38**	USD	696.38	108000@36%=250.70/109000@64%=$445.68
06/02/2025	BOSTON, MA	$696.38	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Juanita Jackson		
05/30/2025	MARRIOTT COPLEY PLACE	**$696.38**	USD	696.38	108000@36%=250.70/109000@64%=$445.68
06/02/2025	BOSTON, MA	$696.38	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Elsa Navarrete		
05/31/2025	MARRIOTT COPLEY PLACE	**$1,044.57**	USD	1,044.57	108000@31%=$323.82/109000@56%=$584.96/117000@13%=$135.79
06/02/2025	BOSTON, MA	$1,044.57	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Yolanda Gonzales		
05/31/2025	MARRIOTT COPLEY PLACE	**$1,044.57**	USD	1,044.57	117000@100%=$1,044.57
06/02/2025	BOSTON, MA	$1,044.57	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Liliana Gonzales		
05/31/2025	MARRIOTT COPLEY PLACE	**$1,044.57**	USD	1,044.57	117000@100%=$1,044.57
06/02/2025	BOSTON, MA	$1,044.57	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Gloria Barbero		
05/31/2025	MARRIOTT COPLEY PLACE	**$487.94**	USD	487.94	108000@36%=$175.66/109000@64%=$312.28
06/02/2025	BOSTON, MA	$487.94	Travel Loding for CAPLAW 2025 National Training Conf. in Boston, MA on 5/28-5/3025- Elsa Navarrete		
06/06/2025	AMTRAK .COM 1570686097891	**$18.00**	USD	18.00	108000@31%=$5.58/109000@56%=$10.08/117000@13%=$2.34
06/09/2025	WASHINGTON, DC	$18.00	Travel Amtrak ticket for R9HSA Board meeting in Santa Rosa,CA on 6/9/25- Yolanda Gonzales		

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/10/2025 06/12/2025	COURTYARD BY MARRIOTT SANTA ROSA, CA	**$407.84** $407.84	USD	407.84	108000@31%=$126.43/109000@56%=$228.39/117000@13%=$53.02 Travel Loding for R9HSA Board Meeting in Santa Rosa, CA on 6/9/25- Yolanda Gonzales

Activity Totals	Purchases	Payments
$5,440.25	$5,440.25	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/22/2025 05/26/2025	EL BUEN PASTOR FINE ME BAKERSFIELD, CA	**$2,154.07** $2,154.07	USD	2,154.07	VITA staff, volunteer, and grantee appreciation diner.
05/23/2025 05/26/2025	NASCSP* 3265XXX 2025 NASCSP.ORG, DC	**$860.00** $860.00	USD	860.00	Freddy Hernandez is attending the NASCSP Conference
05/28/2025 05/29/2025	CERTUS FUSION TRAINING WWW.CERTUS.CO, FL	**$172.94** $172.94	USD	172.94	OSHA Certification training for Adam Wages
05/28/2025 05/29/2025	CERTUS FUSION TRAINING WWW.CERTUS.CO, FL	**$172.94** $172.94	USD	172.94	OSHA Certification training for Ignacio Ramirez
05/28/2025 05/29/2025	CERTUS FUSION TRAINING WWW.CERTUS.CO, FL	**$72.94** $72.94	USD	72.94	OSHA Certification training for Paul Dobis
05/28/2025 05/29/2025	CERTUS FUSION TRAINING WWW.CERTUS.CO, FL	**$142.34** $142.34	USD	142.34	OSHA Certification training for Daythen Fernandez
05/30/2025 06/02/2025	CERTUS FUSION TRAINING WWW.CERTUS.CO, FL	**$172.94** $172.94	USD	172.94	OSHA Certification training for Michael Gage
06/03/2025 06/05/2025	IRS NATIONWIDE TAX FORUMS 202-4952919, DC	**$1,060.00** $1,060.00	USD	1,060.00	VITA is attending the IRS Tax Forum

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/04/2025 06/04/2025	BKG*HOTEL AT BOOKING.C 147-036-3250, NY	**$4,408.48** $4,408.48	USD	4,408.48	VITA is attending the IRS Tax Forum
06/05/2025 06/06/2025	GREEN TRAINING USA 800-518-1877, VA	**$475.00** $475.00	USD	475.00	Certification Training for Andres Gonzalez
06/12/2025 06/16/2025	DOMINO'S 7770 661-703-1709, CA	**$43.25** $43.25	USD	43.25	VITA staff meeting
06/20/2025 06/23/2025	SQ *LARRY PARTELLO MOJAVE, CA	**$180.00** $180.00	USD	180.00	Car wash services for the company vehicles at EKFRC

Activity Totals	Purchases	Payments
$9,914.90	$9,914.90	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

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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

000181806 01 SP 106481403502886 S
LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
06-04	06-05	17924	EZCATER*CAESARS ITALIA 800-488-1803 MA	274.17	Lunch for 06/04/2025 Personnel Committee meeting
06-10	06-11	23195	BIOMETRICS4ALL 714-5689888 CA	11.25	LiveScan for pre-employment
06-15	06-16	57390	SAFETY HOLDINGS 888-9472622 NM	1,096.05	Driver monitoring services
06-17	06-19	58777	SOCIETYFORHUMANRESOURCE 800-2837476 VA	2,645.00	SHRM Annual Conf. & Expo registration (L. McGranahan)
06-17	06-20	01410	PAYPAL *KLEIN DENAT KLEIN 402-935-7733 CA	180.00	2025 Mid-Year Employment Law Legal webinar registration (9 @$20/ea.)

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-2963-7461

STATEMENT DATE:

06/25/25

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	4,206.47

Cardholder Activity

Name: JERRY MEADE **Account Number:** **3950 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/30/2025 06/02/2025	MARRIOTT COPLEY PLACE BOSTON, MA	$696.38 $696.38	USD	696.38	Hotel accommodations at Marriott Copley Place for Assistant Director attending CAPLAW conference in Boston MA May 28th -30th 2025
05/31/2025 06/02/2025	MARRIOTT COPLEY PLACE BOSTON, MA	$487.94 $487.94	USD	487.94	Hotel accommodations at Marriott Copley Place for Administative Coordinator attending CAPLAW conference in Boston MA May 28th - 30th 2025
06/05/2025 06/06/2025	TRIFOIA.COM/COURSES TRIFOIA.COM/C, OR	$29.00 $29.00	USD	29.00	Pyramid training for HVP Staff certification.
06/12/2025 06/16/2025	HYATT REGENCY SONOMA WIN 7072841234, CA	$88.00 $88.00	USD	88.00	Parking fees for Program Manager Attending Region 9 First 1000 days Early Head Start conference in Somoma CA June 9th - 12th 2025

Activity Totals	Purchases	Payments
$1,301.32	$1,301.32	$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/27/2025 05/27/2025	FACEBK *DMLGKTCEM2 650-5434800, CA	**$500.00** $500.00	USD	500.00	Social Media Boost for Gourmet for Good and for KCDD Grant
05/30/2025 06/02/2025	SQ *LB COOKIE DESIGNS GOSQ.COM, CA	**$60.00** $60.00	USD	60.00	Covey Cottages Ribbon cutting-Deposit for cookies
06/02/2025 06/03/2025	QR-CODE-GENERATOR.COM BERLIN,	**$191.88** $191.88	USD	191.88	Annual subscription for qr codes for flyers, etc.
06/10/2025 06/11/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$96.25** $96.25	USD	96.25	PRE Committee Lunch
06/11/2025 06/12/2025	PARADISE AWARDS 800-5634720, CA	**$1,035.93** $1,035.93	USD	1,035.93	Awards for Covey Cottages Sponsors and donors
06/12/2025 06/13/2025	ISSUU 844-477-8800, CA	**$252.00** $252.00	USD	252.00	annual subscription for digital publishing
06/12/2025 06/13/2025	FACEBK *QPULQSYEM2 650-5434800, CA	**$500.00** $500.00	USD	500.00	Social media posts for KCCD grant
06/12/2025 06/13/2025	COMMUNITY ACTION PARTNER 202-265-7546, DC	**$840.00** $840.00	USD	840.00	2025 Annual Convention NCAP Registration for Tiyonna Mitchell

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/12/2025 06/13/2025	COMMUNITY ACTION PARTNER 202-265-7546, DC	**$449.00** $449.00	USD	449.00	Pre-regiistration for NCAP conference for TiYonna Mitchell
06/17/2025 06/18/2025	EXECUTIVE EXPRESS 6618520403, CA	**$762.94** $762.94	USD	762.94	Transportation for covey cottages ribbon cutting. Shuttle service.
06/17/2025 06/18/2025	DROPBOX HZT4WGPLF4SY 141-58576933, CA	**$119.88** $119.88	USD	119.88	Annual subscription for photo storage
06/20/2025 06/23/2025	FACEBK *XDY3QTGEM2 650-5434800, CA	**$10.28** $10.28	USD	10.28	Social media boosts for KCCD Grant
06/20/2025 06/23/2025	FACEBK *QMG4NTCFM2 650-5434800, CA	**$69.65** $69.65	USD	69.65	Social Media boosts for KCCD Grant
06/23/2025 06/24/2025	LOGCABINFLORIST.COM LOGCABINFLORI, CA	**$54.02** $54.02	USD	54.02	Ribbon for covey cottages event
06/23/2025 06/24/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$153.70** $153.70	USD	153.70	Outreach Cohort Meeting Lunch

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/23/2025 06/24/2025	SQ *LB COOKIE DESIGNS GOSQ.COM, CA	**$192.00** $192.00	USD	192.00	Remaining balance for the cookies for Covey Cottages Ribbon Cutting Event

Activity Totals	Purchases	Payments
$5,287.53	$5,287.53	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Elan

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO , ND 58125-6343

ACCOUNT NUMBER 4807 9501 0962 8415

AMOUNT DUE $0.00

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

000182653 01 SP 106481403503733 S
JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
05-23	05-26	62444	MISTER CAR WASH #1006 866-2543229 CA	32.99	
05-23	05-26	73318	KERN COUNTY FIRE DEPRTMT 661-391-7050 CA	180.00	
05-27	05-28	93197	SHERATON BOSTON FD BOSTON MA 616493 ARRIVAL: 05-27-25	696.38	
05-27	05-28	65681	COMMUNITY ACTION PARTNER 202-265-7546 DC	2,520.00	
05-28	05-29	81439	SHERATON BOSTON FD BOSTON MA 616300 ARRIVAL: 05-27-25	696.38	
05-29	05-30	05226	PY *FOOD-EX 214-1111111 CA	628.04	
05-30	06-02	18410	AMERICAN AIR0012244888623 FORT WORTH TX LOWERY/KELLY DEPARTURE: 06-01-25 BFL AA K DFW AA K DCA AA K PHX	1,261.96	
06-01	06-02	02281	HYATT PLACE NATIONAL MAL 2028036110 DC 0895552028036110 ARRIVAL: 06-01-25	221.23	
05-31	06-02	43599	SHERATON BOSTON FD BOSTON MA 616493 ARRIVAL: 05-30-25	522.87	
05-29	06-02	02570	JIM BURKE FORD 661-328-3600 CA	684.81	
06-04	06-05	47454	HYATT PLACE NATIONAL MAL 2028036110 DC 1176442028036110 ARRIVAL: 06-01-25	857.20	
06-03	06-05	58706	SHELL OIL12822045014 BAKERSFIELD CA	80.23	
06-05	06-09	78207	JW MARRIOTT CHARLOTTE CHARLOTTE NC 172160 ARRIVAL: 06-02-25	86.43	
06-05	06-09	78215	JW MARRIOTT CHARLOTTE CHARLOTTE NC 172170 ARRIVAL: 06-02-25	86.43	
06-18	06-19	95907	MARRIOTTJW L.A.LIVE FD 866-435-7627 CA M17073 ARRIVAL: 06-18-25	671.98	
06-18	06-19	95915	MARRIOTTJW L.A.LIVE FD 866-435-7627 CA M17074 ARRIVAL: 06-18-25	803.98	
06-19	06-20	64041	MARRIOTTJW L.A.LIVE FD 866-435-7627 CA M17177 ARRIVAL: 06-19-25	671.98	
06-23	06-24	68851	MISTER CAR WASH #1006 866-2543229 CA	32.99	

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-0962-8415

STATEMENT DATE:

06/25/25

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00
CHECKS/CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	13,027.76

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 NUMBER: 4807 9501 0962 8415			
CURRENT BALANCE	0.00	AMOUNT DUE	0.00
CASH ADVANCE BALANCE	0.00	PAYMENT DUE DATE	06-26-25

STATEMENT DATE: 06/25/25

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
06-24	06-25	53187	AMERICAN AIR0012251723546 FORT WORTH TX MARTINEZ/GINA DEPARTURE: 08-26-25 BFL AA N DFW AA N DTW AA N DFW	763.96	
06-24	06-25	61248	AMERICAN AIR0012251728521 FORT WORTH TX JARA RANGEL/MICHELLE DEPARTURE: 08-26-25 BFL AA N DFW AA N DTW AA N DFW	763.96	
06-24	06-25	58659	AMERICAN AIR0012251717749 FORT WORTH TX PEREZ GARCIA/GUADALU DEPARTURE: 08-26-25 BFL AA N DFW AA N DTW AA N DFW	763.96	

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8415**

Cycle End Date: 06/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
05/23/25	Mister Car Wash	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
05/23/2025	Kern County Fire Department	**$180.00**	Permits for CVAF Stand Down Event
05/27/2025	Sheraton Boston	**$696.38**	Hotel Fee for Board Member Michelle Jara-Rangel for the CAPLAW Conference in Boston, MA.
05/27/2025	Community Action Partnership	**$2,520.00**	Registration Fees for Board Members Guadalupe Perez, Gina Martinez and Michelle Jara Rangel to attend the NCAP Convention in Detroit, MI
05/28/2025	Sheraton Boston	**$696.38**	Hotel Fee for Board Member Fred Plane for the CAPLAW Conference in Boston, MA.
05/29/2025	Food-Ex	**$628.04**	Lunch for Board Meeting on 5/28/25. Agenda and Attendee list is attached
05/30/2025	American Airlines	**$1261.96**	Airline Ticket for Kelly Lowery to travel to Washington DC for Advocacy Meetings
06/01/2025	Hyatt Place	**$221.23**	Hotel Advance Deposit Fee for Kelly Lowery in Washington, DC for Advocacy Meetings
05/31/2025	Sheraton Boston	**$522.87**	Hotel Fee for Board Member Fred Plane for the CAPLAW Conference in Boston, MA. Personal Day was reimbursed through Travel Liquidation
05/29/2025	Jim Burke Ford	**$684.81**	Repair Fee for CEO's Agency Vehicle
06/04/2025	Hyatt Place	**$857.20**	Hotel Fee for Kelly Lowery in Washington, DC for Advocacy Meetings

06/03/2025	Shell Oil	**$80.23**	Gasoline for CEO's Agency Vehicle
06/05/2025	JW Marriott, Charlotte	**$86.43**	Additional Charges to hotel fee for Board Member Gina Martinez for the NEUAC Conference in Charlotte, NC
06/05/2025	JW Marriott, Charlotte	**$86.43**	Additional Charges to hotel fee for Board Member Fatima Echeverria for the NEUAC Conference in Charlotte, NC
06/18/2025	JW Marriott Los Angeles	**$671.98**	Hotel Fee for Jaubrae Dixon for the Community Violence Intervention Conference in Los Angeles, CA
06/18/2025	JW Marriott Los Angeles	**$803.98**	Hotel Fee for Lois Hannible for the Community Violence Intervention Conference in Los Angeles, CA
06/19/2025	JW Marriott Los Angeles	**$671.98**	Hotel Fee for Halonda Naff for the Community Violence Intervention Conference in Los Angeles, CA
06/23/2025	Mister Car Wash	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
06/24/2025	American Airlines	**$763.96**	Airline Ticket for Board Member Gina Martinez to Detroit, MI for NCAP Convention
06/24/2025	American Airlines	**$763.96**	Airline Ticket for Board Member Michelle Jara-Rangel to Detroit, MI for NCAP Convention
06/24/2025	American Airlines	**$763.96**	Airline Ticket for Board Member Guadalupe Perez to Detroit, MI for NCAP Convention
		$13,027.76	**Total Expenses for Cycle with End Date of 6/25/2025**

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

000181807 01 SP 106481403502887 S
EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
06-09	06-09	10095	MICROSOFT-G095806597 800-6427676 WA	1,640.50	Microsoft Azure Standard
06-19	06-20	94311	MINDBODY, INC. WWW.MINDBODYO CA	498.65	Recurring Subscription
06-21	06-23	26044	MSFT * E0400WFNF0 800-6427676 WA	540.51	Virtual Network Monthly Bill

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-3467-0150

STATEMENT DATE:

06/25/25

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	2,679.66

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
06/06/2025 06/09/2025	HILTON ATLANTA FD 404-6592000, GA	**$853.17** $853.17	USD	853.17	HOTEL STAY FOR LOUIS RODRIQUEZ FOR SAGE CONFERENCE
06/06/2025 06/09/2025	HILTON ATLANTA FD 404-6592000, GA	**$853.17** $853.17	USD	853.17	HOTEL STAY FOR MARTIN GONI FOR SAGE CONFERENCE
06/06/2025 06/09/2025	HILTON ATLANTA FD 404-6592000, GA	**$853.17** $853.17	USD	853.17	HOTEL STAY FOR NAOMI IBARRA FOR SAGE CONFERENCE
06/06/2025 06/09/2025	HILTON ATLANTA FD 404-6592000, GA	**$853.17** $853.17	USD	853.17	HOTEL STAY FOR GABRIELLE ALEXANDER FOR SAGE CONFERENCE.
06/11/2025 06/12/2025	PROCUREMENT BOOT CAMP WOODSTOCK, GA	**$249.00** $249.00	USD	249.00	TRAINING FOR NEW PROCUREMENT EMPLOYEES
06/16/2025 06/17/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$249.95** $249.95	USD	249.95	LUNCH FOR BUDGET & FINANCE COMMITTEE MEETING

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/24/2025 06/25/2025	SEQUOIA SAND DOWNTOWN BAKERSFIELD, CA	**$96.25** $96.25	USD	96.25	Lunch for procurement employees, mandatory training ran through lunch hour.

Activity Totals	Purchases	Payments
$4,007.88	$4,007.88	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/23/2025 05/26/2025	AMERICAN AIR0012242809970 FORT WORTH, TX	**$820.97** $820.97	USD	820.97	Flight receipt for Gloria Nevel to attend NAEH in Washington DC 6120-918000-4000-100-480-215
05/23/2025 05/26/2025	AMERICAN AIR0012242820497 FORT WORTH, TX	**$820.97** $820.97	USD	820.97	Flight receipt for Kyle Norman to attend NAEH in Washington DC 6120-918000-4000-100-480-215
05/23/2025 05/26/2025	AMERICAN AIR0012242807777 FORT WORTH, TX	**$820.97** $820.97	USD	820.97	Flight receipt for Joseph Aguilar to attend NAEH in Washington DC 6120-918000-4000-100-480-215
05/23/2025 05/26/2025	ALIVETEK AM LUNG TRAIN LUNG.TRAINING, FL	**$300.00** $300.00	USD	300.00	Asthma Educator Institute Training for Raul Jimenez 6645-550000-4000-120-480-215
05/23/2025 05/26/2025	ALIVETEK AM LUNG TRAIN LUNG.TRAINING, FL	**$300.00** $300.00	USD	300.00	Asthma Educator Institute Training for Veronica Ramos 6645-550000-4000-120-480-215
05/24/2025 05/26/2025	AMERICAN AIR0012242824152 FORT WORTH, TX	**$686.96** $686.96	USD	686.96	Flight receipt for Rebecca Moreno to attend NAEH in Washington DC 6120-918000-4000-100-480-215
05/24/2025 05/26/2025	AMERICAN AI 0012242838656 PHOENIX, AZ	**$820.97** $820.97	USD	820.97	Flight receipt for Hannah Weightman to attend NAEH in Washington DC. 6120-918000-4000-100-480-215
05/24/2025 05/26/2025	AMERICAN AI 0012242838655 PHOENIX, AZ	**$820.97** $820.97	USD	820.97	Flight receipt for Hannah Weightman to attend NAEH in Washington DC 6120-918000-4000-100-480-215

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
05/27/2025 05/28/2025	COMMUNITY ACTION PARTNER 202-265-7546, DC	**$1,680.00** $1,680.00	USD	1,680.00	Registration fee for NCAP for Rebecca Moreno and Joseph Aguilar
05/28/2025 05/29/2025	UBER *TRIP HELP.UBER.COM, CA	**$44.98** $44.98	USD	44.98	Uber charges for Rebecca Moreno from airport while attending CAPLAW in Boston, MA
05/31/2025 06/02/2025	SHERATON BOSTON FD BOSTON, MA	**$1,392.76** $1,392.76	USD	1,392.76	Hotel fees for Rebecca Moreno while attending CAPLAW in Boston, MA
06/01/2025 06/02/2025	UBER *TRIP HELP.UBER.COM, CA	**$26.96** $26.96	USD	26.96	Uber charges for Rebecca Moreno to airport while attending CAPLAW in Boston, MA
06/01/2025 06/02/2025	RPS BAKERSFIELD BAKERSFIELD, CA	**$50.00** $50.00	USD	50.00	Parking fees at BFL airport for Reb ecca Moreno upon return from CAPLAW in Boston, MA
06/06/2025 06/09/2025	CIBHS 916-556-3480, CA	**$294.00** $294.00	USD	294.00	Fees for CIBHS Training "Fortify Yourself" for Nicole Roberson Lizette Gonzalez
06/09/2025 06/11/2025	SECURCARE SELF STORAGE 661-3227834, CA	**$293.00** $293.00	USD	293.00	Monthly Storage for Housing and Supportive Services
06/14/2025 06/16/2025	CAESAR'S PALACE DEPOSIT 8662094732, NV	**$206.35** $206.35	USD	206.35	Deposit on hotel room for Raul Jimenez while attending WIPFLI
06/17/2025 06/18/2025	AMERICAN AIR0012249872906 FORT WORTH, TX	**$367.97** $367.97	USD	367.97	Flight for Rebecca Moreno to attend NCAP in Detroit, MI

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/17/2025 06/18/2025	AMERICAN AIR0012249889383 FORT WORTH, TX	**$367.97** $367.97	USD	367.97	Flight for Marlene Ruiz to attend NCAP in Detroit, MI
06/18/2025 06/18/2025	AMERICAN AIR0012249898467 FORT WORTH, TX	**$367.97** $367.97	USD	367.97	Flight for Joseph Aguilar to attend NCAP in Detroit, MI
06/18/2025 06/18/2025	AMERICAN AIR0012249914706 FORT WORTH, TX	**$367.97** $367.97	USD	367.97	Flight for Veronica Ramos to attend NCAP in Detroit, MI
06/18/2025 06/18/2025	AMERICAN AIR0012249904315 FORT WORTH, TX	**$367.97** $367.97	USD	367.97	Flight for Laurie Hughey to attend NCAP in Detroit, MI

Activity Totals	Purchases	Payments
$11,219.71	$11,219.71	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 06/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
05/29/2025 05/30/2025	TEXTEDLY TEXTEDLY.COM, CA	**$267.00** $267.00	USD	267.00	Monthly Text Service Subscription for CSFP
05/29/2025 05/30/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$105.01** $105.01	USD	105.01	Purchase of Special Diet Foods
05/29/2025 05/30/2025	SEQUOIA SAND MING BAKERSFIELD, CA	**$487.50** $487.50	USD	487.50	Purchase of Lunch for Staff Training and Support
05/29/2025 05/30/2025	SEQUOIA SAND MING BAKERSFIELD, CA	**$214.50** $214.50	USD	214.50	Purchase of Lunch for Staff Training and Support
06/05/2025 06/09/2025	EMBASSY SUITES 760-7771711, CA	**$500.00** $500.00	USD	500.00	Hotel Deposit for Staff Travel
06/16/2025 06/17/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$85.83** $85.83	USD	85.83	Purchase of Special Diet Foods
06/17/2025 06/19/2025	HOLIDAY INN 2066396907, CA	**$165.95** $165.95	USD	165.95	Hotel lodging for staff
06/17/2025 06/19/2025	HOLIDAY INN 2066396907, CA	**$165.95** $165.95	USD	165.95	Hotel lodging for staff
06/17/2025 06/19/2025	HOLIDAY INN 2066396907, CA	**$165.95** $165.95	USD	165.95	Hotel lodging for staff

641

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
06/17/2025 06/19/2025	HOLIDAY INN 2066396907, CA	**$165.95** $165.95	USD	165.95	Hotel Lodging for staff
06/20/2025 06/23/2025	TARGET 00027151 BAKERSFIELD, CA	**$16.58** $16.58	USD	16.58	Purchase of Special Diet Foods

Activity Totals	Purchases	Payments
$2,340.22	$2,340.22	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

642

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (4 OF 12 MONTHS OR 33.33%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	499,108	30.6%	1,131,077
Head Start Subsidy	1,405,385	478,649	34.1%	926,736
Total Revenue	3,035,570	977,757	32.2%	2,057,813
Expenditures (Note B)				
Salaries	923,953	265,290	28.7%	658,663
Benefits	319,677	95,457	29.9%	224,220
Vehicle Gasoline, Repair/Maintenance	51,300	21,674	42.2%	29,626
Space Costs	121,700	67,390	55.4%	54,310
Supplies - Office & Food Service	156,000	17,304	11.1%	138,696
Equipment Repair/Maintenance & Lease	11,000	14,454	131.4%	(3,454)
Communication	13,000	3,610	27.8%	9,390
Risk Insurance	12,700	11,267	88.7%	1,433
Printing	1,000	166	16.6%	834
Hiring & Employee Costs	100	286	285.5%	(186)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,147,647	372,283	32.4%	775,364
Sub Total	2,758,577	869,180	31.5%	1,889,397
Adult Meals Prepared	128,794	64,914	50.4%	63,880
Indirect	148,199	43,663	29.5%	104,536
Total Expenditures	3,035,570	977,757	32.2%	2,057,813

	Prior Period	JUNE 2025	Cumulative
Total Meals Prepared and Vended (Note C)	190,187	39,166	229,353
Total Meals Claimed	136,259	25,436	161,695
Difference	53,928	13,730	67,658

Percentage Claimed to Prepared/Vended		64.9%	70.5%

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

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

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

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/24 - 6/30/25 (12 OF 12 MONTHS = 100%)

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	$ 2,105,286	$ 1,996,865	$ 2,058,072	$ 2,089,319	$ 2,073,847	$ 1,893,981	$ 24,445,475		
Add: Family Fees	55	55	55	55	55	208	273	208	273	398	333	208	$ 2,174		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,302	$ 2,105,559	$ 1,996,865	$ 2,058,344	$ 2,089,717	$ 2,074,180	$ 1,894,189	$ 24,447,441	79.56%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**83.16%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ 1,981,302	$ 2,105,559	$ 1,996,865	$ 2,058,344	$ 2,089,717	$ 2,074,180	$ 1,894,189	$ 24,447,441		
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	$ 559,706	$ 530,813	$ 547,155	$ 555,495	$ 551,365	$ 503,519	$ 6,498,692		
Program Administration/Support Services Costs	192,845	232,508	322,836	172,502	335,651	332,115	269,102	450,166	181,867	308,300	377,565	340,635	3,516,092	11.44%	
Indirect (10% x MTDC) Costs	216,569	234,646	231,368	229,175	227,783	225,788	237,000	241,672	220,881	236,827	242,871	221,511	2,766,092	9.00%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,414	$ 467,154	$ 554,203	$ 401,677	$ 563,434	$ 557,903	$ 506,103	$ 691,838	$ 402,748	$ 545,127	$ 620,437	$ 562,146	6,282,185	20.44%	
Revenue Earned Over/(Under) Costs	$ 119,377	$ 99,091	$ (20,772)	$ 169,597	$ (39,210)	$ (31,228)	$ 53,603	$ (161,026)	$ 144,407	$ 10,368	$ (69,072)	$ (58,627)	216,508		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,674	$ 2,597,309	$ 2,560,918	$ 2,550,752	$ 2,535,514	$ 2,539,205	$ 2,611,662	$ 2,688,703	$ 2,461,092	$ 2,634,844	$ 2,694,617	$ 2,456,336	30,729,626	100.00%	

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

Provider payments	24,447,441
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	6,498,692

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.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (12 OF 12 MONTHS = 100%)

	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	10,837	10,169	109,417	
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	$ 536,861	$ 503,778	$ 5,498,554	**137.59%**
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%	99.46%	98.76%		**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%	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	14,368	10,419	147,775	
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	$ 794,102	$ 575,857	$ 8,167,530	**110.64%**
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%	98.97%	98.57%		**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%	100.00%		100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	24	22	25	20	21	23	20	23	22	23	10	256	
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	$ 1,144	$ 490	$ 13,146	**4.48%**
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%	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%	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 (12 OF 12 MONTHS = 100%)

	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	4,927	4,684	58,189	
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	$ 240,642	$ 228,785	$ 2,841,962	**101.91%**
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%	99.70%	99.39%		**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%	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

Division/CFO: Tracy Webster, CFO **Month/Year:** June-2025

Program/Work Unit: Not Applicable **Director of Finance:** Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	June 2025		Year to Date 03/1/25 - 06/30/25	
Description	Number	Amount		Amount
Bank/Wire Deposits	61	11,910,418	328	34,746,784
Vendor Checks Issued	1,657	9,991,767	7,069	32,489,557
Payroll Disbursed		3,884,927		19,550,247
Grant Reports Prepared	42		158	
2-1-1				
ARG III - Warm Handoff				
BKRHC Encampment Resolution				
BCSD California Community School Partnership				
BKRHC - HHAP)				
CAL EITC				
CalCAPA Diaper Distribution Pilot				
California State Preschool				
CalVIP (CA Violence Intervention and Prevention)				
CFDA - Healthy Refrigeration Program Grant				
Child and Adult Care Food				
City of Bakersfield FHCC Sports Field				
County of Kern Low Barrier Homeless Shelter				
CSBG (Community Services Block Grant)				
CSFP (Commodity Supplemental Food Program)				
DOE BIL				
E Kern Family Resource Center				
Early Head Start (EHS)/Head Start - Kern & San Joaquin				
EFAP				
Food Bank Capacity Program				
Help Me Grow				
Home Visit Initiative				
HOME-ARP City of Bakersfield 2024-25				
Housing and Urban Development				
HUD CPF Food Bank Expansion				
Internal Revenue Servicie - VITA				
KCCD CERF Regional Convener				
KCCD CWDB High Road Training Partnership				
LIHEAP				
Local Purchase Assistance (LFPA) USDA				
Migrant Alternative Payment				
NEOPB Cal Fresh Healthy Living				
Oasis FRC				
Positive Youth Development Services				
QRIS San Joaquin				
Safe Camping				
San Joaquin COE General Child Care (CCTR)				
San Joaquin QRIS				
SJCOE COE Headstart				
State Disaster Food Boxes				
SNAP (Cal Fresh Outreach)				
WIC (Women, Infants & Children)				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	378	38	340	1,152
Contracts	26	3	23	72
Leases	6	1	5	15
Requests for Proposals	11	1	10	27

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 Positions

CFO	Accountant II (2)	Administrative Coordinator (1)
Director of Finance	Accounting Technician (6)	Procurement Supervisor (1)
Finance Administrator	Accounting Specialist (2)	Business Technician (2)
Controller	Accounting Clerk (1)	
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (3)	Payroll Supervisor (1)	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2025

ASSETS	
Cash in Bank	25,468,016
Cash - Vacation Reserve	1,107,758
Petty Cash	-
Accounts Receivable	9,329,529
Travel Advance	6,910
Prepaid Expense	895,466
Inventory	4,841,790
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	41,042,599
Total Assets	91,798,683
LIABILITES AND NET ASSETS	
Accounts Payable	6,255,129
Accrued Expenses	4,101,291
Accrued Vacation	2,201,945
Line of Credit	-
Note Payable	7,329,177
Advance Payable	3,890,350
Deferred Revenue	16,363,200
Total Liabilites	40,141,092
Total Net Assets	51,657,591
Total Liabilities and Net Assets	91,798,683

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025

REVENUE	
Grant Revenue	137,819,705
Donations	41,364,481
Other Revenue	2,026,996
In-Kind	65,488
Total Revenue	181,276,670
EXPENDITURES	
Salaries	47,593,937
Benefits	15,542,023
Travel	734,942
Space Costs	10,535,693
Supplies	4,715,779
Consultant/Contract Services	4,883,791
Other Costs	3,655,427
Program Costs	76,420,042
Capital Expenditures	-
Indirect	11,588,968
In-Kind	65,488
Total Expenditures	175,736,090
Net Change in Assets	5,540,580
Net Assets, beginning	46,117,011
Net Assets, ending	51,657,591

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JUNE 30, 2025

ASSETS	
Cash in Bank	13,721,706
Cash - Vacation Reserve	1,318,591
Petty Cash	-
Accounts Receivable	461,303
Travel Advance	30,935
Prepaid Expense	1,189,373
Inventory	4,633,237
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	40,225,961
Total Assets	70,687,721
LIABILITES AND NET ASSETS	
Accounts Payable	3,623,482
Accrued Expenses	412,884
Accrued Vacation	1,173,890
Line of Credit	-
Note Payable	7,464,897
Advance Payable	-
Deferred Revenue	6,782,995
Total Liabilites	19,458,148
Total Net Assets	51,229,573
Total Liabilities and Net Assets	70,687,721

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2025 TO JUNE 30, 2025

REVENUE	
Grant Revenue	32,441,435
Donations	102,300
Other Revenue	2,039,472
In-Kind	5,610,737
Total Revenue	40,193,945
EXPENDITURES	
Salaries	10,113,185
Benefits	3,829,013
Travel	299,085
Space Costs	3,129,693
Supplies	1,549,090
Consultant/Contract Services	1,792,938
Other Costs	1,420,541
Program Costs	10,981,619
Capital Expenditures	4,614
Indirect	1,891,449
In-Kind	5,610,737
Total Expenditures	40,621,963
Net Change in Assets	(428,018)
Net Assets, beginning	51,657,591
Net Assets, ending	51,229,573

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,648,986	15,036,745	37,612,241	29%
BENEFITS	16,057,706	5,460,621	10,597,085	34%
TRAVEL	1,169,206	265,485	903,721	23%
SPACE COST	8,189,839	3,102,941	5,086,898	38%
SUPPLIES	2,243,864	1,453,682	790,182	65%
EQUIPMENT	-	4,614	(4,614)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	1,179,704	3,542,293	25%
OTHER COSTS	3,481,549	1,190,673	2,290,876	34%
PROGRAM COSTS	32,585,152	10,981,619	21,603,533	34%
INDIRECT	11,637,040	3,557,314	8,079,726	31%
TOTAL	132,735,339	42,233,399	90,501,940	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	11,235,650	27,764,274	29%
BENEFITS	11,690,857	4,086,284	7,604,573	35%
TRAVEL	836,996	146,459	690,537	17%
SPACE COST	3,757,138	1,971,850	1,785,288	52%
SUPPLIES	1,649,146	906,822	742,324	55%
EQUIPMENT	-	-	-	
CONSULTANT/CONTRACT SERVICES	1,407,736	492,960	914,776	35%
OTHER COSTS	1,688,881	479,829	1,209,052	28%
PROGRAM COSTS	28,405,475	9,748,170	18,657,305	34%
INDIRECT	8,755,735	2,709,617	6,046,118	31%
TOTAL	97,191,888	31,777,641	65,414,247	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	1,217,035	3,869,814	24%
BENEFITS	1,666,602	416,568	1,250,034	25%
TRAVEL	115,667	71,475	44,192	62%
SPACE COST	733,727	529,794	203,933	72%
SUPPLIES	199,399	349,733	(150,334)	175%
EQUIPMENT	-	4,614	(4,614)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	197,317	755,587	21%
OTHER COSTS	614,558	233,948	380,610	38%
PROGRAM COSTS	3,061,030	783,259	2,277,771	26%
INDIRECT	1,067,671	327,395	740,276	31%
TOTAL	13,498,407	4,131,137	9,367,270	31%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	727,876	2,298,754	24%
BENEFITS	966,559	264,960	701,599	27%
TRAVEL	80,650	7,271	73,379	9%
SPACE COST	253,000	106,492	146,508	42%
SUPPLIES	136,000	36,695	99,305	27%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	284,641	1,793,490	14%
OTHER COSTS	563,693	181,872	381,821	32%
PROGRAM COSTS	302,662	149,723	152,939	49%
INDIRECT	740,732	165,304	575,428	22%
TOTAL	8,148,057	1,924,835	6,223,222	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	1,569,351	2,712,759	37%
BENEFITS	1,347,365	544,634	802,731	40%
TRAVEL	66,742	38,155	28,587	57%
SPACE COST	3,195,293	443,613	2,751,680	14%
SUPPLIES	208,638	144,090	64,548	69%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	277,476	190,021	87,455	68%
OTHER COSTS	447,277	199,407	247,870	45%
PROGRAM COSTS	812,985	294,202	518,783	36%
INDIRECT	852,469	297,986	554,483	35%
TOTAL	11,490,355	3,721,458	7,768,897	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	174,403	775,909	18%
BENEFITS	282,380	120,944	161,436	43%
TRAVEL	43,851	1,782	42,069	4%
SPACE COST	253,681	55,397	198,284	22%
SUPPLIES	31,831	4,112	27,719	13%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	35	5,715	1%
OTHER COSTS	51,480	19,272	32,208	37%
PROGRAM COSTS	3,000	6,265	(3,265)	209%
INDIRECT	169,042	32,681	136,361	19%
TOTAL	1,791,327	414,893	1,376,434	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 06-30-25 (33.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	112,430	190,731	37%
BENEFITS	103,943	27,233	76,710	26%
TRAVEL	25,300	342	24,958	1%
SPACE COST	(3,000)	(4,204)	1,204	140%
SUPPLIES	18,850	12,230	6,620	65%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	14,730	(14,730)	Not budgeted
OTHER COSTS	115,660	76,345	39,315	66%
PROGRAM COSTS	-	-	-	0%
INDIRECT	51,391	24,331	27,060	47%
TOTAL	615,305	263,436	351,869	43%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 02/28/26 (4 OF 12 MONTHS = 33.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 3,557,314**	**30.6%**	**$ 8,079,726**
Expenditures				
Salaries	6,185,191	1,603,942	25.9%	4,581,249
Benefits @ 23.6% actual	1,946,896	523,031	26.9%	1,423,865
Total Personnel Costs	8,132,087	2,126,973	26.2%	6,005,114
Operating Costs				
Travel	113,200	50,701	44.8%	62,499
Space Costs	459,000	228,390	49.8%	230,610
Supplies	270,486	112,403	41.6%	158,083
Equipment	-	-	0.0%	-
Consultant/Contract	1,254,700	629,675	50.2%	625,025
Other Operating Costs	713,015	294,435	41.3%	418,580
Total Operating Costs	2,810,401	1,315,603	46.8%	1,494,798
Total Expenditures	**$ 10,942,488**	**$ 3,442,576**	**31.5%**	**$ 7,499,912**
Excess (Deficit) Indirect Revenue	**$ 694,552**	**$ 114,738**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,682,171	$ 422,624	25.1%	$ 1,259,547
Operations	3,779,805	1,319,518	34.9%	2,460,287
Executive	749,484	289,042	38.6%	460,442
Finance	3,354,458	1,029,961	30.7%	2,324,497
Community Development	1,376,570	379,948	27.6%	996,622
	$ 10,942,488	$ 3,442,576	31.5%	$ 7,499,912

Prepared Date: 08/06/25

Community Action Partnership of Kern (CAPK)
Check register

Company name: Community Action Partnership of Kern (CAPK)
Report name: Check register
Created on: 8/5/2025

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	6/3/2025	V03642--GLORIA LLANES	303308	2,706.89
	6/3/2025	V00164--CALIFORNIA STATE CONTROLLER'S	303238	150.57
	6/3/2025	V00297--DEPARTMENT OF SOCIAL SERVICE	303248	28,701.00
	6/3/2025	V02996--DEPARTMENT OF HUMAN RESOUR	303247	5,161.44
	6/3/2025	V03441--JANEY FELSOCI	303255	323.75
	6/3/2025	P00383--PATRICIA H MARTINEZ	303277	2,521.56
	6/3/2025	V01026--VARNER & SON INC	303304	654.79
	6/3/2025	V00799--PRICE DISPOSAL	303279	481.09
	6/3/2025	V00597--LAMONT SANITATION INC	303258	748.56
	6/3/2025	V00948--SUPERIOR SANITATION SERVICE II	303293	902.72
	6/3/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	303266	380.65
	6/3/2025	V01049--WASTE MANAGEMENT OF SOUTHE	303307	1,023.86
	6/3/2025	V03429--TiYONNA MITCHELL	303296	26.60
	6/3/2025	V00229--COMCAST CORPORATION	303245	1,786.00
	6/3/2025	V00992--TOKAY PRESS INC	303297	830.58
	6/3/2025	V00801--PRODUCERS DAIRY FOODS INC	303281	143.50
	6/3/2025	V00207--CINTAS CORPORATION #668	303242	557.96
	6/3/2025	V01012--UNITED RENTALS INC	303300	375.30
	6/3/2025	V00960--TEHACHAPI UNIFIED SCHOOL DIST	303294	663.00
	6/3/2025	V00801--PRODUCERS DAIRY FOODS INC	303280	1,606.15
	6/3/2025	V03172--OFFICE1 LEASING	303276	216.05
	6/3/2025	V04427--AZUGA INC	303236	495.00
	6/3/2025	V00611--LEVEL 3 FINANCING INC	303259	1,602.07
	6/3/2025	V00055--AMERICAN INCORPORATED	303233	190.00
	6/3/2025	V01022--VALLEY PROPANE SERVICE	303302	190.37
	6/3/2025	V03288--OASIS AIR AND SOLAR	303269	12,250.00
	6/3/2025	V04637--JANETH RAMOSAVILA	303254	70.00
	6/3/2025	V04112--MARISOL HERNANDEZ	303262	75.00
	6/3/2025	V00624--LOWES COMPANIES INC	303261	71.90
	6/3/2025	V00907--SOCALGAS	303286	104.92
	6/3/2025	V00370--FEDEX	303252	78.54
	6/3/2025	V00919--SPECTRUM	303289	176.25
	6/3/2025	V00914--SOUTHERN CALIFORNIA EDISON	303287	275.20
	6/3/2025	V03288--OASIS AIR AND SOLAR	303268	5,000.00
	6/3/2025	V00114--BERKSHIRE HATHAWAY HOMESTA	303237	164,091.24
	6/3/2025	V00092--AT&T	303235	1,199.53
	6/3/2025	V00787--PG&E	303278	6,217.74
	6/3/2025	V03430--SPECTRUM/CHARTER	303291	214.00
	6/3/2025	V03172--OFFICE1 LEASING	303275	455.65
	6/3/2025	V01022--VALLEY PROPANE SERVICE	303301	266.67
	6/3/2025	V03172--OFFICE1 LEASING	303274	851.84
	6/3/2025	V00919--SPECTRUM	303288	217.30
	6/3/2025	V03172--OFFICE1 LEASING	303273	1,183.15
	6/3/2025	V03172--OFFICE1 LEASING	303272	2,082.70
	6/3/2025	V00744--ODP BUSINESS SOLUTIONS LLC	303270	364.66
	6/3/2025	V03172--OFFICE1 LEASING	303271	454.93
	6/3/2025	V00683--MCWILLIAMS & WALDEN INC	303263	1,902.84
	6/3/2025	V00212--CITY OF DELANO	303244	169.47
	6/3/2025	V00169--CALIFORNIA WATER SERVICE	303239	154.02
	6/3/2025	V03288--OASIS AIR AND SOLAR	303267	16,050.01
	6/3/2025	V00926--STANDARD PLUMBING SUPPLY CO	303292	110.77
	6/3/2025	V00206--CHRISTOPHER PERCIVAL	303241	265.00
	6/3/2025	V00252--COUNTY OF KERN PUBLIC WORKS	303246	190.25
	6/3/2025	V00087--ARVIN COMMUNITY SERVICE DISTI	303234	250.25
	6/3/2025	V00458--HOME DEPOT COMMERCIAL CRED	303253	4,481.97
	6/3/2025	V03358--REBECCA ROCHA	303282	35.00
	6/3/2025	V02949--KERN COUNTY SUPERINTENDENT	303256	8,889.00

Bank	Date	Vendor	Document no.	Amount
	6/3/2025	V03756--LORRAINE PALOMO	303260	19.60
	6/3/2025	V03474--ALICIA GAMINO	303232	72.80
	6/3/2025	V03823--MELISSA DEWITT	303264	77.70
	6/3/2025	V03355--CHANTAL QUINO	303240	44.10
	6/3/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRIC	303265	1,402.50
	6/3/2025	V03354--TOMASA JARA	303298	116.20
	6/3/2025	V04639--CITIZENS BUSIENSS BANK	303243	50.00
	6/3/2025	V04052--DIABLO FENCE COMPANY	303250	975.00
	6/3/2025	V00301--DIEDE CONSTRUCTION INC	303251	4,400.40
	6/3/2025	V03972--VICKI CURTIS-GLASS	303306	70.00
	6/3/2025	V03963--VANESSA MOLINA	303303	2,628.75
	6/3/2025	V04026--SHAWNA MARKS	303284	102.65
	6/3/2025	V03590--DEZRA L EARNEST	303249	70.00
	6/3/2025	V00592--LAKESHORE EQUIPMENT COMPAN	303257	9,323.20
	6/3/2025	V03314--VESTIS GROUP, INC	303305	143.62
	6/3/2025	V03430--SPECTRUM/CHARTER	303290	170.00
	6/3/2025	V04408--TRINISHA PITTS	303299	68.00
	6/3/2025	V04063--ROCIO GARCIA	303283	711.00
	6/3/2025	V00902--SIERRA SANDS UNIFIED SCHOOL D	303285	3,240.00
	6/3/2025	V03429--TiYONNA MITCHELL	303295	54.18
	6/3/2025	V00286--DELL TECHNOLOGIES, INC.	122234140004593	5,596.57
	6/3/2025	V02482--ROSITA C CURRY	122234140004592	323.75
	6/3/2025	V03606--ELIZABETH WILLIAMS	122234140004591	237.75
	6/3/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004590	247.55
	6/3/2025	V03096--PUBLIC AGENCY COALITION ENTEI	122234140004589	919,865.40
	6/3/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004588	13,725.00
	6/3/2025	V03191--VAL-PRO, INC	122234140004587	935.70
	6/3/2025	V03392--Unum Insurance Company	122234140004586	25,878.45
	6/3/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004585	1,023.00
	6/3/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004584	846.81
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004583	3.00
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004582	15.76
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004581	16.84
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004580	19.63
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004579	21.69
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004578	27.63
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004577	69.58
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004576	151.10
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004575	177.21
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004574	626.98
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004573	716.48
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004572	925.59
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004571	1,281.08
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004570	1,490.64
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004569	1,598.42
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004568	1,944.91
	6/3/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004567	13,488.68
	6/3/2025	V03422--LOIS HANNIBLE	122234140004566	35.98
	6/3/2025	V00522--JORGE GALINDO	122234140004565	90.00
	6/3/2025	V00905--SMART & FINAL	122234140004564	27.46
	6/3/2025	V04549--THUY TRANG TRAN	122234140004563	8.40
	6/3/2025	V04525--BRENDA ORTIZ	122234140004562	60.90
	6/3/2025	V04062--SOPHIN LOCK	122234140004561	124.60
	6/3/2025	V00224--CLASSIC CHARTER INC	122234140004560	605.00
	6/3/2025	V03422--LOIS HANNIBLE	122234140004559	32.31
	6/3/2025	V02868--SAFIYA PRICE	122234140004558	60.20
	6/3/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140004557	34.85
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004556	116.63
	6/3/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140004555	199.54
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004554	216.76
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004553	197.21
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004552	140.66
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004551	110.85
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004550	107.32
	6/3/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140004549	748.82

Bank	Date	Vendor	Document no.	Amount
	6/3/2025	V00060--AN ICON COMPANY, LLC - PRINTDII	122234140004548	720.99
	6/3/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR '	122234140004547	60.00
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004546	27.96
	6/3/2025	V00704--MISSION LINEN SUPPLY	122234140004545	4,902.08
	6/3/2025	V00704--MISSION LINEN SUPPLY	122234140004544	1,001.13
	6/3/2025	V00704--MISSION LINEN SUPPLY	122234140004543	24.55
	6/3/2025	V00179--CAZADOR CONSULTING GROUP, IN	122234140004542	1,276.00
	6/3/2025	V00522--JORGE GALINDO	122234140004541	45.00
	6/3/2025	V00704--MISSION LINEN SUPPLY	122234140004540	55.68
	6/3/2025	V00284--DELK PEST CONTROL	122234140004539	90.00
	6/3/2025	V03191--VAL-PRO, INC	122234140004538	745.20
	6/3/2025	V00937--STINSON STATIONERS	122234140004537	100.67
	6/3/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004536	130.00
	6/3/2025	V00595--LAMONT GENERAL STORE	122234140004535	21.64
	6/3/2025	V00937--STINSON STATIONERS	122234140004534	281.10
	6/3/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004533	385.99
	6/3/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004532	150.00
	6/3/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140004531	406.79
	6/3/2025	V00423--GOTO TECHNOLOGIES USA, INC	122234140004530	7,264.80
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004529	61.41
	6/3/2025	V00770--PAPER CONNECTION INC	122234140004528	794.08
	6/3/2025	V03186--BLUETRITON BRANDS INC	122234140004527	98.22
	6/3/2025	V03186--BLUETRITON BRANDS INC	122234140004526	108.65
	6/3/2025	V03186--BLUETRITON BRANDS INC	122234140004525	54.11
	6/3/2025	V00029--ADVANCED DATA STORAGE	122234140004524	52.80
	6/3/2025	V00182--CDW LLC	122234140004523	275.78
	6/3/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140004522	89.00
	6/3/2025	V03159--JOHN REY	122234140004521	103.30
	6/3/2025	V00874--SAVE MART SUPERMARKETS	122234140004520	341.04
	6/3/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140004519	975.84
	6/3/2025	V00937--STINSON STATIONERS	122234140004518	8.78
	6/3/2025	V00198--CHEVRON AND TEXACO BUSINESS	122234140004517	2,544.15
	6/3/2025	V03328--Hometown Plumbing	122234140004516	145.00
	6/3/2025	V03328--Hometown Plumbing	122234140004515	135.00
	6/3/2025	V03186--BLUETRITON BRANDS INC	122234140004514	7,622.03
	6/3/2025	V00522--JORGE GALINDO	122234140004513	90.00
	6/3/2025	V00406--GARCIA INDUSTRIES INC	122234140004512	17,231.00
	6/3/2025	V01040--VILLATORO POWER WASHING	122234140004511	325.00
	6/3/2025	V03174--OFFICE IMAGING, INC	122234140004510	21.26
	6/3/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004509	1,850.00
	6/3/2025	V01044--W W GRAINGER INC	122234140004508	2,462.12
	6/3/2025	V01032--VERIZON WIRELESS	122234140004507	4,978.45
	6/3/2025	V03328--Hometown Plumbing	122234140004506	1,232.00
	6/3/2025	V03411--SAVANNAH OATES	122234140004505	147.47
	6/3/2025	V00721--NARAMA INC. - TREK IMAGING	122234140004504	1,197.79
	6/3/2025	V00920--SSD ALARM, INC	122234140004503	338.00
	6/3/2025	V03328--Hometown Plumbing	122234140004502	135.00
	6/3/2025	V00883--SEIU LOCAL 521	122234140004501	30,004.47
	6/3/2025	V00522--JORGE GALINDO	122234140004500	280.00
	6/3/2025	V04180--DIESEL DIRECT LLC	122234140004499	1,409.10
	6/3/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004498	330.88
	6/3/2025	V00260--CROWN EQUIPMENT CORPORATIC	122234140004497	467.25
	6/3/2025	V00257--CREATIVE FINANCIAL STAFFING LL	122234140004496	3,469.40
	6/3/2025	V00231--COMMUNITY ACTION PARTNERSHI	122234140004495	205.50
	6/3/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004494	42.34
	6/3/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004493	465.01
	6/3/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004492	12.38
	6/3/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004491	846.81
	6/3/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004490	170.17
	6/3/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004489	433.28
	6/3/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004488	382.08
	6/3/2025	V00794--PLC SYSTEM SERVICES LLC	122234140004487	240.00
	6/3/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004486	172.09
	6/3/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004485	491.22
	6/3/2025	V03359--RACHEL LECKKIRK	122234140004484	102.20

Bank	Date	Vendor	Document no.	Amount
	6/3/2025	P02723--ALEXIS SAVEDRA	122234140004483	6,000.00
	6/3/2025	V00134--BRONCO ELECTRIC INC	122234140004482	910.00
	6/3/2025	V00580--KERNVILLE UNION SCHOOL DISTRI	122234140004481	27,893.54
	6/3/2025	V00585--KNIGHT'S SITE SERVICES INC	122234140004480	8,501.40
	6/3/2025	V03915--SANDRA GARCIA	122234140004479	102.65
	6/3/2025	V03328--Hometown Plumbing	122234140004478	235.00
	6/3/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140004477	24,735.13
	6/3/2025	V04600--Gordon Rees Scully Mansukhani, LLP	122234140004476	168.00
	6/3/2025	V04600--Gordon Rees Scully Mansukhani, LLP	122234140004475	3,517.50
	6/3/2025	V04600--Gordon Rees Scully Mansukhani, LLP	122234140004474	3,654.00
	6/3/2025	V04600--Gordon Rees Scully Mansukhani, LLP	122234140004473	112.00
	6/5/2025	V04656--THE LINCOLN NATIONAL LIFE INSU	303309	2,114.77
	6/6/2025	V02797--MARNI A BACA	303311	1,678.71
	6/6/2025	V02797--MARNI A BACA	303310	1,243.85
	6/10/2025	V04575--LOWE'S COMPANIES, INC.	303397	30.32
	6/10/2025	V04664--CAL WORLD BAKERSFIELD LLC	303334	3,345.00
	6/10/2025	V04666--JULIO DONAYRE	303381	3,000.00
	6/10/2025	V01845--DESERT OASIS APTS LLC	303355	1,245.00
	6/10/2025	V04665--5809 SUNLAND AVENUE LLC	303312	4,268.00
	6/10/2025	V03314--VESTIS GROUP, INC	303458	71.81
	6/10/2025	V00195--CHARTER COMMUNICATIONS HOLI	303342	1,200.00
	6/10/2025	V04662--MIGUEL A ANGULANO	303407	4,200.00
	6/10/2025	V04663--SHAWN NOEL WALTON	303438	3,192.00
	6/10/2025	V00195--CHARTER COMMUNICATIONS HOLI	303341	1,198.00
	6/10/2025	V00157--CALIFORNIA DEPARTMENT OF SOC	303335	2,823,313.00
	6/10/2025	V00238--COMMUNITY SERVICES AND DEVE	303350	601.98
	6/10/2025	V02479--RONALD SHELAN	303429	255.00
	6/10/2025	V00801--PRODUCERS DAIRY FOODS INC	303424	496.91
	6/10/2025	V03288--OASIS AIR AND SOLAR	303414	1,205.00
	6/10/2025	V02479--RONALD SHELAN	303428	436.77
	6/10/2025	V02979--SUBURBAN PROPANE	303449	769.93
	6/10/2025	V00576--KERN RIVER PROPANE INC	303385	7,074.00
	6/10/2025	V00058--AMERIGAS LAKE ISABELLA	303316	1,210.92
	6/10/2025	V00290--DELTA LIQUID ENERGY	303354	2,389.40
	6/10/2025	V01966--LA MIRAGE CONDOS LLC	303387	1,500.00
	6/10/2025	V00885--SEQUOIA SANDWICH COMPANY	303437	253.25
	6/10/2025	V00854--SAFEWAY INC VONS DIVISION	303433	1.19
	6/10/2025	V04596--RENAISSANCE AT BAKER LP	303427	660.00
	6/10/2025	V00207--CINTAS CORPORATION #668	303344	420.21
	6/10/2025	V00801--PRODUCERS DAIRY FOODS INC	303423	1,352.39
	6/10/2025	V00912--SOUTH TULARE RICHGROVE REFU	303442	443.84
	6/10/2025	V00597--LAMONT SANITATION INC	303390	730.26
	6/10/2025	V00788--PHILADELPHIA INSURANCE COMPA	303422	236.00
	6/10/2025	V00220--CITY OF WASCO	303347	524.40
	6/10/2025	V04562--JESSICA HERNANDEZ	303375	53.20
	6/10/2025	V00215--CITY OF SHAFTER	303346	526.57
	6/10/2025	V00389--FLYERS ENERGY LLC	303364	556.71
	6/10/2025	V00988--THERMO KING OF CENTRAL CALIF	303451	3,721.58
	6/10/2025	V02597--CATHARYN LAURIE SPROULE	303338	237.30
	6/10/2025	V02573--ARLEEN N ORNELAS	303324	42.00
	6/10/2025	V00720--NAOMI CARRILLO	303409	58.80
	6/10/2025	V02178--ANGELICA HERALDEZ	303323	51.80
	6/10/2025	V02946--ICELA GUTIERREZ CUEVAS	303370	103.60
	6/10/2025	V00599--LANGUAGE LINE SERVICES INC	303392	152.65
	6/10/2025	V02777--MARIA ALICIA HUIZAR	303399	253.40
	6/10/2025	V02742--KIMBERLY D FREIBERG	303386	58.80
	6/10/2025	V02700--JACINTA ZEPEDA	303372	162.40
	6/10/2025	V01009--ULINE	303454	7,223.32
	6/10/2025	V03429--TiYONNA MITCHELL	303453	315.70
	6/10/2025	V03427--LANEISHA HAMMOND	303391	49.00
	6/10/2025	X0400--VERONICA PEREZ RAMOS	303457	32.90
	6/10/2025	X0319--JUAN RAMIREZ CALDERON	303380	51.80
	6/10/2025	X0295--ILEANA STOKES	303371	47.60
	6/10/2025	V04614--BRANDON NGUYEN	303332	30.10
	6/10/2025	V03902--ROSENDA SANDOVAL	303430	11.20

Bank	Date	Vendor	Document no.	Amount
	6/10/2025	V03869--PAULA HUERTA	303419	51.80
	6/10/2025	V03859--OLIVIA OTANEZ	303418	49.00
	6/10/2025	V04025--NANCY PEREZ	303408	35.70
	6/10/2025	V04024--MARIA CERVANTES	303400	48.30
	6/10/2025	V04002--RUBEN RIVERA	303431	67.20
	6/10/2025	V03988--YOSHIRA PEREZ	303462	19.60
	6/10/2025	V03963--VANESSA MOLINA	303456	100.80
	6/10/2025	V03950--TINA NUNEZ	303452	86.80
	6/10/2025	V04026--SHAWNA MARKS	303439	42.70
	6/10/2025	V03933--SILVIA HERNANDEZ	303441	141.40
	6/10/2025	V03928--SHERI PHILLIPS	303440	155.40
	6/10/2025	V03498--ANGEL TEJEDA	303322	29.40
	6/10/2025	V03496--ANDREW CHAVEZ	303319	214.20
	6/10/2025	V03491--ANDREA ARCEO	303318	105.00
	6/10/2025	V03486--ANA CARRENO	303317	37.80
	6/10/2025	V03653--HANNAH MARIE WEIGHTMAN	303368	43.40
	6/10/2025	V03464--ALEXIA KING	303315	85.40
	6/10/2025	V03441--JANEY FELSOCI	303373	64.40
	6/10/2025	V03712--KATHY VALDIVIA	303383	100.80
	6/10/2025	V03808--MARTHA LARA	303403	19.60
	6/10/2025	V03629--GABRIELA MCCAULEY	303366	37.80
	6/10/2025	V03628--FRANCIS VEGA	303365	207.20
	6/10/2025	V03626--EVELYN BALLESTEROS	303359	84.00
	6/10/2025	V03824--MELISSA STOWELL	303406	154.00
	6/10/2025	V03610--ENEDINA MARTINEZ	303357	50.40
	6/10/2025	V03785--MARIA MORENO GOMEZ	303401	75.60
	6/10/2025	V03568--CRISEL AVELAR	303353	47.60
	6/10/2025	V03538--CARELI LEYVA	303337	51.80
	6/10/2025	V03535--BRISEYDA HERNANDEZ	303333	42.00
	6/10/2025	V03520--AURORA GALLEGOS ORDONEZ	303330	30.80
	6/10/2025	V03513--ASELIDA DEL TORO	303326	37.80
	6/10/2025	V04186--ANDREW GREEN	303320	44.80
	6/10/2025	V04066--NICOLE ROBERSON	303411	39.20
	6/10/2025	V04068--MARCIA GUARDADO	303398	11.20
	6/10/2025	V04654--ASHELY HALTERMAN	303327	40.60
	6/10/2025	V04655--GALILEA HERRERA	303367	11.20
	6/10/2025	V04419--YOLANDA HINOJOSA	303461	13.30
	6/10/2025	V04261--CLAUDIA ZUNIGA	303348	32.20
	6/10/2025	V04115--ESTEFANY AVITIA	303358	79.80
	6/10/2025	V03217--KARADANIS SURVIVORS TRUST	303382	595.00
	6/10/2025	V04459--SPECIALTY TRIM AND AWNING INC	303444	270.62
	6/10/2025	V04142--VANESSA ALVAREZ	303455	18.20
	6/10/2025	V00252--COUNTY OF KERN PUBLIC WORKS	303351	65.60
	6/10/2025	V04631--Arnoldo Galindo Castro	303325	55.30
	6/10/2025	V00617--LODI HEALTH WEST OCCUPATION/	303394	1,159.82
	6/10/2025	V00601--LASTAND, INC	303393	20.00
	6/10/2025	V04093--AT&T	303329	90.63
	6/10/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	303389	687.20
	6/10/2025	V04602--SEQUOIA PEST SOLUTIONS	303436	330.00
	6/10/2025	V04604--PEGBOARD	303420	15,940.06
	6/10/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE	303463	1,755.31
	6/10/2025	V00919--SPECTRUM	303447	220.25
	6/10/2025	V00683--MCWILLIAMS & WALDEN INC	303405	386.16
	6/10/2025	V00092--AT&T	303328	1,620.08
	6/10/2025	V00848--RUBY REYES CRUZ	303432	49.98
	6/10/2025	V03713--KAYLONIE HOWARD	303384	36.12
	6/10/2025	V04081--CHRISTOPHER CUZUL	303343	17.94
	6/10/2025	V04090--ALEJANDRA VERDUZCO	303314	30.10
	6/10/2025	V03216--JENNIFER WILSON	303374	10.50
	6/10/2025	V04498--DOMINIQUE BASSI	303356	37.78
	6/10/2025	V00919--SPECTRUM	303446	170.25
	6/10/2025	V03172--OFFICE1 LEASING	303417	169.83
	6/10/2025	V03172--OFFICE1 LEASING	303416	302.78
	6/10/2025	V03172--OFFICE1 LEASING	303415	651.95
	6/10/2025	V00919--SPECTRUM	303445	346.25

Bank	Date	Vendor	Document no.	Amount
	6/10/2025	V00914--SOUTHERN CALIFORNIA EDISON	303443	646.24
	6/10/2025	V00209--CITY OF BAKERSFIELD	303345	9,452.41
	6/10/2025	V03288--OASIS AIR AND SOLAR	303413	950.00
	6/10/2025	V00370--FEDEX	303360	71.95
	6/10/2025	V00374--FERGUSON ENTERPRISES INC #13	303363	1,014.13
	6/10/2025	V00458--HOME DEPOT COMMERCIAL CRED	303369	2,292.78
	6/10/2025	V00682--MCKESSON MEDICAL SURGICAL IN	303404	336.63
	6/10/2025	V00511--JIM'S TOWING SERVICE, INC	303379	123.00
	6/10/2025	V00511--JIM'S TOWING SERVICE, INC	303378	123.00
	6/10/2025	V00511--JIM'S TOWING SERVICE, INC	303377	123.00
	6/10/2025	V00511--JIM'S TOWING SERVICE, INC	303376	123.00
	6/10/2025	X0386--SAGASER WATKINS & WIELAND PC	303434	60.00
	6/10/2025	V04575--LOWE'S COMPANIES, INC.	303396	3,976.74
	6/10/2025	V00374--FERGUSON ENTERPRISES INC #13	303362	338.04
	6/10/2025	V00787--PG&E	303421	14,314.29
	6/10/2025	V00255--COVERALL NORTH AMERICA INC	303352	1,025.00
	6/10/2025	V00229--COMCAST CORPORATION	303349	165.89
	6/10/2025	V00169--CALIFORNIA WATER SERVICE	303336	2,365.54
	6/10/2025	V00414--SARANA EDUCATIONAL CONSULTI	303435	5,179.00
	6/10/2025	V00806--PROTECTION 1/ADT	303425	537.27
	6/10/2025	V00592--LAKESHORE EQUIPMENT COMPAN	303388	3,926.33
	6/10/2025	V01049--WASTE MANAGEMENT OF SOUTHE	303459	1,646.68
	6/10/2025	V01063--WESTERN PROPANE SERVICE	303460	659.58
	6/10/2025	V04054--MARIA REYES	303402	47.60
	6/10/2025	V00821--REGION IX HEAD START ASSOCIAT	303426	2,010.00
	6/10/2025	V00923--STAGLER CORPORATION	303448	500.48
	6/10/2025	V03022--NEXTSTAR INC	303410	1,420.00
	6/10/2025	V03288--OASIS AIR AND SOLAR	303412	11,750.00
	6/10/2025	V04636--SYLVIA FERNANDEZ	303450	70.00
	6/10/2025	V03497--ANGEL PEREZ AREVALO	303321	125.00
	6/10/2025	V04660--FELDESMAN TUCKER LEIFER FIDE	303361	2,990.00
	6/10/2025	V00103--BAKERSFIELD FALSE ALARM REC	303331	315.00
	6/10/2025	V00622--LOTUS BAKERSFIELD CORP	303395	1,890.00
	6/10/2025	V00195--CHARTER COMMUNICATIONS HOLI	303340	1,500.04
	6/10/2025	V00195--CHARTER COMMUNICATIONS HOLI	303339	1,500.00
	6/10/2025	V04573--AIDA S CRUZ	303313	300.00
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004775	423.99
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004774	763.84
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004773	893.67
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004772	1,888.52
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004771	9,603.31
	6/10/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004770	144.87
	6/10/2025	V03422--LOIS HANNIBLE	122234140004769	215.00
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004768	43.21
	6/10/2025	V00198--CHEVRON AND TEXACO BUSINESS	122234140004767	1,191.54
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004766	46.38
	6/10/2025	V00060--AN ICON COMPANY, LLC - PRINTDI	122234140004765	2,048.09
	6/10/2025	V01033--VERNON SORENSON MD INC	122234140004764	1,407.00
	6/10/2025	V03245--TIMOTHY SEXTON	122234140004763	2,360.00
	6/10/2025	V00478--INDOFF INCORPORATED	122234140004762	4,158.58
	6/10/2025	V00478--INDOFF INCORPORATED	122234140004761	3,085.97
	6/10/2025	V00478--INDOFF INCORPORATED	122234140004760	8,049.07
	6/10/2025	V03060--JAB COMMUNICATION INC.	122234140004759	1,491.40
	6/10/2025	V01044--W W GRAINGER INC	122234140004758	1,259.25
	6/10/2025	V03065--PIUSER STONE AND TILE, INC.	122234140004757	1,980.00
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004756	44.29
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004755	223.40
	6/10/2025	V03690--JOCELINE LUCAS	122234140004754	74.00
	6/10/2025	V00022--ADOBE INC	122234140004753	237.90
	6/10/2025	V00022--ADOBE INC	122234140004752	214.11
	6/10/2025	V00179--CAZADOR CONSULTING GROUP, IN	122234140004751	1,276.00
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004750	55.68
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004749	166.14
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004748	530.77
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004747	877.02

Bank	Date	Vendor	Document no.	Amount
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004746	1,120.25
	6/10/2025	V00704--MISSION LINEN SUPPLY	122234140004745	1,255.62
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004744	221.22
	6/10/2025	V03082--IDEAL SPECIALTIES INC	122234140004743	33,261.78
	6/10/2025	V03290--PLANTS FOR YOUR SOLIE	122234140004742	200.00
	6/10/2025	V04034--RINGCENTRAL INC.	122234140004741	20,002.60
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004740	139.34
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004739	37.35
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004738	133.48
	6/10/2025	V00257--CREATIVE FINANCIAL STAFFING LL	122234140004737	2,520.88
	6/10/2025	V00349--ERIE CUSTOM COMPUTER APPLIC/	122234140004736	2,940.00
	6/10/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140004735	57.00
	6/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004734	5,164.57
	6/10/2025	V04647--TRISHA LOR	122234140004733	34.30
	6/10/2025	V04123--AYLEEN CERNAS	122234140004732	4.20
	6/10/2025	V03927--SHARON BRIGGS	122234140004731	23.10
	6/10/2025	V03898--ROSA RABAGO	122234140004730	155.40
	6/10/2025	V03893--ROONECIA MORADO	122234140004729	38.50
	6/10/2025	V03836--MONICA ZAMUDIO	122234140004728	47.60
	6/10/2025	V03788--MARIA RAMOS	122234140004727	116.20
	6/10/2025	V03723--KEVIN GOUDGE	122234140004726	11.20
	6/10/2025	V03688--JESSICA RIVERA	122234140004725	51.80
	6/10/2025	V03637--GIRLHENE SORIANO	122234140004724	100.80
	6/10/2025	V03636--GIOVANNI ARAGON	122234140004723	70.00
	6/10/2025	V03603--ELIZABETH CISNEROS	122234140004722	18.20
	6/10/2025	V03540--CARLEEN BENCOMA	122234140004721	141.40
	6/10/2025	V03490--ANABEL JIMENEZ	122234140004720	58.80
	6/10/2025	V03484--AMBER PUMPHREY	122234140004719	74.20
	6/10/2025	V03440--LUZVIMINDA ADAMS	122234140004718	99.40
	6/10/2025	V03439--MARY ANN MOONEY	122234140004717	177.80
	6/10/2025	V03438--LIZETTE BRAVO	122234140004716	201.60
	6/10/2025	V03423--Jessica Reyes Gonzalez	122234140004715	135.80
	6/10/2025	V03415--STACY MERRIFIELD	122234140004714	2.31
	6/10/2025	V03414--ALMA SANCHEZ	122234140004713	2.10
	6/10/2025	V03353--Cynthia Magdaleno	122234140004712	212.10
	6/10/2025	V03344--ANNELISA PEREZ	122234140004711	40.60
	6/10/2025	V03341--KARAYA GAGE	122234140004710	30.80
	6/10/2025	V03331--TINA MOUA	122234140004709	24.50
	6/10/2025	V03316--YESENIA MONTOYA	122234140004708	4,500.00
	6/10/2025	V03301--COLLETTE ROYAL	122234140004707	8,250.00
	6/10/2025	V03283--CHUNTE' L. MELVIN dba NITENITE (	122234140004706	4,500.00
	6/10/2025	V03255--CYNTHIA BORJON-COSBY	122234140004705	7,000.00
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004704	803.38
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004703	731.00
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004702	644.48
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004701	597.41
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004700	574.93
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	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004698	436.58
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004697	343.87
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	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004693	221.24
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004692	202.21
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004691	177.19
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004690	150.00
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	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004687	69.98
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	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004685	50.00
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004684	50.00
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004683	49.89
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004682	49.66

Bank	Date	Vendor	Document no.	Amount
	6/10/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140004681	49.43
	6/10/2025	V03191--VAL-PRO, INC	122234140004680	419.05
	6/10/2025	V03082--IDEAL SPECIALTIES INC	122234140004679	64,937.60
	6/10/2025	V01001--TRANS-WEST SECURITY SERVICES	122234140004678	2,110.44
	6/10/2025	V01001--TRANS-WEST SECURITY SERVICES	122234140004677	1,800.00
	6/10/2025	V01001--TRANS-WEST SECURITY SERVICES	122234140004676	1,164.48
	6/10/2025	V01001--TRANS-WEST SECURITY SERVICES	122234140004675	626.05
	6/10/2025	V01001--TRANS-WEST SECURITY SERVICES	122234140004674	60.00
	6/10/2025	V00937--STINSON STATIONERS	122234140004673	493.60
	6/10/2025	V00753--ORKIN PEST CONTROL	122234140004672	5,209.99
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004671	1,342.16
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004670	998.92
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004669	878.48
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004668	797.76
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004667	464.06
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004666	452.00
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004665	432.05
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004664	340.14
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004663	307.69
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004662	306.36
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004661	284.12
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004660	226.40
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004659	45.92
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004658	34.18
	6/10/2025	V00312--DONAHUE TRUCK CENTERS	122234140004657	1,469.35
	6/10/2025	V00128--BRADY INDUSTRIES	122234140004656	5,535.22
	6/10/2025	P02723--ALEXIS SAVEDRA	122234140004655	6,000.00
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004654	3,641.52
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004653	456.07
	6/10/2025	V00201--CHILD AND FAMILY PSYCHOLOGY	122234140004652	10,766.00
	6/10/2025	V03245--TIMOTHY SEXTON	122234140004651	1,422.00
	6/10/2025	V00937--STINSON STATIONERS	122234140004650	277.12
	6/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004649	337.89
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004648	96.25
	6/10/2025	V00402--FRONTIER COMMUNICATIONS HOL	122234140004647	92.59
	6/10/2025	V00402--FRONTIER COMMUNICATIONS HOL	122234140004646	325.18
	6/10/2025	V03174--OFFICE IMAGING, INC	122234140004645	3.57
	6/10/2025	V03239--AMAROK, LLC	122234140004644	4,199.51
	6/10/2025	V03246--YESENIA SALAZAR PENA dba BABI	122234140004643	9,000.00
	6/10/2025	V00029--ADVANCED DATA STORAGE	122234140004642	932.56
	6/10/2025	V04139--CUSTOMIZED CUSTODIAL - CCS A	122234140004641	370.91
	6/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004640	358.17
	6/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004639	449.83
	6/10/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140004638	238.69
	6/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140004637	308.43
	6/10/2025	V00224--CLASSIC CHARTER INC	122234140004636	4,403.00
	6/10/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140004635	29.78
	6/10/2025	V00478--INDOFF INCORPORATED	122234140004634	2,496.00
	6/10/2025	V03082--IDEAL SPECIALTIES INC	122234140004633	14,696.50
	6/10/2025	V04139--CUSTOMIZED CUSTODIAL - CCS A	122234140004632	26,910.00
	6/10/2025	V03424--JAUBRAE DIXON	122234140004631	215.00
	6/10/2025	V00134--BRONCO ELECTRIC INC	122234140004630	2,750.00
	6/10/2025	V03425--HALONDA NAFF	122234140004629	215.00
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004628	1,132.77
	6/10/2025	V03273--KATOM RESTAURANT SUPPLY, INC	122234140004627	63,071.35
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004626	1,290.12
	6/10/2025	V00004--4IMPRINT INC AKA NELSON MARKE	122234140004625	9,783.00
	6/10/2025	V00260--CROWN EQUIPMENT CORPORATIC	122234140004624	5,376.13
	6/10/2025	V00057--AMERICAN REFUSE, INC.	122234140004623	766.18
	6/10/2025	V00182--CDW LLC	122234140004622	1,270.20
	6/10/2025	V00578--KERN VALLEY PRINTING, INC	122234140004621	879.66
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004620	1,270.35
	6/10/2025	V03492--Andrea Chavez	122234140004619	284.60
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004618	1,867.46
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004617	1,538.23

Bank	Date	Vendor	Document no.	Amount
	6/10/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004616	989.00
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004615	1,315.32
	6/10/2025	V03648--GREGORIA BENAVIDES	122234140004614	137.20
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004613	1,749.50
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004612	992.79
	6/10/2025	V00182--CDW LLC	122234140004611	2,856.41
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004610	1,476.97
	6/10/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140004609	26,895.12
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004608	720.42
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004607	1,547.04
	6/10/2025	V00406--GARCIA INDUSTRIES INC	122234140004606	3,775.00
	6/10/2025	V00905--SMART & FINAL	122234140004605	1,171.15
	6/10/2025	V03295--RANCHO DE STINE LLC	122234140004604	90.00
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004603	1,019.01
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004602	1,042.88
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004601	1,041.37
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004600	1,454.46
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004599	917.51
	6/10/2025	V04180--DIESEL DIRECT LLC	122234140004598	891.05
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004597	600.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004596	600.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004595	2,000.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004594	450.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	Voided - 300799	-600.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	Voided - 300806	-2,000.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	Voided - 300805	-450.00
	6/10/2025	V02965--MICHAEL K BROWN LANDSCAPE &	Voided - 300800	-600.00
	6/11/2025	V03788--MARIA RAMOS	303464	261.90
	6/11/2025	V04670--MAYRA ALEJANDRA LANGER	303465	2,419.99
	6/12/2025	V00738--NORTH OF THE RIVER RECR & PAF	Voided - 302467	-4,797.00
	6/16/2025	P02154--GUADALUPE CABRERA	Voided - 301951	-11,698.56
	6/16/2025	P02154--GUADALUPE CABRERA	Voided - 301287	-12,087.65
	6/17/2025	V04635--HOUSING AUTHORITY OF THE COU	303518	1,900.46
	6/17/2025	V04683--ABNER ABSALSON CALZADA	303466	969.15
	6/17/2025	V04682--ERIKA DANIELA MARIA GARCIA	303508	1,347.93
	6/17/2025	V04226--ANGELA FLORATOS	303479	10,305.22
	6/17/2025	V03326--CLEMMER AND COMPANY REAL ES	303496	2,685.00
	6/17/2025	V01845--DESERT OASIS APTS LLC	303502	2,340.00
	6/17/2025	V04681--BARBARA A CHERRY	303482	3,900.00
	6/17/2025	V04674--OMAR ALNAJAR	303567	70.00
	6/17/2025	V00320--EAST NILES COMMUNITY SERVICE	303504	87.30
	6/17/2025	V00187--CERTIFIX INC	303487	104.00
	6/17/2025	V00923--STAGLER CORPORATION	303600	850.00
	6/17/2025	V00801--PRODUCERS DAIRY FOODS INC	303573	285.91
	6/17/2025	V04254--CHARLETTE R MCRAE	303488	1,570.00
	6/17/2025	V03787--MARIA PINEDA	303550	70.00
	6/17/2025	V04672--PRISCILLA MORALES	303571	70.00
	6/17/2025	V00781--Pedro Pablo Figueroa Martinez	303569	70.00
	6/17/2025	V00320--EAST NILES COMMUNITY SERVICE	303503	1,857.74
	6/17/2025	V04267--DELIA V GONZALES	303500	75.00
	6/17/2025	V00562--KEITH C PFEFFER	303532	363.72
	6/17/2025	V00960--TEHACHAPI UNIFIED SCHOOL DIST	303602	510.00
	6/17/2025	V01060--WEST KERN COMMUNITY COLLEGI	303613	12,756.22
	6/17/2025	V01009--ULINE	303604	1,949.87
	6/17/2025	V03236--UNITED WAY OF CENTRAL EASTEF	303605	15,266.16
	6/17/2025	V00801--PRODUCERS DAIRY FOODS INC	303572	1,835.10
	6/17/2025	V03430--SPECTRUM/CHARTER	303599	301.11
	6/17/2025	V03430--SPECTRUM/CHARTER	303598	499.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303597	219.99
	6/17/2025	V03430--SPECTRUM/CHARTER	303596	219.99
	6/17/2025	V03430--SPECTRUM/CHARTER	303595	200.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303594	180.00
	6/17/2025	V00683--MCWILLIAMS & WALDEN INC	303555	4,014.98
	6/17/2025	V04667--NAVI LABS LLC	303559	105.00
	6/17/2025	V00370--FEDEX	303510	37.38

Bank	Date	Vendor	Document no.	Amount
	6/17/2025	V03172--OFFICE1 LEASING	303566	548.86
	6/17/2025	V04146--MARIA G PIZANO	303547	171.00
	6/17/2025	V00511--JIM'S TOWING SERVICE, INC	303525	123.00
	6/17/2025	V03740--Liliana Altamirano	303540	192.40
	6/17/2025	V00216--CITY OF STOCKTON	303495	63.57
	6/17/2025	V00216--CITY OF STOCKTON	303494	59.00
	6/17/2025	V00216--CITY OF STOCKTON	303493	57.36
	6/17/2025	V00906--SNIDERS	303585	24.33
	6/17/2025	V00294--DEPARTMENT OF JUSTICE	303501	483.00
	6/17/2025	V00919--SPECTRUM	303587	211.23
	6/17/2025	V00728--NEEDLES PUBLIC UTILITY AUTHOR	303560	81.06
	6/17/2025	V00511--JIM'S TOWING SERVICE, INC	303524	1,182.40
	6/17/2025	V02949--KERN COUNTY SUPERINTENDENT	303536	8,889.00
	6/17/2025	V00622--LOTUS BAKERSFIELD CORP	303542	6,884.00
	6/17/2025	V01049--WASTE MANAGEMENT OF SOUTHE	303611	285.51
	6/17/2025	V03430--SPECTRUM/CHARTER	303593	256.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303592	214.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303591	214.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303590	214.00
	6/17/2025	V03430--SPECTRUM/CHARTER	303589	214.00
	6/17/2025	V00035--ALAMO ALARM CO INC	303473	203.50
	6/17/2025	V03430--SPECTRUM/CHARTER	303588	200.00
	6/17/2025	V00091--AT&T	303481	15.63
	6/17/2025	V02949--KERN COUNTY SUPERINTENDENT	303535	18,318.14
	6/17/2025	V00015--ACCUCUT, LLC	303468	4,780.00
	6/17/2025	V00914--SOUTHERN CALIFORNIA EDISON	303586	2,920.07
	6/17/2025	V00832--ROBERT B MOSS JR	303576	860.59
	6/17/2025	V03172--OFFICE1 LEASING	303565	486.98
	6/17/2025	V00896--SHEVADA DOVE-WILLIAMS	303584	273.70
	6/17/2025	V03389--LIGIA JOHNSON	303539	272.30
	6/17/2025	V03370--ROSLYN TORRES	303578	374.50
	6/17/2025	V03555--CHRISTINA CLAYSON	303489	247.80
	6/17/2025	V00207--CINTAS CORPORATION #668	303491	445.55
	6/17/2025	V03840--NALLELY SANCHEZ	303557	234.50
	6/17/2025	V00397--FRED PLANE	303511	216.25
	6/17/2025	V03894--ROSA CALLEJAS	303577	211.40
	6/17/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE	303615	576.59
	6/17/2025	V03453--ADILENE NAVA	303469	193.90
	6/17/2025	V03372--EFRAIN RODRIGUEZ RAMIREZ	303506	189.00
	6/17/2025	V03367--VALERIE CAMACHO	303608	186.90
	6/17/2025	V03387--JAZMYN REDICK	303523	180.60
	6/17/2025	V04095--KATERINA GONZALEZ-ROSARIO	303531	173.60
	6/17/2025	V04097--VICTORIA FLORES	303610	172.90
	6/17/2025	V04036--NANCY COSTA	303558	163.80
	6/17/2025	V04096--JUANA CAMACHO	303527	161.00
	6/17/2025	V02944--ESTHER REYES-GARZA	303509	158.90
	6/17/2025	V03396--MICHELLE OLIVEROS	303556	144.90
	6/17/2025	V04572--ERICA FRIAS	303507	139.30
	6/17/2025	V03368--KENDRA COBB	303533	130.20
	6/17/2025	V03364--IRIS GONZALEZ	303520	130.20
	6/17/2025	V03405--NICOLE CALLAHAN	303562	124.60
	6/17/2025	V03599--EDNA QUINONEZ	303505	116.20
	6/17/2025	V03403--VALERIA VALDEZ LOPEZ	303607	110.60
	6/17/2025	V00015--ACCUCUT, LLC	303467	110.00
	6/17/2025	V00657--MARIA MARTINEZ	303549	107.80
	6/17/2025	V03547--CASSANDRA WORTHY	303486	106.40
	6/17/2025	V04396--SANDRA MEJIA ESPARZA	303581	105.70
	6/17/2025	V04094--ANA MARTINEZ	303477	103.60
	6/17/2025	V04397--SARANYA RAVINDRAN	303582	100.00
	6/17/2025	V02549--AMY A JIMENEZ	303476	98.70
	6/17/2025	V03951--TOMMIE SUE CORDOVA	303603	93.10
	6/17/2025	V02786--MARIA LAURA GONZALEZ	303548	90.30
	6/17/2025	V03810--MARTHA ORDUNA	303553	77.70
	6/17/2025	V03862--OSCAR W MARTINEZ	303568	76.30
	6/17/2025	V04102--IRIS LOPEZ	303521	76.30

Bank	Date	Vendor	Document no.	Amount
	6/17/2025	V00642--MANUEL G BARRIOS	303545	75.00
	6/17/2025	V03377--ALEJANDRA BAHENA	303474	70.00
	6/17/2025	V04044--BRITTANY NICHOLE ORTEGA	303483	67.90
	6/17/2025	V04103--GABRIELA MORENO	303512	65.80
	6/17/2025	V03391--MARISELA GONZALEZ	303551	64.40
	6/17/2025	V00646--MARIA AGUILAR	303546	51.80
	6/17/2025	V03886--RIGOBERTO REYES	303575	46.90
	6/17/2025	V03694--JUANITA JACKSON	303528	44.80
	6/17/2025	V04104--LUZ YOUNG	303544	43.40
	6/17/2025	V04659--GLADIS CISNEROS	303515	30.80
	6/17/2025	V02687--GUADALUPE A VILLASANA	303516	28.70
	6/17/2025	V04161--LORENA ORTIZ IBARRA	303541	23.80
	6/17/2025	V03417--GIA DAOUTIS	303513	22.40
	6/17/2025	V03497--ANGEL PEREZ AREVALO	303478	19.60
	6/17/2025	V04653--MARITZA CAMACHO	303552	11.90
	6/17/2025	V00092--AT&T	303480	1,487.66
	6/17/2025	V00525--JORGENSEN & CO	303526	455.68
	6/17/2025	V03051--GINA MARTINEZ	303514	80.00
	6/17/2025	V04575--LOWE'S COMPANIES, INC.	303543	3,755.45
	6/17/2025	V04620--ADRIANA AREVALO	303470	204.40
	6/17/2025	V00787--PG&E	303570	27,912.19
	6/17/2025	V00206--CHRISTOPHER PERCIVAL	303490	1,687.05
	6/17/2025	V04605--SABRINA JONES-ROBERTS	303579	270.37
	6/17/2025	V00209--CITY OF BAKERSFIELD	303492	4,884.54
	6/17/2025	V00252--COUNTY OF KERN PUBLIC WORKS	303498	248.18
	6/17/2025	V02985--WELLS FARGO VENDOR FINANCIAI	303612	383.20
	6/17/2025	V00744--ODP BUSINESS SOLUTIONS LLC	303564	2,051.16
	6/17/2025	V00682--MCKESSON MEDICAL SURGICAL IN	303554	4,722.35
	6/17/2025	V04657--SCREENVISION DIRECT, INC.	303583	9,999.00
	6/17/2025	V03059--T-MOBILE USA INC	303601	6,329.60
	6/17/2025	V04421--ZAIRA SEVILLA QUINTERO	303614	120.00
	6/17/2025	V00161--CALIFORNIA HEAD START ASSOCI/	303484	5,250.00
	6/17/2025	V04573--AIDA S CRUZ	303472	225.00
	6/17/2025	V01022--VALLEY PROPANE SERVICE	303609	185.03
	6/17/2025	V03206--COMMUNITY SERVICES AND EMPL	303497	37,915.67
	6/17/2025	V04573--AIDA S CRUZ	303471	375.00
	6/17/2025	V04111--JAYLEEN VEGA	303522	197.70
	6/17/2025	X0386--SAGASER WATKINS & WIELAND PC	303580	300.00
	6/17/2025	V04652--KARINA RODARTE HERNANDEZ	303530	70.00
	6/17/2025	V00812--QUADIENT FINANCE USA INC	303574	6,548.39
	6/17/2025	V00282--DELANO UNION SCHOOL DISTRICT	303499	5,280.00
	6/17/2025	V04650--KAILEE CHAVEZ ENCISO	303529	70.00
	6/17/2025	V04651--ALICIA HERNANDEZ	303475	70.00
	6/17/2025	V00458--HOME DEPOT COMMERCIAL CRED	303517	5,470.05
	6/17/2025	V00565--KERN COMMUNITY COLLEGE DISTI	303534	42,193.68
	6/17/2025	V00594--LAMONT ELEMENTARY SCHOOL DI	303538	25,676.21
	6/17/2025	V00738--NORTH OF THE RIVER RECR & PAF	303563	4,797.00
	6/17/2025	V01016--UNIVISION TELEVISION GROUP INC	303606	1,545.00
	6/17/2025	V03022--NEXTSTAR INC	303561	1,000.00
	6/17/2025	V00464--HPS MECHANICAL INC	303519	105.00
	6/17/2025	V00169--CALIFORNIA WATER SERVICE	303485	2,963.31
	6/17/2025	V00592--LAKESHORE EQUIPMENT COMPAN	303537	21,007.00
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004936	180.67
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004935	30.36
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004934	1,435.90
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004933	9,424.30
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004932	11,011.44
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004931	1,248.55
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004930	338.45
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004929	818.11
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004928	992.40
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004927	1,151.47
	6/17/2025	V00198--CHEVRON AND TEXACO BUSINESS	122234140004926	2,528.99
	6/17/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004925	205.00
	6/17/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004924	130.00

Bank	Date	Vendor	Document no.	Amount
	6/17/2025	V00226--RLH FIRE PROTECTION, INC.	122234140004923	561.00
	6/17/2025	V00937--STINSON STATIONERS	122234140004922	665.58
	6/17/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR '	122234140004921	495.00
	6/17/2025	V03174--OFFICE IMAGING, INC	122234140004920	143.91
	6/17/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR '	122234140004919	80.00
	6/17/2025	V03174--OFFICE IMAGING, INC	122234140004918	478.25
	6/17/2025	V00704--MISSION LINEN SUPPLY	122234140004917	55.68
	6/17/2025	V00704--MISSION LINEN SUPPLY	122234140004916	89.57
	6/17/2025	V00704--MISSION LINEN SUPPLY	122234140004915	436.15
	6/17/2025	V00704--MISSION LINEN SUPPLY	122234140004914	1,090.56
	6/17/2025	V00905--SMART & FINAL	122234140004913	68.63
	6/17/2025	V00937--STINSON STATIONERS	122234140004912	443.72
	6/17/2025	V00937--STINSON STATIONERS	122234140004911	887.43
	6/17/2025	V03174--OFFICE IMAGING, INC	122234140004910	204.01
	6/17/2025	V00179--CAZADOR CONSULTING GROUP, IN	122234140004909	1,276.00
	6/17/2025	V00937--STINSON STATIONERS	122234140004908	1,178.35
	6/17/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR '	122234140004907	175.00
	6/17/2025	V03174--OFFICE IMAGING, INC	122234140004906	581.30
	6/17/2025	V03191--VAL-PRO, INC	122234140004905	556.10
	6/17/2025	V03191--VAL-PRO, INC	122234140004904	121.70
	6/17/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140004903	99.24
	6/17/2025	V00127--BOOT BARN	122234140004902	2,168.27
	6/17/2025	V00127--BOOT BARN	122234140004901	491.92
	6/17/2025	V00937--STINSON STATIONERS	122234140004900	1,418.82
	6/17/2025	V00198--CHEVRON AND TEXACO BUSINESS	122234140004899	8,789.35
	6/17/2025	V00867--HECTOR M SANCHEZ	122234140004898	765.00
	6/17/2025	V03263--FLOWERS BAKERIES SALES OF SC	122234140004897	338.10
	6/17/2025	V03328--Hometown Plumbing	122234140004896	535.00
	6/17/2025	V00478--INDOFF INCORPORATED	122234140004895	8,235.54
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004894	86.41
	6/17/2025	V00580--KERNVILLE UNION SCHOOL DISTRI	122234140004893	28,451.27
	6/17/2025	V03718--KELLY LOWERY	122234140004892	420.43
	6/17/2025	V03374--ADRIANA LOPEZ	122234140004891	104.30
	6/17/2025	V03385--GABRIELA PADILLA	122234140004890	158.20
	6/17/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140004889	29,348.80
	6/17/2025	V03255--CYNTHIA BORJON-COSBY	122234140004888	500.00
	6/17/2025	V00321--ECOLAB FOOD SAFETY SPECIALTII	122234140004887	440.02
	6/17/2025	V00045--ALPHA TECHNOLOGIES & ALARM S	122234140004886	135.00
	6/17/2025	V00920--SSD ALARM, INC	122234140004885	7,471.89
	6/17/2025	V03398--OLGA CASTRO	122234140004884	172.20
	6/17/2025	V03394--MARIA DIAZ CORNEJO	122234140004883	116.90
	6/17/2025	V03390--LAURA SERNA	122234140004882	232.40
	6/17/2025	V03388--KAREN RIOS	122234140004881	320.60
	6/17/2025	V03385--GABRIELA PADILLA	122234140004880	142.10
	6/17/2025	V03384--GLORIA GONZALEZ	122234140004879	95.20
	6/17/2025	V03382--DENA WALKER	122234140004878	172.20
	6/17/2025	V03380--CARITINA PEREZ	122234140004877	230.30
	6/17/2025	V03376--ANGELICA PALMA	122234140004876	107.10
	6/17/2025	V03374--ADRIANA LOPEZ	122234140004875	155.40
	6/17/2025	V03371--LUCERO GONZALEZ	122234140004874	229.60
	6/17/2025	V03365--MANUEL BALTIER	122234140004873	132.30
	6/17/2025	V03339--ANGELICA NELSON	122234140004872	177.80
	6/17/2025	V03334--Pritika Ram	122234140004871	93.91
	6/17/2025	V03239--AMAROK, LLC	122234140004870	1,745.00
	6/17/2025	V03191--VAL-PRO, INC	122234140004869	237.95
	6/17/2025	V03168--BRIGHTLY SOFTWARE INC	122234140004868	1,500.00
	6/17/2025	V02958--MARIA D FLORES TORRES	122234140004867	513.10
	6/17/2025	V02955--LOANA LUGO	122234140004866	47.60
	6/17/2025	V02888--SUSIE E MARTINEZ	122234140004865	29.40
	6/17/2025	V02778--MARIA C VARELA	122234140004864	275.10
	6/17/2025	V02411--MARISELA GONZALEZ	122234140004863	260.40
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004862	106.29
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004861	3,864.43
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004860	3,777.18
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004859	2,527.09

Bank	Date	Vendor	Document no.	Amount
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004858	1,104.06
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004857	331.20
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004856	202.40
	6/17/2025	V00559--KAPLAN EARLY LEARNING CO	122234140004855	101.09
	6/17/2025	V00407--GARDEN PATHWAYS INC	122234140004854	8,204.04
	6/17/2025	V00402--FRONTIER COMMUNICATIONS HOL	122234140004853	83.90
	6/17/2025	V00312--DONAHUE TRUCK CENTERS	122234140004852	1,995.59
	6/17/2025	V00182--CDW LLC	122234140004851	6,909.36
	6/17/2025	V00182--CDW LLC	122234140004850	973.28
	6/17/2025	V00128--BRADY INDUSTRIES	122234140004849	6,824.34
	6/17/2025	V04363--MICHELLE RUIZ	122234140004848	127.40
	6/17/2025	V04240--ASHLEY MCALLISTER	122234140004847	4.20
	6/17/2025	V04204--JANELL NICOLE GORE	122234140004846	160.30
	6/17/2025	V04077--RAUL JIMENEZ	122234140004845	86.80
	6/17/2025	V04069--BOBBI CAMACHO	122234140004844	36.40
	6/17/2025	V04045--NATALIE BEATRIZ RODRIGUEZ	122234140004843	107.80
	6/17/2025	V04043--ALONDRA MURILLO	122234140004842	88.20
	6/17/2025	V04041--STEPHANIE CORONEL	122234140004841	79.80
	6/17/2025	V03925--SAVANNAH FLORES	122234140004840	354.20
	6/17/2025	V03867--PATRICIA ROBLES WESLEY	122234140004839	151.20
	6/17/2025	V03866--PATRICIA MEXICANO	122234140004838	92.40
	6/17/2025	V03863--PALOMA SANDOVAL	122234140004837	161.70
	6/17/2025	V03852--NICOLE NINO	122234140004836	109.20
	6/17/2025	V03832--MONICA CASTANEDA	122234140004835	61.60
	6/17/2025	V03822--MELISSA DELA GARZA	122234140004834	102.20
	6/17/2025	V03765--Magaly Witz	122234140004833	193.20
	6/17/2025	V03670--Jason Rojas	122234140004832	217.00
	6/17/2025	V03645--GLORIANA TEIXEIRA	122234140004831	303.10
	6/17/2025	V03620--ESTEFANIE VIDAURY	122234140004830	137.90
	6/17/2025	V03601--ELENA GARCIA	122234140004829	120.40
	6/17/2025	V03584--DENISE COOPER	122234140004828	85.40
	6/17/2025	V03583--DELORES PATRICIO	122234140004827	71.40
	6/17/2025	V03561--CLAUDIA GARIBALDO	122234140004826	207.90
	6/17/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140004825	137.90
	6/17/2025	V03493--ANDREA MARQUEZ	122234140004824	123.90
	6/17/2025	V03492--Andrea Chavez	122234140004823	61.60
	6/17/2025	V03462--ALAN RODRIGUEZ	122234140004822	186.20
	6/17/2025	V03437--LETISHA BROOKS	122234140004821	25.20
	6/17/2025	V03416--PAULA DAOUTIS	122234140004820	67.20
	6/17/2025	V03407--CINDY RUIZ	122234140004819	152.60
	6/17/2025	V03406--KATHYA CORRALES VARGAS	122234140004818	33.60
	6/17/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004817	353.50
	6/17/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004816	401.88
	6/17/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140004815	896.87
	6/17/2025	V03147--SEQUOIA PAINT ENTERPRISE	122234140004814	51.84
	6/17/2025	V00874--SAVE MART SUPERMARKETS	122234140004813	1,242.45
	6/17/2025	V00043--ALLIED UNIVERSAL SECURITY SER	122234140004812	95,696.59
	6/17/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140004811	107.91
	6/17/2025	V04490--KINDER SYSTEMS INC.	122234140004810	3,400.00
	6/17/2025	V03402--VERLINDA DENWITTY	122234140004809	65.10
	6/17/2025	V01044--W W GRAINGER INC	122234140004808	450.17
	6/17/2025	V01020--VALLEY GARBAGE SERVICE	122234140004807	480.62
	6/17/2025	V03186--BLUETRITON BRANDS INC	122234140004806	9.73
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004805	667.78
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004804	594.64
	6/17/2025	V00236--COMMUNITY PRODUCTS LLC	122234140004803	335.58
	6/17/2025	V00029--ADVANCED DATA STORAGE	122234140004802	17.60
	6/17/2025	V00005--A-1 BATTERY COMPANY	122234140004801	88.05
	6/17/2025	V03082--IDEAL SPECIALTIES INC	122234140004800	41,973.85
	6/17/2025	V04083--MICHELLE JARA-RANGEL	122234140004799	181.12
	6/17/2025	V02330--JEREMY T TOBIAS	122234140004798	150.00
	6/17/2025	V03551--CHASE RANGEL	122234140004797	368.90
	6/17/2025	V04139--CUSTOMIZED CUSTODIAL - CCS AC	122234140004796	140.00
	6/17/2025	V04180--DIESEL DIRECT LLC	122234140004795	1,180.40
	6/17/2025	V04180--DIESEL DIRECT LLC	122234140004794	1,536.65

Bank	Date	Vendor	Document no.	Amount
	6/17/2025	V00236--COMMUNITY PRODUCTS LLC	122234140004793	1,732.00
	6/17/2025	V00260--CROWN EQUIPMENT CORPORATIC	122234140004792	3,010.47
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004791	399.56
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004790	414.54
	6/17/2025	V03057--CSG-NAM, LLC	122234140004789	468.80
	6/17/2025	V04556--SPRITE HEALTH, INC.	122234140004788	15,000.00
	6/17/2025	V02482--ROSITA C CURRY	122234140004787	102.65
	6/17/2025	V00257--CREATIVE FINANCIAL STAFFING LL	122234140004786	2,692.47
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004785	179.80
	6/17/2025	V00060--AN ICON COMPANY, LLC - PRINTDII	122234140004784	2,482.17
	6/17/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140004783	803.82
	6/17/2025	V03213--FRESHPOINT CENTRAL CALIFORNI	122234140004782	5,950.87
	6/17/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140004781	247.55
	6/17/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140004780	7,401.38
	6/17/2025	V00579--KERN VALLEY SUN	122234140004779	672.50
	6/17/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140004778	132.72
	6/17/2025	V00794--PLC SYSTEM SERVICES LLC	122234140004777	95.00
	6/17/2025	V00406--GARCIA INDUSTRIES INC	122234140004776	3,550.00
	6/18/2025	P02154--GUADALUPE CABRERA	303698	12,202.15
	6/18/2025	P02154--GUADALUPE CABRERA	303650	12,876.53
	6/18/2025	P02154--GUADALUPE CABRERA	303649	1,064.00
	6/18/2025	P00053--GLORIA GARCIA DE MADERA	303643	13,556.48
	6/18/2025	P02224--ROCIO JOSEFINA HERNANDEZ	303687	13,505.64
	6/18/2025	P02154--GUADALUPE CABRERA	303648	13,239.80
	6/18/2025	P02426--ANNA DELFINA REYES	303625	12,338.82
	6/18/2025	P01544--MARIA B CRUZ DE PULIDO	303673	12,324.73
	6/18/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	303671	11,602.13
	6/18/2025	P02457--MARIA ELENA CORONA DE IBARRA	303674	8,675.33
	6/18/2025	P00582--JUANA H PIMENTEL	303659	8,255.39
	6/18/2025	P01754--VERONICA L ESCOBAR	303696	7,516.75
	6/18/2025	P00444--LUZ E VENEGAS	303666	7,432.50
	6/18/2025	P00769--LETICIA MARIA BOTELLO	303664	7,421.65
	6/18/2025	P02414--BERTHA NERTO	303627	6,609.16
	6/18/2025	P01593--MANUELA P MEDINA	303669	6,544.17
	6/18/2025	P02053--ANA BERTHA BALLESTEROS JAIME	303620	6,525.72
	6/18/2025	P01208--MARIA M ANGULO	303681	6,312.55
	6/18/2025	P02032--MARIA F AGUILAR DE SANDOVAL	303676	5,550.90
	6/18/2025	P02252--ANDREA R RIVERA	303624	4,701.99
	6/18/2025	P01775--CECILIA GAYTAN DE ZARATE	303630	4,579.64
	6/18/2025	P01805--CONSUELO RAMIREZ DE MAGDALE	303631	4,393.66
	6/18/2025	P02261--JUANA MORILLON GUILLEN	303660	4,312.62
	6/18/2025	P00161--ALICIA GARCIA DE LEYVA	303617	4,243.90
	6/18/2025	P02407--GUADALUPE ELIZABETH PENUELA	303651	4,048.97
	6/18/2025	P00801--ROSAURA QUINTERO DE LOPEZ	303690	4,008.99
	6/18/2025	P02560--VERONICA HERNANDEZ	303695	3,594.98
	6/18/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	303618	2,997.91
	6/18/2025	P02854--FERNANDO MARQUEZ ROMERO	303640	2,887.72
	6/18/2025	P01229--MARIA PICOS DE GARCIA	303682	2,866.66
	6/18/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY	303623	2,843.94
	6/18/2025	P02887--LAURA IVETH ESQUIVEL	303662	2,706.31
	6/18/2025	P02833--MANUEL VILLAGOMEZ	303668	2,691.65
	6/18/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	303675	2,667.33
	6/18/2025	P02326--MARIA J MARTINEZ DE GARCIA	303678	2,659.82
	6/18/2025	P02180--SANDRA ELIZABETH SAMAYOA	303692	2,581.51
	6/18/2025	P00039--GUILLERMINA RAMIREZ	303652	2,527.75
	6/18/2025	P02626--YULISA OROZCO LEMUS	303697	2,522.94
	6/18/2025	P02774--JOSEFA HERNANDEZ DE RODRIGU	303658	2,484.46
	6/18/2025	P02564--DIEGO FERREIRA	303635	2,482.34
	6/18/2025	P02874--DELMA CERVANTES CORTES	303633	2,067.10
	6/18/2025	P00705--AMPARO MAGANA	303619	1,994.82
	6/18/2025	P02494A--Maria Lourdes Moreno Esquivel	303680	1,972.78
	6/18/2025	P02770--GUADALUPE AYON DE MENDOZA	303645	1,921.79
	6/18/2025	P00833--GLORIA LEMUS DE LEMUS	303644	1,904.56
	6/18/2025	P02315--CRISTINA SOTO DE MARTINEZ	303632	1,861.70
	6/18/2025	P01884--BLANCA NELLY VERA	303628	1,793.82

Bank	Date	Vendor	Document no.	Amount
	6/18/2025	P02617--SONIA C LOPEZ DE JUAREZ	303694	1,789.72
	6/18/2025	P02377--CANYON HILLS PRESCHOOL	303629	1,787.76
	6/18/2025	P01972--RUBICELA ALCANTAR DE TORRES	303691	1,780.79
	6/18/2025	P00635--ESTELA N. VEGA	303639	1,777.15
	6/18/2025	P02777--BELEN IZAZAGA MERCADO	303626	1,718.21
	6/18/2025	P02820--ROCIO GARDUNO MAGO	303686	1,684.37
	6/18/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	303621	1,592.59
	6/18/2025	P02895--MARIA D LEPE DE CURIEL	303679	1,548.10
	6/18/2025	P02160--ROSALBA CABRAL	303689	1,515.39
	6/18/2025	P02849--LUCERO AMAIRANI VILLASENOR B	303665	1,416.36
	6/18/2025	P02692--KASANDRA LOPEZ-CORDERO	303661	1,250.45
	6/18/2025	P02614--ORELLANA RODIGUEZ TOMASA MA	303685	1,244.76
	6/18/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	303683	1,243.60
	6/18/2025	P02880--DIANA OCHOA	303634	1,227.92
	6/18/2025	P01697--IRMA JIMENEZ CASTANEDA	303654	1,092.73
	6/18/2025	P02523--MARCELINA PERALTA	303672	1,084.45
	6/18/2025	P02876--ESPERANZA GALLEGOS-RUIZ	303637	1,080.10
	6/18/2025	P02772--ROSA ELENA BUSTOS	303688	1,060.57
	6/18/2025	P02865--JENNIFER REYES	303657	1,047.10
	6/18/2025	P01069--HERLINDA NOLASCO DE GONZALE	303653	1,033.59
	6/18/2025	P02903--MARIA GUADALUPE LEMUS ORTIZ	303677	1,033.19
	6/18/2025	P02100--SOCORRO LARA DE GOVEA	303693	1,022.39
	6/18/2025	P02745--FLOR JAZMIN ZACARIAS	303641	1,019.29
	6/18/2025	P01663--MARCELA CHAVEZ OSEGUERA	303670	993.20
	6/18/2025	P01644--ESTELA LOPEZ	303638	986.62
	6/18/2025	P02898--JASMIN HERRERA	303656	928.08
	6/18/2025	P02478--Laura Y Alatorre Moreno	303663	732.60
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	6/18/2025	P02819--JAQUILINA GARCIA OSORIO	303655	622.38
	6/18/2025	P02860--EMILY LANDEROS	303636	552.01
	6/18/2025	P02873--GABRIELA IBARRA	303642	418.88
	6/18/2025	P02758--MA DEL CARMEN FLORES VALLECI	303667	350.20
	6/18/2025	P02902--ANA MARIA MORENO VELAZQUEZ	303622	480.70
	6/18/2025	P02154--GUADALUPE CABRERA	303647	11,698.56
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	6/18/2025	P02909--MAYRA ALEJANDR GONZALEZ GOM	122234140005333	535.43
	6/18/2025	P02906--ANA LILIA SANTILLAN VALENCIA	122234140005332	701.76
	6/18/2025	P02905--ALICIA MORENO CISNEROS	122234140005331	929.49
	6/18/2025	P02904--MAYRA ESTHER MENDOZA	122234140005330	1,260.65
	6/18/2025	P02901--MARIA D REYES-SOTO	122234140005329	3,290.14
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	6/18/2025	P02893--GABRIELA OLIVA LOPEZ	122234140005325	5,101.49
	6/18/2025	P02892--SANDRA GABRIELA ARMENDARIZ	122234140005324	3,447.88
	6/18/2025	P02888--FANY J PEREZ DE RAMIREZ	122234140005323	1,090.90
	6/18/2025	P02882--MARIA MENDOZA	122234140005322	2,039.86
	6/18/2025	P02879--MAYRA A. RAMIREZ	122234140005321	1,028.71
	6/18/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140005320	2,805.11
	6/18/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140005319	2,738.60
	6/18/2025	P02871--MIRIAM ELIZABETH JAIME	122234140005318	6,214.94
	6/18/2025	P02870--ANA MARIA MARTINEZ	122234140005317	1,254.36
	6/18/2025	P02869--DINA GONZALEZ	122234140005316	2,845.11
	6/18/2025	P02868--JOANNA CORTEZ	122234140005315	985.24
	6/18/2025	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140005314	1,669.33
	6/18/2025	P02863--LAURA ANDRADE	122234140005313	3,077.01
	6/18/2025	P02857--IRMA VILLA DE OLIVARES	122234140005312	5,088.90
	6/18/2025	P02856--CONSUELO LIRA DE LEMUS	122234140005311	3,698.28
	6/18/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140005310	1,752.90
	6/18/2025	P02851--MARIA A ROMERO DE CRUZ	122234140005309	955.89
	6/18/2025	P02850--LINDA MAE MUSTIN	122234140005308	486.41
	6/18/2025	P02848--ANA LAURA RODRIGUEZ	122234140005307	3,749.70
	6/18/2025	P02847--ELSA LARREYNAGA BATRES	122234140005306	6,632.67
	6/18/2025	P02842--ELIA SANCHEZ	122234140005305	1,913.62
	6/18/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140005304	4,848.62

Bank	Date	Vendor	Document no.	Amount
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	6/18/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140005302	3,011.26
	6/18/2025	P02837--ADELINA BELTRAN	122234140005301	2,253.81
	6/18/2025	P02835--LORENA QUINTERO	122234140005300	2,899.47
	6/18/2025	P02832--ANDREA MOHAMMED	122234140005299	2,230.12
	6/18/2025	P02828--MARIA FERNANDA GARIBAY	122234140005298	4,815.10
	6/18/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140005297	1,755.10
	6/18/2025	P02823--DANIELA ALVAREZ	122234140005296	5,132.58
	6/18/2025	P02821--DANIEL MORENO	122234140005295	647.05
	6/18/2025	P02816--NANCY NATHALY TOSCANO CRUZ	122234140005294	946.61
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	6/18/2025	P02815--VICTORIA GOMEZ CRUZ	122234140005292	3,780.91
	6/18/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140005291	1,868.74
	6/18/2025	P02810--MARIA R LEMUS OROZCO	122234140005290	3,304.15
	6/18/2025	P02808--MARIELA SANCHEZ	122234140005289	1,038.00
	6/18/2025	P02804--CELIA IBARRA	122234140005288	1,786.38
	6/18/2025	P02802--GUADALUPE DURAN	122234140005287	1,926.16
	6/18/2025	P02799--ARACELI CASTRO BARRAZA	122234140005286	1,049.85
	6/18/2025	P02798--MARGARITA VALENCIA AVILA	122234140005285	7,203.07
	6/18/2025	P02796--NEREYDA LIRA LOPEZ	122234140005284	2,034.21
	6/18/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140005283	1,868.74
	6/18/2025	P02786--MARISOL PEREZ	122234140005282	1,999.39
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	6/18/2025	P02781--YESENIA GUADALUPE QUINTERO T	122234140005280	719.39
	6/18/2025	P02780--MARISSA LOPEZ LOPEZ	122234140005279	4,574.93
	6/18/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140005278	4,888.05
	6/18/2025	P02776--BRENDA BENAVIDEZ	122234140005277	2,904.31
	6/18/2025	P02771--MARIA T HERNANDEZ	122234140005276	1,819.90
	6/18/2025	P02769--BEATRIZ BUENO	122234140005275	1,623.31
	6/18/2025	P02768--ALICIA MONTEJANO PENA	122234140005274	4,960.04
	6/18/2025	P02767--LUCERO L IBARRA	122234140005273	3,283.14
	6/18/2025	P02766--MIREYA GUZMAN CRISTOBAL	122234140005272	3,712.27
	6/18/2025	P02765--MARIA DEL CARMEN GUTIERREZ B	122234140005271	4,876.75
	6/18/2025	P02764--MARGARITA GARIBAY CORTES	122234140005270	13,033.23
	6/18/2025	P02757--BERTHA CARAVES	122234140005269	1,133.46
	6/18/2025	P02754--ANTONIO PERALTA DUQUE	122234140005268	3,462.59
	6/18/2025	P02750--ROSA HILDA NAVARRO	122234140005267	4,149.21
	6/18/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140005266	1,827.93
	6/18/2025	P02744--CAROLINA HERNANDEZ DE SOLOR	122234140005265	3,158.47
	6/18/2025	P02742--JOANNA ROBLES	122234140005264	909.95
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	6/18/2025	P02733--ANA M HERNANDEZ DE RIOS	122234140005262	6,515.03
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	6/18/2025	P02721--OLGA LIRA DE GALLARDO	122234140005258	2,462.71
	6/18/2025	P02720--GUADALUPE LEMUS LEMUS	122234140005257	2,892.13
	6/18/2025	P02717--JOSELINE ARREDONDO	122234140005256	2,301.92
	6/18/2025	P02716--ESPERANZA RESENDEZ	122234140005255	1,957.10
	6/18/2025	P02713--MARIA ESTHER GONZALEZ AVALO	122234140005254	5,679.29
	6/18/2025	P02710--MARIA G TAMAYO DE ZAMORA	122234140005253	1,139.84
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	6/18/2025	P02704--JANETH G SARABIA	122234140005251	10,397.46
	6/18/2025	P02700--GLADYS ITZEL GALVAN	122234140005250	1,919.09
	6/18/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIE	122234140005249	2,211.55
	6/18/2025	P02690--STEPHANIE VERDUGO	122234140005248	6,470.02
	6/18/2025	P02689--GUADALUPE OLAZABAL	122234140005247	1,021.49
	6/18/2025	P02687--ELIM RODRIGUEZ	122234140005246	3,409.26
	6/18/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140005245	3,023.52
	6/18/2025	P02682--ELOISA QUINTINO DE MARTINEZ	122234140005244	675.49
	6/18/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140005243	1,828.42
	6/18/2025	P02667--MARIA ANGELA DIAZ	122234140005242	5,018.47
	6/18/2025	P02666--LUCERO MILLAN GARCIA	122234140005241	2,930.82
	6/18/2025	P02665--LETICIA GARIBAY DE CEJA	122234140005240	946.61
	6/18/2025	P02664--LESLIE KARINA TOSCANO CRUZ	122234140005239	920.32

Bank	Date	Vendor	Document no.	Amount
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	6/18/2025	P02661--MARIA TERESA HEREDIA	122234140005237	974.15
	6/18/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140005236	3,114.61
	6/18/2025	P02654--MARIA C CUEVAS DE GARCIA	122234140005235	2,493.13
	6/18/2025	P02652--MARIA ESTELA ARROYO	122234140005234	1,773.34
	6/18/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140005233	5,615.69
	6/18/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140005232	1,022.39
	6/18/2025	P02645--JANET IBARRA	122234140005231	3,877.52
	6/18/2025	P02644--YAJAIRA GUZMAN	122234140005230	795.48
	6/18/2025	P02640--TERESA MENDOZA	122234140005229	1,022.39
	6/18/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140005228	10,219.96
	6/18/2025	P02637--DEANNA RAMIREZ	122234140005227	1,974.67
	6/18/2025	P02636--YAZMIN ARACELI NAVARRO HERRE	122234140005226	3,296.36
	6/18/2025	P02635--MARIA E CUARA	122234140005225	1,297.29
	6/18/2025	P02623--SCHYIENELL JONES	122234140005224	1,812.14
	6/18/2025	P02620--ARACELI JIMENEZ AVILA	122234140005223	2,492.22
	6/18/2025	P02618--MARIA CHRISTINA RUBALCAVA	122234140005222	3,387.21
	6/18/2025	P02615--NINFA E. RODRIGUEZ	122234140005221	3,997.22
	6/18/2025	P02609--ROSAURA IBARRA OROZCO	122234140005220	4,565.73
	6/18/2025	P02608--GUADALUPE CECILIA JAIME	122234140005219	946.61
	6/18/2025	P02607--SYLVIA MORA	122234140005218	1,272.81
	6/18/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140005217	3,221.54
	6/18/2025	P02602--ADRIANA GOMEZ	122234140005216	12,307.49
	6/18/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140005215	9,490.17
	6/18/2025	P02597--INES MARISCAL MACIAS	122234140005214	662.65
	6/18/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140005213	5,811.52
	6/18/2025	P02592--ELDA KARINA IBARRA	122234140005212	8,942.99
	6/18/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140005211	1,382.18
	6/18/2025	P02587--LORENA IBARRA	122234140005210	606.82
	6/18/2025	P02582--OLGA LIDIA ALVAREZ	122234140005209	1,190.43
	6/18/2025	P02579--YOLANDA LIRA LEMUS	122234140005208	5,812.97
	6/18/2025	P02578--MARIA NANCY CRUZ	122234140005207	1,507.98
	6/18/2025	P02576--PRECIOSA ISABEL CHAMALE CAST	122234140005206	1,292.98
	6/18/2025	P02574--OLGA NOVELA DE HUERTA	122234140005205	7,567.00
	6/18/2025	P02570--TINA MARIE LOPEZ	122234140005204	10,456.55
	6/18/2025	P02566--GLORIA ISITA MEJIA	122234140005203	2,407.46
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	6/18/2025	P02555--ORGARIDT ALCANZAR MAGANA	122234140005198	5,025.31
	6/18/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140005197	11,761.22
	6/18/2025	P02553--ELENA OCHOA CONTRERAS	122234140005196	1,297.29
	6/18/2025	P02551--ANGELICA VALIENTE DE BARRAGA	122234140005195	11,840.84
	6/18/2025	P02549--MARIA REINA OROZCO MORA	122234140005194	6,274.61
	6/18/2025	P02547--CLAUDIA GARCIA	122234140005193	3,035.36
	6/18/2025	P02546--SENDY N HERNANDEZ SOSA	122234140005192	1,241.27
	6/18/2025	P02545--ROCIO OROZCO IBARRA	122234140005191	12,093.92
	6/18/2025	P02543--MARISOL PEREZ	122234140005190	1,216.89
	6/18/2025	P02542A--LA ESTACION CHILDCARE LLC	122234140005189	5,134.32
	6/18/2025	P02533--LIZET MONSERRAT PRECIADO	122234140005188	1,673.72
	6/18/2025	P02529--ROSA M SALAZAR	122234140005187	303.33
	6/18/2025	P02527--DULCE IRASEMA MUNOZ LOPEZ	122234140005186	396.65
	6/18/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140005185	1,646.17
	6/18/2025	P02521--JASMIN ALEJANDRA ARANDA	122234140005184	982.75
	6/18/2025	P02519--ANDREA PIMENTEL DE DOMINGUE	122234140005183	11,500.35
	6/18/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140005182	7,524.84
	6/18/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILL	122234140005181	6,192.67
	6/18/2025	P02510A--NUBIA IVETTE ACEVES RODRIGU	122234140005180	1,396.13
	6/18/2025	P02507--LETICIA HERNANDEZ	122234140005179	1,821.02
	6/18/2025	P02505--YANELY GARCIA	122234140005178	1,548.10
	6/18/2025	P02504--VIRGINIA RUELAS DE LEYVA	122234140005177	4,731.04
	6/18/2025	P02503--YESENIA SALAZAR-PENA	122234140005176	1,056.61
	6/18/2025	P02500--CYNTHIA E CASTILLO	122234140005175	2,745.76
	6/18/2025	P02489--VANESSA NICOLE MEJIA	122234140005174	4,405.90

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	6/18/2025	P02481--Maricela Munoz Sanchez	122234140005171	1,914.06
	6/18/2025	P02480--NYELI GONZALEZ	122234140005170	2,574.02
	6/18/2025	P02479--ORALIA QUIROZ	122234140005169	4,562.77
	6/18/2025	P02476--DOLORES M PLATERO	122234140005168	5,473.23
	6/18/2025	P02468--DAVID PANTOJA	122234140005167	9,066.71
	6/18/2025	P02467--Karla Elizabeth Huling	122234140005166	5,164.70
	6/18/2025	P02466--Rosa Elena Arellano	122234140005165	2,811.43
	6/18/2025	P02464--Gladys Isela Rodriguez	122234140005164	7,995.71
	6/18/2025	P02462--IRMA L IBARRA	122234140005163	9,838.41
	6/18/2025	P02454--INOCENCIA SALAS ROJAS	122234140005162	3,976.98
	6/18/2025	P02453--LORENA TRUJILLO ESCOBEDO	122234140005161	2,343.20
	6/18/2025	P02450--RUBICEL RUIZ SOLORIO	122234140005160	5,840.97
	6/18/2025	P02448--JANET RODRIGUEZ	122234140005159	6,132.47
	6/18/2025	P02446--MARIA DOLORES GOMEZ	122234140005158	6,452.10
	6/18/2025	P02443--MONICA VEGA	122234140005157	5,407.30
	6/18/2025	P02438--GEORGINA CONCEPCION WARREN	122234140005156	7,167.45
	6/18/2025	P02432--LILIANA SOLORIO	122234140005155	2,612.61
	6/18/2025	P02424--DALILA J CAVAZOS	122234140005154	9,506.64
	6/18/2025	P02422--ELIZABETH DIAZ	122234140005153	4,406.11
	6/18/2025	P02418--BERTHA ALICIA GOMEZ	122234140005152	4,901.62
	6/18/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140005151	3,726.17
	6/18/2025	P02415--TERESA DE LA LUZ SALAZAR MART	122234140005150	9,459.47
	6/18/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140005149	2,647.21
	6/18/2025	P02411--MAYRA ELENA GONZALEZ MORALE	122234140005148	6,564.39
	6/18/2025	P02402--EDITH ELIZABETH SANCHEZ	122234140005147	1,833.96
	6/18/2025	P02397--ELVIRA GAMBOA	122234140005146	934.30
	6/18/2025	P02396--ANA MARIA RAMIREZ MEJIA	122234140005145	2,376.58
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	6/18/2025	P02389--SANDRA RODRIGUEZ	122234140005143	909.95
	6/18/2025	P02387--MARIA G SANCHEZ ESCALERA	122234140005142	2,869.51
	6/18/2025	P02386--GREGORIA GALLEGOS	122234140005141	8,490.80
	6/18/2025	P02385--TEODORA GIRON MORALES	122234140005140	890.74
	6/18/2025	P02380--ZEFERINO GONZALEZ	122234140005139	1,220.32
	6/18/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140005138	6,785.96
	6/18/2025	P02374--SUNSHINE CENTER	122234140005137	1,012.91
	6/18/2025	P02368--CARMEN SANTOS PACHECO	122234140005136	7,094.84
	6/18/2025	P02336--PAULA GARCIA	122234140005135	8,659.17
	6/18/2025	P02334--SILVIA E ZUNIGA	122234140005134	11,976.21
	6/18/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140005133	4,605.26
	6/18/2025	P02331--PAULA LARA VALDOVINOS	122234140005132	7,100.61
	6/18/2025	P02329--JULISSA MARIE ARAGON	122234140005131	4,839.21
	6/18/2025	P02328--YADIRA CARDONA FAMILY CHILD C	122234140005130	1,681.51
	6/18/2025	P02325--ANDREA FRANCISCA SANTOS MEN	122234140005129	11,137.86
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	6/18/2025	P02322--MARGARITA BUSTAMANTE DE FEL	122234140005127	4,791.12
	6/18/2025	P02320--LILIANA REYES GONZALEZ	122234140005126	1,893.22
	6/18/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140005125	5,061.99
	6/18/2025	P02314--KENDAHL ROSE ROWE	122234140005124	8,569.84
	6/18/2025	P02313--MARIA GUADALUPE BARAJAS DE G	122234140005123	1,638.49
	6/18/2025	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140005122	9,764.49
	6/18/2025	P02303--MARTHA A ANGUIANO REYES	122234140005121	1,937.02
	6/18/2025	P02295--EDUVIJES SUAREZ	122234140005120	2,836.18
	6/18/2025	P02287--SILVIA BAHENA OCAMPO	122234140005119	2,001.14
	6/18/2025	P02280--NORMA MENDOZA	122234140005118	12,619.75
	6/18/2025	P02278--HAYDEE ESTEBAN	122234140005117	1,627.78
	6/18/2025	P02277--MARIBEL RAMIREZ ROSAS FAMILY	122234140005116	13,180.85
	6/18/2025	P02276--MARIA E CORONA HEREDIA	122234140005115	925.67
	6/18/2025	P02275--GUADALUPE PEREZ DOMINGUEZ	122234140005114	1,535.33
	6/18/2025	P02271--Guadalupe Carrizoza De Castillo	122234140005113	12,340.93
	6/18/2025	P02267--MARTHA SALGADO	122234140005112	12,774.19
	6/18/2025	P02266--ELIZABETH CHAVEZ	122234140005111	5,922.55
	6/18/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140005110	10,236.82
	6/18/2025	P02263--MARISOL GONZALEZ	122234140005109	4,756.99

Bank	Date	Vendor	Document no.	Amount
	6/18/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140005108	7,373.50
	6/18/2025	P02259--MARIA GUADALUPE CONTRERAS V	122234140005107	3,230.07
	6/18/2025	P02258--MARISOL MEDINA	122234140005106	7,789.68
	6/18/2025	P02249--ADRIANA AGUIRRE GAONA	122234140005105	5,963.58
	6/18/2025	P02246--CAROLINA GIL	122234140005104	4,920.88
	6/18/2025	P02241--ANA PATRICIA CAMARGO	122234140005103	4,439.20
	6/18/2025	P02240--MARIA SANTOS DE LOPEZ	122234140005102	7,718.73
	6/18/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140005101	2,423.83
	6/18/2025	P02237--IRMA SANDOVAL ROBLES	122234140005100	5,498.98
	6/18/2025	P02235--GABRIELA ARREGUIN	122234140005099	3,520.61
	6/18/2025	P02232--DEYSI ISELA ESQUIVEL	122234140005098	3,032.00
	6/18/2025	P02222--MARIA GARCIA	122234140005097	6,727.18
	6/18/2025	P02218--ADELA RUIZ	122234140005096	4,231.48
	6/18/2025	P02215--ERIKA L CENTENO	122234140005095	9,369.62
	6/18/2025	P02214--CECILIA ATAI PEREZ	122234140005094	4,664.55
	6/18/2025	P02209--MARYPAZ MAGANA	122234140005093	485.78
	6/18/2025	P02201--BERTHA GOMEZ NUNEZ	122234140005092	14,312.48
	6/18/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140005091	1,845.33
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	6/18/2025	P02176--MA DEL CARMEN GOMEZ GRANAD	122234140005088	9,236.38
	6/18/2025	P02174--NORMA M. ZARAZUA	122234140005087	4,700.76
	6/18/2025	P02172--Maria Ledesma De Garcia	122234140005086	7,572.92
	6/18/2025	P02163--ALICIA DE LA GARZA	122234140005085	2,354.70
	6/18/2025	P02152--EDELMIRA L VIVEROS	122234140005084	3,089.06
	6/18/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140005083	4,079.10
	6/18/2025	P02146--RAQUEL SANCHEZ	122234140005082	3,565.83
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	6/18/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140005080	14,400.03
	6/18/2025	P02125--AUDELIA RIOS	122234140005079	9,587.47
	6/18/2025	P02122--JOANNA GONZALEZ	122234140005078	946.61
	6/18/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140005077	9,449.64
	6/18/2025	P02109--JACLYN PRADO	122234140005076	4,674.20
	6/18/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140005075	3,973.29
	6/18/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140005074	6,902.51
	6/18/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140005073	5,803.55
	6/18/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140005072	4,925.47
	6/18/2025	P02083--MARIA PAZ	122234140005071	7,391.80
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	6/18/2025	P02044--AYDE JAIME	122234140005068	5,424.92
	6/18/2025	P02036--VIRGINIA FERREIRA	122234140005067	9,531.43
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	6/18/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140005065	3,809.12
	6/18/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140005064	907.39
	6/18/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140005063	6,728.58
	6/18/2025	P01968--LOURDES PEREZ DE GARCIA	122234140005062	8,250.69
	6/18/2025	P01963--ELVIRA OCHOA GOMEZ	122234140005061	6,183.22
	6/18/2025	P01955--LIDIA ALONDRA BRAVO DE MENDO	122234140005060	5,629.60
	6/18/2025	P01954--MARIA GUADALUPE ZAMORA RODI	122234140005059	6,636.34
	6/18/2025	P01951--IRENE R SIXTOS	122234140005058	7,921.60
	6/18/2025	P01944A--JOSE FRANCISCO ALVARADO ME	122234140005057	2,035.73
	6/18/2025	P01936--ALMA E PEREZ	122234140005056	2,685.03
	6/18/2025	P01934--MARIA A MAGALLON OROZCO	122234140005055	4,362.65
	6/18/2025	P01928--ANGELINA VASQUEZ	122234140005054	1,853.00
	6/18/2025	P01917--DAISY ALMIDA GONZALEZ	122234140005053	7,749.25
	6/18/2025	P01910--ANDREA BUENROSTRO	122234140005052	10,026.19
	6/18/2025	P01908A--JAIMES ADELA FAMILY CHILD CAI	122234140005051	8,185.27
	6/18/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140005050	4,970.07
	6/18/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140005049	2,793.59
	6/18/2025	P01889--MARIA SANDRA L DE ESTRADA	122234140005048	4,847.76
	6/18/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140005047	11,074.52
	6/18/2025	P01867--IRMA AYALA CONTRERAS	122234140005046	2,570.53
	6/18/2025	P01865--DINA BEATRIZ GONZALEZ	122234140005045	4,010.67
	6/18/2025	P01853--MARIA C ZEPEDA DE NUNEZ	122234140005044	3,057.06

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	6/18/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140005042	3,844.65
	6/18/2025	P01843--MARIANELA G ORTIZ	122234140005041	3,869.87
	6/18/2025	P01837--ISABEL C MEDINA DE GARCIA	122234140005040	1,649.00
	6/18/2025	P01809--CONSUELO PUGA	122234140005039	4,417.00
	6/18/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140005038	6,261.30
	6/18/2025	P01806--MARIA E SANCHEZ DE GOMEZ	122234140005037	7,078.86
	6/18/2025	P01804--CECILIA ZAMORA	122234140005036	3,973.56
	6/18/2025	P01802--SAIDY LORENA MAYEN	122234140005035	6,812.03
	6/18/2025	P01793--MARIA GUADALUPE BELTRAN SAL(	122234140005034	2,028.02
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	6/18/2025	P01782--MONICA MARTINEZ	122234140005032	1,974.67
	6/18/2025	P01765--VERONICA ALVAREZ	122234140005031	5,080.74
	6/18/2025	P01755--BEATRIZ JACQUEZ NUNEZ	122234140005030	1,792.99
	6/18/2025	P01735--MARGARITA PADILLA BARAJAS	122234140005029	7,996.62
	6/18/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140005028	13,218.73
	6/18/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140005027	4,138.51
	6/18/2025	P01718--ONOFRE ZAMORA	122234140005026	11,656.51
	6/18/2025	P01702--ALICIA SANCHEZ	122234140005025	688.53
	6/18/2025	P01692--MARIA PAZ RUIZ	122234140005024	4,901.62
	6/18/2025	P01685--SILVIA PRECIADO	122234140005023	1,752.90
	6/18/2025	P01666--PATRICIA SANCHEZ	122234140005022	5,373.54
	6/18/2025	P01664--ELIDA CRUZ	122234140005021	3,467.24
	6/18/2025	P01654--HILDA ARACELI ARAMBULA MOREI	122234140005020	909.95
	6/18/2025	P01652--TRINIDAD TINOCO	122234140005019	3,322.96
	6/18/2025	P01638--ELIZABETH GONZALEZ	122234140005018	1,997.74
	6/18/2025	P01628--DORA LUZ RIVERA	122234140005017	7,539.23
	6/18/2025	P01570--MARIA SOCORRO GOMEZ CABRER	122234140005016	1,938.95
	6/18/2025	P01561--ANA M. DAVILA	122234140005015	5,345.35
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	6/18/2025	P01508--ROCELIA OROZCO LEMUS	122234140005011	2,104.43
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	6/18/2025	P01493--NORMA LISA GUZMAN	122234140005009	1,748.32
	6/18/2025	P01484--LILIBETH GODOY	122234140005008	1,461.74
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	6/18/2025	P01456--ESTHER MELENDREZ	122234140005004	1,438.78
	6/18/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUI	122234140005003	14,500.12
	6/18/2025	P01382--LUZ MARIA VILLAGOMEZ	122234140005002	13,345.45
	6/18/2025	P01377--MARIA GUADALUPE NAVARRO DE (	122234140005001	3,742.28
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	6/18/2025	P01285--ADELA GARCIA DE SOSA	122234140004993	9,773.35
	6/18/2025	P01266--MARIA CARRILLO DE GUTIERREZ	122234140004992	5,362.98
	6/18/2025	P01256--ALMA R RANGEL	122234140004991	5,316.15
	6/18/2025	P01189--RAQUEL POSADAS DE GIRON	122234140004990	6,707.50
	6/18/2025	P01187--MARIA LOURDES NIEVAS DE SALA	122234140004989	7,040.60
	6/18/2025	P01177--SARA ESTELA POSADA	122234140004988	12,668.62
	6/18/2025	P01171--ARACELI EMMA GUERRERO DE ME	122234140004987	4,192.27
	6/18/2025	P01128--VIRGINIA RANGEL	122234140004986	5,853.90
	6/18/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140004985	925.48
	6/18/2025	P01114--ROCIO SALAZAR	122234140004984	3,969.22
	6/18/2025	P01108--IMELDA MARIN DE JUAREZ	122234140004983	10,069.28
	6/18/2025	P01106--HILDA BARAJAS JUAREZ	122234140004982	1,976.62
	6/18/2025	P01105--ANGELICA MAGANA MARES	122234140004981	6,009.29
	6/18/2025	P01096--LAURA A RODRIGUEZ	122234140004980	3,966.43
	6/18/2025	P01091--BIVIANA MANRIQUEZ	122234140004979	11,820.25

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	6/18/2025	P01067--ANNA V MENDEZ	122234140004977	756.26
	6/18/2025	P01054--IRMA VERONICA OSEGUERA	122234140004976	5,007.72
	6/18/2025	P01050--LILIA YAZMIN JUAREZ	122234140004975	8,143.90
	6/18/2025	P01033--BLANCA ESTELA JIMENEZ	122234140004974	1,800.07
	6/18/2025	P01024--MACARMEN LUCATERO	122234140004973	1,578.38
	6/18/2025	P01013--MARIA DE JESUS REYNA	122234140004972	3,408.88
	6/18/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140004971	4,539.28
	6/18/2025	P00931--CARMEN MORALES DIAZ	122234140004970	7,998.55
	6/18/2025	P00903--PATRICIA HERNANDEZ	122234140004969	9,383.64
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	6/18/2025	P00837--AGUSTINA MORENO	122234140004967	1,885.10
	6/18/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140004966	1,060.58
	6/18/2025	P00818--MARICELA CORTEZ	122234140004965	8,999.93
	6/18/2025	P00810--MAGDA F. SALDIVAR	122234140004964	6,183.53
	6/18/2025	P00808--MERCEDES RODRIGUEZ	122234140004963	933.47
	6/18/2025	P00805--ELVA BORUNDA FLORES	122234140004962	9,860.19
	6/18/2025	P00773--ROSALINDA G. OCHOA	122234140004961	13,851.99
	6/18/2025	P00760--MARYPAZ ALVARADO PEREZ	122234140004960	979.15
	6/18/2025	P00735--LAURA A GUTIERREZ	122234140004959	11,924.28
	6/18/2025	P00718--JUANA CORTEZ DE PEREZ	122234140004958	8,910.61
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	6/18/2025	P00661--SOCORRO A MENDOZA	122234140004956	4,079.10
	6/18/2025	P00608--ISABEL GARCIA	122234140004955	3,625.47
	6/18/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140004954	3,633.39
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	6/18/2025	P00478--VIRGINIA PEREZ	122234140004952	332.10
	6/18/2025	P00446--OLGA ZAMAGO	122234140004951	1,890.14
	6/18/2025	P00425--JUDITH ADRIANA PAREDES DE QUI	122234140004950	1,644.30
	6/18/2025	P00399--REMEDIOS MORENO ZAVALA	122234140004949	889.11
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	6/18/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140004947	9,176.21
	6/18/2025	P00251--EVANGELINA CERVANTES DE RAM	122234140004946	1,080.10
	6/18/2025	P00241--MARIA ELENA RODRIGUEZ	122234140004945	1,554.78
	6/18/2025	P00163--LETICIA G HERNANDEZ	122234140004944	7,393.83
	6/18/2025	P00114--MARTHA ANGELICA SOLORIO DE A	122234140004943	4,460.64
	6/18/2025	P00090--MARIA ELENA CEJA	122234140004942	2,585.84
	6/18/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140004941	6,426.42
	6/18/2025	P00021--ANA ROSA M SANCHEZ	122234140004940	8,069.02
	6/18/2025	P00019--TERESA CAROLINA OROPEZA	122234140004939	5,867.37
	6/18/2025	P00004--EMILY RAMIREZ - KIDS N US DAYC	122234140004938	590.00
	6/18/2025	P00003--CATALINA CASTRO AYALA	122234140004937	13,248.31
	6/18/2025	V04177--NATALIE LIZETH VALENCIA	303616	642.16
	6/24/2025	V02996--DEPARTMENT OF HUMAN RESOUR	303724	5,131.44
	6/24/2025	V04679--JOEL LARA MARTINEZ	303740	154.00
	6/24/2025	V03643--GLORIA NEVEL	303730	316.00
	6/24/2025	V03542--CARMEN ARAMBULA	303709	154.00
	6/24/2025	V04596--RENAISSANCE AT BAKER LP	303780	1,320.00
	6/24/2025	V04299--ISABEL RUIZ	303737	154.00
	6/24/2025	V00238--COMMUNITY SERVICES AND DEVE	303718	85.95
	6/24/2025	V04689--HECTOR MARTINEZ	303733	2,700.00
	6/24/2025	V04680--ISABEL MENDOZA	303736	154.00
	6/24/2025	V01845--DESERT OASIS APTS LLC	303725	1,050.00
	6/24/2025	V02690--HEARTS & LIVES	303732	550.00
	6/24/2025	V02673--FIRST 5 MADERA COUNTY	303728	1,223.14
	6/24/2025	V01005--TULARE COUNTY OFFICE OF EDUC	303802	500.00
	6/24/2025	V03003--FIRST CONGREGATIONAL CHURCH	303729	5,004.92
	6/24/2025	V03157--KERN ISLAND INVESTORS, GP	303744	7,022.35
	6/24/2025	V03124--1020 CECIL LLC	303699	930.00
	6/24/2025	V00932--STELLAR PLAZA LLC	303796	3,253.61
	6/24/2025	V00689--MERCED COUNTY OFFICE OF EDU	303756	253.67
	6/24/2025	V02479--RONALD SHELAN	303781	5,538.00
	6/24/2025	V02424--MCFARLAND UNIFIED SCHOOL DIS	303754	100.00
	6/24/2025	V02973--OMNI FAMILY HEALTH	303776	6,267.00
	6/24/2025	V02967--MORE THAN ONE DIMENSION, INC.	303759	1,800.00

Bank	Date	Vendor	Document no.	Amount
	6/24/2025	V02227--CITY OF ARVIN	303714	671.95
	6/24/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRIC	303758	450.00
	6/24/2025	V02949--KERN COUNTY SUPERINTENDENT	303742	2,200.00
	6/24/2025	V02933--COMMUNITY SERVICES AND EMPL	303719	978.50
	6/24/2025	V00798--PREWITT FAMILY DECEDENTS TRU	303778	925.00
	6/24/2025	V00251--COUNTY OF KERN GENERAL SERV	303721	363.12
	6/24/2025	V00977--THE HOUSING AUTHORITY OF THE	303801	700.00
	6/24/2025	V02580--BEAR MOUNTAIN RECREATION & P	303706	3,700.00
	6/24/2025	V00953--TAFT CITY SCHOOL DISTRICT	303800	4,923.64
	6/24/2025	V00947--SUNRISE VILLA PARTNERS	303797	700.00
	6/24/2025	V01041--VINELAND SCHOOL DISTRICT	303804	375.00
	6/24/2025	V03136--KERN COMMUNITY FOUNDATION	303741	2,500.00
	6/24/2025	V00370--FEDEX	303727	44.76
	6/24/2025	V04685--SIX FLAGS ENTERTAINMENT CORP	303785	2,604.38
	6/24/2025	V02320--JACQUELINE MARTINEZ CORTEZ	303738	256.00
	6/24/2025	V04192--BERTOLDO ZARAGOZA VIVEROS	303707	102.00
	6/24/2025	V04459--SPECIALTY TRIM AND AWNING INC	303788	1,493.85
	6/24/2025	V00801--PRODUCERS DAIRY FOODS INC	303779	2,936.64
	6/24/2025	V00477--INDIAN WELLS VALLEY WATER DIS	303735	1,508.35
	6/24/2025	V00949--SUPERIOR TECHNICAL SERVICES I	303798	1,000.00
	6/24/2025	V03430--SPECTRUM/CHARTER	303791	220.00
	6/24/2025	V03430--SPECTRUM/CHARTER	303790	214.00
	6/24/2025	V03430--SPECTRUM/CHARTER	303789	945.00
	6/24/2025	V00683--MCWILLIAMS & WALDEN INC	303755	2,538.48
	6/24/2025	V00194--CHARTER COMMUNICATIONS	303711	126.25
	6/24/2025	V00787--PG&E	303777	12,314.54
	6/24/2025	V00907--SOCALGAS	303786	149.19
	6/24/2025	V00227--COFER & OBERLIES INC	303717	300.00
	6/24/2025	V00216--CITY OF STOCKTON	303716	20.14
	6/24/2025	V00216--CITY OF STOCKTON	303715	8.04
	6/24/2025	V00914--SOUTHERN CALIFORNIA EDISON	303787	1,304.10
	6/24/2025	V00207--CINTAS CORPORATION #668	303713	331.28
	6/24/2025	V03758--LOUIS RODRIGUEZ	303749	90.00
	6/24/2025	V00926--STANDARD PLUMBING SUPPLY CO	303795	153.02
	6/24/2025	V02978--SPECTRUM/CHARTER COMMUNICA	303794	156.25
	6/24/2025	V03172--OFFICE1 LEASING	303775	1,849.52
	6/24/2025	V03172--OFFICE1 LEASING	303774	614.77
	6/24/2025	V03172--OFFICE1 LEASING	303773	296.27
	6/24/2025	V03172--OFFICE1 LEASING	303772	219.67
	6/24/2025	V03172--OFFICE1 LEASING	303771	188.11
	6/24/2025	V03172--OFFICE1 LEASING	303770	188.11
	6/24/2025	V03172--OFFICE1 LEASING	303769	188.11
	6/24/2025	V03172--OFFICE1 LEASING	303768	187.68
	6/24/2025	V03172--OFFICE1 LEASING	303767	181.87
	6/24/2025	V03172--OFFICE1 LEASING	303766	139.54
	6/24/2025	V03172--OFFICE1 LEASING	303765	137.94
	6/24/2025	V03172--OFFICE1 LEASING	303764	260.22
	6/24/2025	V03172--OFFICE1 LEASING	303763	138.58
	6/24/2025	V00206--CHRISTOPHER PERCIVAL	303712	141.65
	6/24/2025	V03172--OFFICE1 LEASING	303762	278.08
	6/24/2025	V04586--DFT HOTELS, INC.	303726	26,017.50
	6/24/2025	V02978--SPECTRUM/CHARTER COMMUNICA	303793	246.25
	6/24/2025	V00093--AT&T	303705	195.65
	6/24/2025	V00458--HOME DEPOT COMMERCIAL CRED	303734	832.03
	6/24/2025	V04575--LOWE'S COMPANIES, INC.	303750	3,619.52
	6/24/2025	V00092--AT&T	303704	1,666.67
	6/24/2025	V00953--TAFT CITY SCHOOL DISTRICT	303799	1,647.00
	6/24/2025	V01012--UNITED RENTALS INC	303803	204.70
	6/24/2025	V00091--AT&T	303703	26.55
	6/24/2025	V00846--ROUTE 66 BROADBAND LLC	303782	218.13
	6/24/2025	V04649--ALEJANDRO NAVARRETE DOMINGU	303700	425.00
	6/24/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE	303805	197.00
	6/24/2025	V03172--OFFICE1 LEASING	303761	824.56
	6/24/2025	V03157--KERN ISLAND INVESTORS, GP	303743	1,210.41
	6/24/2025	V00252--COUNTY OF KERN PUBLIC WORKS	303722	44.30

Bank	Date	Vendor	Document no.	Amount
	6/24/2025	V04677--MICHELE RIGBY	303757	70.00
	6/24/2025	V04676--SARAHI RAMIREZ	303784	70.00
	6/24/2025	V04643--KYLE NORMAN	303746	316.00
	6/24/2025	V02978--SPECTRUM/CHARTER COMMUNIC/	303792	156.25
	6/24/2025	V03653--HANNAH MARIE WEIGHTMAN	303731	316.00
	6/24/2025	V03190--ALPHA MEDIA LLC	303702	6,000.00
	6/24/2025	V03061--CONSTANT CONTACT INC	303720	1,142.40
	6/24/2025	V00169--CALIFORNIA WATER SERVICE	303708	172.07
	6/24/2025	V00192--CHARLIE'S DAY & NITE, INC.	303710	27,717.31
	6/24/2025	V03843--NAOMI IBARRA	303760	30.80
	6/24/2025	V04203--MARTIN GONI	303753	120.00
	6/24/2025	V04175--MARIA R ROSALES	303752	120.00
	6/24/2025	V03733--LAURA PORTA	303748	256.00
	6/24/2025	V04687--MAGDALENA VILLA	303751	102.65
	6/24/2025	V03441--JANEY FELSOCI	303739	549.30
	6/24/2025	V00273--DANIELLS PHILLIPS VAUGHAN & B(	303723	20,000.00
	6/24/2025	V03081--ALEX BUSINESS GROUP	303701	14,480.60
	6/24/2025	X0386--SAGASER WATKINS & WIELAND PC	303783	1,348.00
	6/24/2025	V00578--KERN VALLEY PRINTING, INC	303745	879.66
	6/24/2025	V00592--LAKESHORE EQUIPMENT COMPAN	303747	2,794.35
	6/24/2025	V03213--FRESHPOINT CENTRAL CALIFORNI	122234140005454	273.60
	6/24/2025	V03263--FLOWERS BAKERIES SALES OF SC	122234140005453	119.14
	6/24/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140005452	1,146.04
	6/24/2025	V00951--SYSCO FOOD SERVICES OF VENTU	122234140005451	1,509.97
	6/24/2025	V00770--PAPER CONNECTION INC	122234140005450	9,983.95
	6/24/2025	V00770--PAPER CONNECTION INC	122234140005449	2,848.44
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005448	989.79
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005447	1,549.42
	6/24/2025	V03421--REBECCA MORENO	122234140005446	316.00
	6/24/2025	V03169--PARAMOUNT TECHNOLOGIES, INC	122234140005445	34,230.00
	6/24/2025	V03871--PERLA RODRIGUEZ	122234140005444	154.00
	6/24/2025	V04191--JESSICA SALGADO	122234140005443	154.00
	6/24/2025	V00444--HD MAINTENANCE INC	122234140005442	6,664.00
	6/24/2025	V04640--NEEDLES FOR THE FUTURE	122234140005441	444.57
	6/24/2025	V02150--5905 NILES ST LLC	122234140005440	4,351.04
	6/24/2025	V01087--ZREP LLC	122234140005439	3,950.17
	6/24/2025	V00718--M-R PROPERTIES	122234140005438	7,291.00
	6/24/2025	V03295--RANCHO DE STINE LLC	122234140005437	14,175.00
	6/24/2025	V03278--LODI MUSLIM MOSQUE	122234140005436	5,000.00
	6/24/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOI	122234140005435	10,225.00
	6/24/2025	V03247--BKAT, INC	122234140005434	11,247.60
	6/24/2025	V00808--PROTEUS INC	122234140005433	500.00
	6/24/2025	V01072--YABITO CORPORATION	122234140005432	1,548.00
	6/24/2025	V03159--JOHN REY	122234140005431	1,875.00
	6/24/2025	V03155--MH 3101 MALL VIEW ROAD, LLC	122234140005430	6,000.00
	6/24/2025	V03071--COUNTY OF KERN - MORTGAGE P/	122234140005429	44,367.81
	6/24/2025	V03007--JANET Y YU	122234140005428	700.00
	6/24/2025	V03006--GRACE COMMUNITY CHURCH	122234140005427	5,690.37
	6/24/2025	V02796--MARK AND HELENE MCELYEA	122234140005426	4,000.00
	6/24/2025	V04143--NEORIA FAMILY REVOCABLE TRUS	122234140005425	6,335.00
	6/24/2025	V02263--DIVERSIFIED PROJECT SERVICES	122234140005424	9,555.00
	6/24/2025	V04591--STAR 2 HOLDING LLC	122234140005423	1,123.20
	6/24/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CI	122234140005422	21,097.00
	6/24/2025	V02261--DIOCESE OF FRESNO EDUCATION	122234140005421	3,532.50
	6/24/2025	V02653--EAST HILLS ROADWAY ASSOCIATI(	122234140005420	514.73
	6/24/2025	V01064--WIPFLI LLP	122234140005419	14,840.00
	6/24/2025	V00937--STINSON STATIONERS	122234140005418	194.85
	6/24/2025	V03174--OFFICE IMAGING, INC	122234140005417	255.68
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005416	56.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005415	3,018.75
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005414	228.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005413	228.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005412	132.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005411	96.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005410	57.60

Bank	Date	Vendor	Document no.	Amount
	6/24/2025	V01064--WIPFLI LLP	122234140005409	9,500.00
	6/24/2025	V00697--MICROSOFT CORPORATION	122234140005408	9.00
	6/24/2025	V00585--KNIGHT'S SITE SERVICES INC	122234140005407	4,250.70
	6/24/2025	V00526--JST FAMILY 2021, LLC	122234140005406	1,202.40
	6/24/2025	V03263--FLOWERS BAKERIES SALES OF SC	122234140005405	161.00
	6/24/2025	V03205--CLARK PEST CONTROL OF STOCK	122234140005404	140.00
	6/24/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR	122234140005403	480.00
	6/24/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR	122234140005402	80.00
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005401	1,862.21
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005400	917.35
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005399	537.40
	6/24/2025	V00704--MISSION LINEN SUPPLY	122234140005398	55.68
	6/24/2025	V00179--CAZADOR CONSULTING GROUP, IN	122234140005397	1,276.00
	6/24/2025	V03940--SUSANA BAILON	122234140005396	256.00
	6/24/2025	V03627--EVELYN RAMIREZ	122234140005395	102.00
	6/24/2025	V03470--ALFONSO MORALES	122234140005394	102.00
	6/24/2025	V03174--OFFICE IMAGING, INC	122234140005393	44.00
	6/24/2025	V00928--STAPLES CONTRACT & COMMERIC	122234140005392	973.72
	6/24/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR	122234140005391	40.00
	6/24/2025	V00979--THE MARCOM GROUP, INC.	122234140005390	95.00
	6/24/2025	V00312--DONAHUE TRUCK CENTERS	122234140005389	731.06
	6/24/2025	V00905--SMART & FINAL	122234140005388	105.48
	6/24/2025	V03606--ELIZABETH WILLIAMS	122234140005387	527.30
	6/24/2025	V00584--KLEIN DE NATALE GOLDNER COOF	122234140005386	11,232.45
	6/24/2025	V00796--POWER MACHINERY CENTER	122234140005385	84.63
	6/24/2025	V03328--Hometown Plumbing	122234140005384	475.00
	6/24/2025	V00402--FRONTIER COMMUNICATIONS HOL	122234140005383	966.22
	6/24/2025	V03297--RESTAURANT SUPPLY, LLC	122234140005382	71,639.20
	6/24/2025	V00060--AN ICON COMPANY, LLC - PRINTDII	122234140005381	419.75
	6/24/2025	V00284--DELK PEST CONTROL	122234140005380	720.00
	6/24/2025	V00182--CDW LLC	122234140005379	6,160.09
	6/24/2025	V00128--BRADY INDUSTRIES	122234140005378	4,803.20
	6/24/2025	V02330--JEREMY T TOBIAS	122234140005377	75.00
	6/24/2025	V02965--MICHAEL K BROWN LANDSCAPE &	122234140005376	301.88
	6/24/2025	V03641--GLORIA BARBERO	122234140005375	326.90
	6/24/2025	V00350--ESCUELITA HERNANDEZ LITTLE SC	122234140005374	11,477.11
	6/24/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140005373	44.50
	6/24/2025	V00874--SAVE MART SUPERMARKETS	122234140005372	1,416.59
	6/24/2025	V00402--FRONTIER COMMUNICATIONS HOL	122234140005371	890.17
	6/24/2025	V02411--MARISELA GONZALEZ	122234140005370	326.90
	6/24/2025	V01044--W W GRAINGER INC	122234140005369	1,321.10
	6/24/2025	V03006--GRACE COMMUNITY CHURCH	122234140005368	1,652.25
	6/24/2025	V03095--AMERITAS LIFE INSURANCE CORP	122234140005367	37,000.17
	6/24/2025	V04589--HOMECARE SOFTWARE SOLUTION	122234140005366	91.94
	6/24/2025	V03800--Marissa Torres	122234140005365	90.00
	6/24/2025	V03332--Mariana Rios	122234140005364	33.60
	6/24/2025	V03191--VAL-PRO, INC	122234140005363	569.50
	6/24/2025	V01032--VERIZON WIRELESS	122234140005362	4,904.38
	6/24/2025	V00584--KLEIN DE NATALE GOLDNER COOF	122234140005361	5,322.55
	6/24/2025	V03641--GLORIA BARBERO	122234140005360	124.63
	6/24/2025	V03741--LILIANA GONZALEZ GABRIEL	122234140005359	251.20
	6/24/2025	V00794--PLC SYSTEM SERVICES LLC	122234140005358	6,875.00
	6/24/2025	V03095--AMERITAS LIFE INSURANCE CORP	122234140005357	5,032.21
	6/24/2025	V03692--JOSEPH AGUILAR	122234140005356	383.93
	6/24/2025	V00024--ADP, LLC.	122234140005355	25,058.84
	6/24/2025	V04180--DIESEL DIRECT LLC	122234140005354	2,117.60
	6/24/2025	V04180--DIESEL DIRECT LLC	122234140005353	1,827.68
	6/24/2025	V03205--CLARK PEST CONTROL OF STOCK	122234140005352	286.00
	6/24/2025	V03205--CLARK PEST CONTROL OF STOCK	122234140005351	155.00
	6/24/2025	V03205--CLARK PEST CONTROL OF STOCK	122234140005350	129.00
	6/24/2025	V03205--CLARK PEST CONTROL OF STOCK	122234140005349	64.00
	6/24/2025	V00260--CROWN EQUIPMENT CORPORATIC	122234140005348	1,009.98
	6/24/2025	V00257--CREATIVE FINANCIAL STAFFING LL	122234140005347	4,875.05
	6/24/2025	V00224--CLASSIC CHARTER INC	122234140005346	3,710.25
	6/24/2025	V00228--COLOMBO CONSTRUCTION COMPA	122234140005345	64,980.68

Bank	Date	Vendor	Document no.	Amount
	6/24/2025	V00228--COLOMBO CONSTRUCTION COMP/	122234140005344	248,527.20
	6/24/2025	V00029--ADVANCED DATA STORAGE	122234140005343	124.61
	6/24/2025	V03234--TEACHSTONE, INC	122234140005342	675.00
	6/24/2025	V03412--SARA ELIAS	122234140005341	22.40
	6/24/2025	V00228--COLOMBO CONSTRUCTION COMP/	122234140005340	8,000.00
	6/24/2025	V00228--COLOMBO CONSTRUCTION COMP/	122234140005339	798,619.90
	6/24/2025	V00794--PLC SYSTEM SERVICES LLC	122234140005338	11,212.00
	6/24/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140005337	32,161.97
	6/24/2025	V04063--ROCIO GARCIA	122234140005336	711.00
	6/24/2025	V03266--HALL LETTER SHOP, INC.	122234140005335	175.91
	6/24/2025	V03526--BELVINDER BIRING	122234140005334	16.10
	6/24/2025	V00578--KERN VALLEY PRINTING, INC	Voided - 12223414	-879.66
	6/24/2025	V04063--ROCIO GARCIA	Voided - 303283	-711.00
	6/25/2025	P02908--ROSA ELVIA ROJAS DE LOPEZ	303825	1,017.25
	6/25/2025	P02300--ELOISA MONTES DE ROMERO	303812	1,326.93
	6/25/2025	P02431--ROCIO VERONICA MUNIZ CERECEI	303824	1,982.55
	6/25/2025	P02408--ALL ABOARD PRESCHOOL	303807	1,828.25
	6/25/2025	P01849--LORI MACIAS CERNA	303816	4,799.31
	6/25/2025	P01644--ESTELA LOPEZ	303813	247.51
	6/25/2025	P02840--MAURA J CHAVOLLA	303820	3,412.95
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	6/25/2025	P02327--REYNA TORRES DE CASTRO	122234140005497	5,987.06
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	6/25/2025	P02284--ANDREA GUADALUPE DIAZ	122234140005494	1,948.30
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	6/26/2025	V04698--CASANDRA ESCUTIA	303832	112.38
	6/26/2025	V04697--VALERIA ARCOS HERNANDEZ	303833	3.88
	6/26/2025	V03341--KARAYA GAGE	Voided - 300246	-42.88
	6/26/2025	V04175--MARIA R ROSALES	303829	102.00
	6/26/2025	V04421--ZAIRA SEVILLA QUINTERO	303831	102.00
	6/26/2025	V04695--MARIA E AGUILAR GONZALEZ	303827	990.42
	6/26/2025	V04694--MICHELLE SUZANNE HAVENS	303830	383.58
	6/26/2025	V04693--MARIA R ALLDREDGE	303828	4,468.01
	6/26/2025	V04421--ZAIRA SEVILLA QUINTERO	Voided - 303614	-120.00
	6/26/2025	V04175--MARIA R ROSALES	Voided - 303752	-120.00
	6/30/2025	V03147--SEQUOIA PAINT ENTERPRISE	Voided - 12223414	-51.84
Total for CBB - Operating Acct				**9,991,767.34**

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: August 20, 2025

Subject: *Agenda Item V(h):* Recognition of CAPK as a National Community Action Partnership (NCAP) 2025 Pathways to Excellence Silver Tier Agency - **Info Item**

We are proud to share that Community Action Partnership of Kern (CAPK) has been awarded the 2025 Excellence Silver Tier recognition through the Pathways to Excellence program by the National Community Action Partnership (NCAP).

This achievement reflects our agency's ongoing commitment to performance excellence and organizational improvement. The Pathways to Excellence program is a rigorous, peer-driven initiative that allows Community Action Agencies to assess their operations against 35 recognized Standards of Excellence. Silver Tier recognition confirms that CAPK has taken significant steps toward meeting and exceeding these standards in at least two of the seven core categories.

- Category 2: Strategic Planning and Direction
- Category 4: Measurement, Analysis, and Performance Management

To achieve this distinction, CAPK completed a comprehensive set of requirements, including:

- Adoption of a formal Board Resolution to pursue excellence
- Formation of an Agency Excellence Team and designated Point of Contact
- Completion of agency-wide assessments and self-study documentation
- Participation in NCAP trainings and peer feedback sessions
- Submission and review of an abbreviated self-study with positive peer evaluation

This recognition highlights the dedication of our staff and Board to reflective practice, continuous improvement, and a strong organizational culture that supports impactful service delivery. It also helps us to pursue the next level of recognition, the Gold Tier, in our continued journey toward organizational excellence.

This activity aligns with our 2021-25 Strategic Plan as part of Goal 5: Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results, specifically under Objectives 5.1 Enhance agency-wide capacity to implement continuous improvement framework; and 5.2. Enhance data governance structures and practices to support the implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.

Attachment
NCAP Pathways to Excellence 2023 STANDARDS OF EXCELLENCE Guidebook

PATHWAYS to EXCELLENCE

2023 STANDARDS OF EXCELLENCE©

Pursuing and Achieving Excellence in Community Action

Helping People. Changing Lives.
community Action PARTNERSHIP
AMERICA'S POVERTY FIGHTING NETWORK



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2023 STANDARDS OF EXCELLENCE©

Table of Contents

Promise of Community Action 4
What are the Standards of Excellence? 5
Pathways to Excellence 5
Award for Excellence 6
Excellence Commission 6
Additional Information 6
Excellence Framework 7
Category 1: Organizational Leadership 8
Category 2: Strategic Planning and Direction 11
Category 3: Customer, Constituent, and Partner Focus 15
Category 4: Measurement, Analysis, and Performance Management 17
Category 5: Human Resources Focus 19
Category 6: Organizational Process Management 23
Category 7: Organizational Results 26
Conducting a Self-Study 29



The Promise of Community Action

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.

What are the Standards of Excellence?

The Standards of Excellence describe thirty-five of the very best practices of the very best Community Action Agencies. They are aligned closely with the Malcolm Baldrige Criteria for Performance Excellence—used world-wide for organizational performance and improvement. Developed and updated biannually with broad input from the Community Action Network, these Standards help answer the question: What does an excellent Community Action Agency look like? The bar is set high, as excellence represents the very highest operational objectives for Community Action Agencies. It is about striving for and seeking to stretch the limits of performance. **It must be emphasized that compliance is not excellence: compliance is the starting point for excellence**. Do not confuse these Standards with the CSBG Organizational Standards. The CSBG Organizational Standards are mandated for the CSBG Network and represent a baseline threshold. The Standards of Excellence are voluntary and represent best in class goals to strive for. The Community Action Standards of Excellence represent benchmarks of CAA excellence and should be viewed as optimal CAA practices that represent a high performing, continuously improving agency of excellence. They represent the very best a CAA can be—not achieved easily, but always worth striving for.

The Standards of Excellence are distributed across seven categories, and represent attributes that distinguish all high-performance organizations, as well as those that set Community Action Agencies apart from other organizations when it comes to performance, community service, and overall excellence. Categories 1 through 6 examine an agency's approach to and deployment of each Standard. Category 7 assesses organizational performance trends, results and improvements. The Award/Pathways self-study process and subsequent peer-review and feedback report will enable you to benchmark your agency against each of the thirty-five standards and chart your course to Excellence.

Pathways to Excellence

Every organization can improve, and should continuously strive to increase efficiency, effectiveness, and to exceed expectations. In the highly competitive funding environment of the 21st century, the pursuit of excellence has become a matter of survival. The Community Action Partnership's Pathways to Excellence program offers a tiered approach that supports CAAs as they strive for excellence and undertake a team-based and very detailed self-assessment of their policies and practices and compares them to the thirty-five Standards, which emphasize the systemization of these best practices. It begins with comprehensive training for the agency's Excellence Team, so that they are fully prepared for the process of performing and writing the self-study. The peer review and feedback process helps the agency assess its unique starting point for improvement, and provides a road map for the journey to world-class excellence. Through participating in the Pathways to Excellence process, agencies help to identify, disseminate, and implement best practices that prepare the CAA network to face the future with confidence.

The Award for Excellence

When a CAA demonstrates and can document systematic excellence in each of the Standards, it is ready to apply for the Award for Excellence in Community Action. Agencies undertaking this process also conduct a self-study, which goes through a technical review by experts in Community Action excellence known as Pathways Peer Reviewers. If the review team and the Award Commission both deem that the CAA has met or exceeded minimum requirements for each Standard within the seven Categories of Excellence, an on-site peer review is conducted to assess and validate the self-study, and a report is made to the Excellence Commission, who have the responsibility and privilege of determining the Award. Though it is not required, agencies are strongly encouraged to go through one or more of the Pathways to Excellence tiers before applying for the Award.

What is the Excellence Commission?

The Commission consists of nine members, with balanced representation from the Partnership National Board, Certified Community Action Professionals, and system experts. The Commission's members are committed to quality and continuous improvement of operations and services of Community Action Agencies. The National Community Action Partnership Board Chair appoints the Commission members for three-year terms. The Commission is responsible for approving changes and updates to the Standards of Excellence, based on network feedback and national best practices in public administration and non-profit management. It oversees the administration and the integrity of the Award for Excellence, including the selection of Award reviewers, serves as a Panel of Judges, and recommends Award recipients.

Additional Information

You can find additional information on the Pathways to Excellence program including the detailed set of Standards, the Pathways to Excellence Enrollment Form, Organizational Profile, and other information at https://communityactionpartnership.com/pathways-to-excellence/

For additional information and questions, please contact the Organizational Capacity Building team:

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A Framework for Achieving Excellence in Community Action

The Community Action Standards of Excellence are distributed among seven Categories of Excellence creating a management framework:



Categories 1-3: These categories focus on Organizational Drivers that determine the purpose and direction of an organization.

Category 4: This category supports all others. It is the "Brain Center" of an organization, as it focuses on how data and information are aggregated, analyzed, distributed, and used to determines progress and inform all aspects of agency operations.

Categories 5-6: These categories focus on the efficiency and effectiveness of an organization's People and Processes.

Category 7: This category focuses on the "Bottom Line", how you use ROMA, and whether the organization is progressing toward its mission and achieving its intended outcomes and results.

PATHWAYS to EXCELLENCE

CATEGORY 1
ORGANIZATIONAL LEADERSHIP
OVERVIEW

This category examines the CAA's leadership system, and how senior leaders guide the agency. It examines how your agency is governed, and how senior leaders support the achievement of the organization's mission, values, direction, and overall performance. It examines how your leadership system sustains the agency, promotes community advocacy, focuses on addressing poverty, and achieves low-income involvement.

LEADERSHIP



1.1 Leadership Focus

A highly visible, effective, and proactive leadership system is in place that clearly articulates the agency's mission, vision, values, and performance goals both within the agency and to external partners, stakeholders, and community constituents. Both Board and staff leadership are actively and continuously engaged in the agency's near- and long-term sustainability. This includes succession planning, ethics and overall agency progress and success in achieving its mission and goals, particularly in addressing the impacts of poverty on individuals and families as well as community-level/systemic drivers of inequity.

Both Board and staff leadership show commitment to diversity, equity and belonging at all levels of the organization and recognize this connection to overall organizational effectiveness. Through a formal, agency-wide performance management system and scorecard instrument or equivalent, senior staff and the Board systematically review agency performance in achieving agency goals, strategies, operational benchmarks, and CSBG Organizational Standards. They use this information to make improvements in agency programs and service delivery, agency systems, and community initiatives. Leadership structure and practices encourage integration of programs and services across the agency. *(Links to Standard 2.4, Standard 4.3, and Standard 7.1)*

1.2 Mission Statement, Code of Ethics, Community Action Promise

The CAA's Mission and strategic plan focuses on proactively addressing the causes, conditions and effects of poverty and the Board has systematically reviewed and/or revised the agency mission over time.

The agency Board has formally adopted the: (1) Agency Mission/Vision, (2) Community Action Code of Ethics, and (3) Promise of Community Action. These are prominently displayed throughout the organization and are integral to the agency's message to the community and its day-to-day business operations.

The agency and Board are proactive in ensuring ethical behavior in all agency business practices, services, and transactions. These ethical standards are included in formal agency-wide training and new employee orientation. *(Links to Standard 1.1)*

1.3 Board Structure/Function

The Board membership is knowledgeable about and actively involved in reviewing agency progress, performance, and results. It meets all legal and regulatory membership requirements;

fills vacancies promptly and utilizes systems which ensure the engagement and empowerment of diverse persons and people with low incomes.

The Board systematically self-evaluates and optimizes Board performance as part of understanding its role; has a formal and effective committee structure that addresses executive, financial, and performance management functions; and utilizes its committee structure and by-laws to engage fully in all aspects of the organization's mission, strategic direction, and assessment of its success in combating causes and conditions of poverty and increasing social and economic mobility.

The agency systematically offers and evaluates Board member training needs on topics directly related to their duties, so that the Board can more knowledgeably and efficiently carry out their governance responsibilities. *(Links to Standard 4.3, Standard 1.5, and Standard 7.1)*

1.4 External Advisory Group Roles/Action

External advisory groups, task forces, or other community structures are formally adopted or designated by the Board to augment the "voice of community members with low-incomes" and diverse persons and serve to enhance communication and better inform the Board about low-income constituent issues and needs. These groups actively and systematically represent their constituencies through recommendations to the Board (Standard 1.5) on issues that directly impact new program initiatives, identifying agency advocacy issues, and/or the delivery of services, or organizational operations. *(Links to Standard 1.5)*

Note: *For those agencies operating Head Start, the CAA's Head Start Policy Council is legislatively required and thus does not qualify as an "external advisory group" for achieving this standard. For agencies not operating Head Start, the local Head Start Policy Council could serve to achieve this standard if fully engaged by the agency as described by the Standard.*

1.5 Maximum Feasible Low-Income Involvement

Over the past three years, the Board has formally adopted, acted upon, and supported issues specifically identified by or recommended by low-income representatives serving on the Board, or via the Community Needs Assessment (CNA), external advisory groups, or other low-income community groups as designated by Board in Standard 1.4. *(Links to Standard 1.4)*

1.6 Community Advocacy

The agency demonstrates proactive advocacy activities and results by identifying and acting on unmet needs, structural inequities (including structural racism), gaps in services, lack of funding, or other barriers to those in need as defined or identified in Standard 1.5. The agency broadly disseminates the results of its community needs assessment to build awareness of poverty-related issues. The Board, executive director, and senior agency leadership demonstrate, through a variety of examples, proactive advocacy by actively engaging legislative, regulatory, and/or community institutions and focusing on the needs and areas of concern of the low-income community. The agency documents, tracks, and reports (Standard 7.5) measurable impacts addressing the advocacy issues identified and targeted by Board action in Standard 1.5. *(Links to Standard 1.5 and Standard 7.5)*

CATEGORY 2
STRATEGIC PLANNING AND DIRECTION OVERVIEW

This category examines how your agency sets strategic direction, develops action plans and strategies, updates these plans, and utilizes them as integrated living documents that guide the agency. It stresses customer input and emphasizes the need for specific implementation strategies and performance measures that are used by the staff and Board to track progress and success over time.

STRATEGIC PLANNING



2.1 Strategic Plan and Deployment

The agency Board has formally adopted and actively uses an agency-wide strategic plan. The plan serves as a framework for an agency-wide performance management system and scorecard instrument or equivalent to track the progress and overall success of all agency resources and services. It is systematically used throughout the agency as a guide to implementing and tracking goals and strategies. The plan incorporates the agency's mission/vision and articulates its focus on both poverty reduction and equity via family, agency and community goals that integrate a local/national theory of change. The plan includes specific strategies, outcome measures, and metrics that form the foundation of agency-wide performance management that drive all agency action. *(Links to Standard 7.1 and Standard 4.3)*

2.2 Plan Development/Updates

A systematic and structured process and pre-set timetable is in place to keep the strategic plan current and up to date and ensure community and customer/partner/stakeholder input in identifying critical needs. The Board is provided semi-annual updates on strategic plan outcomes and progress. As part of plan development/updates, the agency systematically assesses causes and conditions of poverty, constituent needs, and available resources to eliminate poverty using current published data and information, community surveys, and stakeholder input. The Strategic Plan is current and under its pre-set timetable, the agency systematically updates its plan to keep it relevant via community and customer input in identifying necessary changes and critical needs. *(Links to Standard 2.1 and Standard 2.4)*

2.3 Mobilizing New Resources/New Programs/New Partnerships

The agency diversifies its resource base by mobilizing substantial additional non-CSBG federal, state, private, local, and in-kind investment dollars for every CSBG dollar it receives to support stated strategic goals/strategies, and it regularly develops new or innovative programs, services, and partnerships in response to its community needs assessment and as identified in its strategic plan via a goal or specific strategy.

The agency uses its CSBG funding to leverage or mobilize additional investment to support stated strategic goals/strategies, and it regularly develops new or innovative programs, services, and partnerships that are equity-informed in response to its community needs assessment and as identified in its strategic plan via a goal or specific strategy. There is a specific strategic plan goal for resource development and metrics for developing and tracking new sources of funding over time. *(Links to Standard 4.3 and Standard 7.6)*

2.4 Strategic Measures of Success

The agency's strategic goals/strategies have specific performance measures and metrics that are systematically tracked over time by senior leadership and the Board to assess the agency's progress and success over time. An agency-wide scorecard instrument or equivalent is utilized by the staff and Board to track and report overall agency progress and success trends over time, including family, agency and community goals and outcomes, as well as the CSBG Organizational Standards. All agency projects (See definition under Standard 6.6) are linked to and support one or more of the agency's strategic goals/strategies, or one or more of the CSBG Organizational Standards. *(Links to Standard 4.3, Standard 5.2, Standard 6.6, and Standard 7.1)*

Community Action Award for Excellence Prior Award Winners

- United Planning Organization (Washington, DC)
- CAPSLO (San Luis Obispo, California)
- KCEOC (Barbourville, Kentucky)
- Eastern Idaho Community Action Partnership (Idaho Falls, ID)
- SEK-CAP (Girard, Kansas)
- Community Action Council (Lexington, Kentucky)
- SHARE (Greenville, South Carolina)
- LIFT Community Action Agency, Inc (Hugo, Oklahoma)
- Maui Economic Opportunity (Wailuku, Hawaii)
- Community Action Council of South Texas (Rio Grande City, Texas)
- Fayette County Community Action Agency (Uniontown, Pennsylvania)
- Community Action Partnership Riverside County (Riverside, California)

PATHWAYS to EXCELLENCE

CATEGORY 3
CUSTOMER, CONSTITUENT, AND PARTNER FOCUS OVERVIEW

This category examines how your agency seeks to understand the voices of customers, constituents, and partners in the community. It stresses relationships as an integral part of an overall listening and learning strategy, and examines how your organization builds relationships with customers, partners, and other stakeholders.

CUSTOMER, CONSTITUENT, AND PARTNER FOCUS



3.1 Customer/Constituent/Community Knowledge

The agency formally identifies, designates, and targets its key external customers using four or more categories including: (1) People with Low Income (2) Partners/ Stakeholders, (3) Investor/Funding sources, and (4) Community. A formal, agency-wide policy is in place that systematically guides the collection, tracking and reporting of all external customer/stakeholder data and feedback. *(Links to Standard 3.2 and Standard 4.3)*

3.2 Customer/Constituent Feedback System

Under an agency-wide policy and process, the agency has adopted a customer satisfaction survey instrument (s) and systematically collects, disaggregates, assesses, and acts upon customer/constituent feedback from its targeted customers about the agency's programs and services. Customer satisfaction data is reported semi-annually to the Board. The agency systematically tracks and produces formal reports using trends and comparative customer/constituent feedback data that provide evidence of a high degree of satisfaction shown among customers with low income, community residents, and other stakeholders, including funding sources and customer groups designated in Standard 3.1. *(Links to Standard 3.1, Standard 4.3, and Standard 7.2)*

3.3 Internal Improvement

The agency has formally identified and designated its internal customers to include (at a minimum) Staff, Board members, and volunteers. The agency has adopted a formal policy and deploys a systematic methodology to solicit, track and report internal customer feedback about the efficiency and effectiveness of internal operations, procedures, and work environments as part of the agency performance management system. Staff are provided training to support an agency-wide commitment to customer satisfaction. *(Links to Standard 4.3, Standard 5.3, and Standard 7.3)*

3.4 Partnership System

The strategic plan includes a partnering goal with strategies and measures that are tracked over time as part of the agency's performance management system. An inventory of existing partnerships, the purpose of each, and proposed benefits to the agency is maintained for tracking, evaluating, and reporting each partnership's results or contributions. *(Links to Standard 2.1 and Standard 7.4)*

CATEGORY 4
MEASUREMENT, ANALYSIS, AND PERFORMANCE MANAGEMENT OVERVIEW

This category examines your agency's information and performance measurement systems and how you select, gather, and manage data, information, and knowledge assets. It examines how your agency uses data/information and technology to manage and improve performance, and aligns strategic and operational goals with day-to-day operations.

Measurement, Analysis, and Performance Management



4.1 Information System Technology

The agency has formally adopted a comprehensive, integrated, highly effective and highly secure management information system policy to collect, track, and report on all agency programs, services, and administrative processes. It responds quickly to external changes and needs of the agency, its staff, customers and stakeholders. It systematically assesses system security against unauthorized access, ransomware and other threats and has the ability to track and report program/services provided to each individual served by the agency. It has the ability to produce unduplicated counts of individuals served. *(Links to Standard 4.2 and Standard 4.3)*

4.2 Information and Knowledge Management

Under the formal agency MIS Policy, the agency's information management system ensures that staff have ready, reliable, accurate and secure information for decision making and for improving their effectiveness, including the ability to monitor progress and results of the organization's overall strategic and operational goals/strategy metrics as well as specific programs and services administered by the agency. Staff follow procedures to obtain and maintain current contact information for customers. *(Links to Standard 4.3)*

4.3 Performance Management Trends and Improvement Systems

A formal system integrating strategic, operational, financial, administrative, and other performance related data and results information is aggregated into a comprehensive agency-wide scorecard instrument or equivalent. The agency systematically manages and shares with the Board agency-wide performance and improvement data, multi-year trends and results to track and improve agency performance over time. The system serves five roles: (1) monitor and analyze administrative and program processes, including administrative and financial risk assessments; (2) track agency strategies and operational program performance measures; (3) ensure agency progress and improvement trends over time; (4) systematically track overall agency outcomes, results, and success trends over time, including aggregate and disaggregate (by race and gender) client outcomes; and (5) link financial and program data using both manual and automated methods in measuring agency progress, success and integrity. *(Links to Standards 7.1 - 7.7; Standards 1.1, 1.5; Standards 2.1, 2.4; Standards 3.1, 3.2, and 3.3; and Standards 6.1, 6.4)*

CATEGORY 5
HUMAN RESOURCE FOCUS OVERVIEW

This category examines how your agency's staff learning and work systems enable all employees to develop and utilize their full potential and align with your organization's overall mission, strategies, and action plans. It also examines how your agency maintains a healthy and safe work environment and one supportive of personal/organizational growth.

HUMAN RESOURCES FOCUS



5.1 Policies, Procedures, and Personnel Systems

A Board adopted personnel policy/manual/handbook is in place and is reviewed annually by the Board and modified as needed. It supports the agency's mission, vision, and goals. All personnel procedures including staff recruitment/selection and employee records are mission-aligned, equity-informed, up-to-date, and compliant with employment-related federal and state laws. Agency salary levels, including documentation on area living-wage benchmarks, are analyzed and documented, and a plan is in place with provisions for career growth pathways to attaining a living wage over time for all employees.

5.2 Employee Performance Management

The agency annually conducts formal and systematic staff evaluations and includes provisions for staff response. Job descriptions are current and clearly linked to and support the agency's stated strategic goals, strategies, equity plan, and performance measures. Staff evaluation criteria are directly linked to the implementation and success of the agency's stated goals and strategies and two-way feedback about performance goals and employee progress is systematically applied. *(Links to Standard 2.4 and Standard 5.1)*

5.3 Employee Engagement /Participation/Well-Being

Employees at every level of the agency, as measured by internal staff surveys, express a strong sense of well-being and belonging, and are fully engaged and actively participate in the operations of the agency. Proper communication channels are in place to engage employees in the field, at the office workplace, or working remotely.

Staff has the equipment and supplies necessary to achieve excellence in their jobs, and the agency work environment is safe, secure, and supportive of employee well-being and belonging *(Links to Standard 3.3 and Standard 7.3)*

5.4 Staff Development and Learning System

The agency has formally adopted and systematically deploys an agency-wide staff skill and professional development policy or plan. It includes provisions for assessing employee needs for future training and evaluating the sufficiency of and improving offered training.

New and current staff orientations cover agency mission/vision and history, strategic plan goals, Promise of Community Action, agency ethics policy and concepts related to agency performance management including planning/accountability cycles (such as ROMA) and current agency performance scorecard instruments or their equivalent.

The agency offers full support to appropriate staff to acquire and maintain Certified Community Action Professionals (CCAP) certification and other pertinent, professional certifications. *(Links to Standard 7.3)*

5.5 Recruitment System of Staff with Low Incomes

The agency's HR Policy demonstrates proactive diversity recruitment and equitable hiring practices including incorporating specific procedures and methodologies for actively dispersing, promoting and embedding employment, hiring and career pathway opportunity information among low-income populations, partners, affinity groups and other targeted populations. *(Links to Standard 5.1)*

Malcolm Baldrige Award Core Values for Nonprofits

1. Systems Perspective
2. Visionary Leadership
3. Customer-Focused Excellence
4. Valuing People
5. Agility and Resilience
6. Organizational Learning
7. Focus on Success and Innovation
8. Management by Fact
9. Societal Contributions
10. Ethics and Transparency
11. Delivering Value and Results

CATEGORY 6
ORGANIZATIONAL PROCESS MANAGEMENT OVERVIEW

This category examines the efficiency and effectiveness of your agency's key administrative support and program/ service delivery processes. It evaluates your organization's management of them in relation to achievement of overall agency results and success.

6.1 Financial Systems

A Board adopted Financial Management Policy/Manual is in place and is reviewed annually by the Board and modified as needed. It is systematically deployed and integrated across all programs and services and includes provisions for an annual financial and administrative risk assessment, analysis, and report to the Board on overall agency integrity. The Board is provided systematic training on their roles and responsibilities related to financial oversight, including the interpretation of financial reports and the agency audit. An annual, agency-wide budget is adopted by the Board and is systematically reviewed during the year.

The financial management system is integrated into the agency's performance management system to effectively track and report all budget related management. The financial system is user-driven, integrated with program data, and provides quick and easy access to financial information to all levels of the agency. It is utilized in conjunction with program data as an effective tool for tracking performance and agency-wide improvement efforts. *(Links to Standard 1.3, Standard 4.3 and Standard 7.6)*

6.2 Infrastructure & Emergency Preparedness

A formal Infrastructure/Emergency Preparedness System with agency-wide disaster/emergency action procedures is adopted by the Board. The policy clearly delineates an Emergency Procedures and Disaster Plan that is communicated to all staff. It supports a safe, clean/sanitary, and effective workplace with regular systematic inspections/maintenance and upkeep services that follow a periodic, pre-set schedule.

6.3 Purchasing/Procurement

A formal, written procurement system including provisions for property/ equipment disposal and meeting all appropriate legal and contractual requirements is in place. It uses technology effectively and incorporates a current and regularly updated list of goods and services suppliers and specifies solicitation of bids from minority and disadvantaged business owners.

6.4 Communications/Public Relations

The agency has formally adopted an agency-wide communication plan or policy deploying multiple methods such as periodic press releases, newsletters, media events, reports, social media, and other means of conveying positive agency news about its programs, activities, and overall success. The agency displays the Community Action logo in its communications and brands itself as a Community Action Agency. The agency systematically collects, tracks and reports data measuring the effectiveness of the plan's impact including awareness levels and the public perception of the agency and its services. *(Links to Standard 4.3 and Standard 7.1)*

6.5 Integrated Service Delivery System

The agency deploys an integrated service delivery system that effectively and efficiently integrates five elements (Intake, Eligibility, Assessment, Case Management, and Follow-Up) or equivalent components across all programs and services. The agency's unified service delivery system uses a core set of common data elements, is formally designated for use across all programs and services and uses automated, manual or combined methods to ensure that customers are well-served, have expectations met, and end results support overall agency success and outcomes.

6.6 Project Management

A formal, agency-wide project management policy and process is in place incorporating eight core elements. Under the policy, the agency systematically manages all projects and initiatives in a coherent manner to ensure close integration/linkage with agency goals/strategies and program specific activities. The policy addresses the following eight core elements:

1. Project performance is systematically managed to meet/exceed project goals and objectives.
2. All projects include measurable (ROMA) projected outcomes and objectives linked to broader agency strategies.
3. Project staff regularly reviews and improves projects based on customer feedback.
4. Project implementation/progress is systematically assessed, tracked, and reported to agency leadership.
5. Project budgets are systematically monitored and not exceeded.
6. Project staff attend appropriate and necessary training.
7. Project related facilities meet or exceed ADA and building codes.
8. A final status report is produced assessing a project's success and contribution to overall agency goals/strategies. *(Links to Standard 2.4)*

CATEGORY 7
ORGANIZATIONAL RESULTS OVERVIEW

This category examines your agency's performance trends, results, and improvements over time in critical areas. The agency's implementation and integration of ROMA into everyday operations is stressed. Categories 1-6 focus on an agency's systems and processes. Category 7 focuses on the agency's bottom line outcomes and results as displayed in trended data charts, visual graphs, or specific listings.

ORGANIZATIONAL RESULTS



7.1 Overall Agency Outcomes

Through an agency-wide scorecard instrument or equivalent and performance management system, the agency documents overall agency success demonstrating strategic and operational results and outcome trends that are tracked and reported systematically over time. Multi-year outcomes are reported to the Board and community using trended data and metrics documenting the agency's overall success in addressing poverty by moving individuals and families toward achieving self-sufficiency. Overall agency results and outcome trends are clearly linked to the agency's mission/vision and goals, are connected with the three national ROMA goals, and utilized as part of the organization's marketing strategies to communicate agency success. *(Links to Standard 1.1; Standard 2.4; Standard 4.3; and Standard 6.4)*

7.2 External Customer Results

The agency systematically collects, tracks, and reports trended data over time that demonstrates high feedback/satisfaction results information from external customer groups in four categories: (1) people with low-income, (2) partners/stakeholders, (3) funders/investors, and (4) community stakeholders or other customer segments defined by the agency in Standard 3.1. The agency tracks and reports trended feedback and satisfaction results over time to the Board and uses this information as part of its performance management and improvement strategies to improve or modify its operations to better meet customer expectations and achieve overall agency successes and outcomes. *(Links to Standard 3.1; Standard 3.2; and Standard 4.3)*

7.3 Internal Customer/Human Resource Results

The agency systematically collects, tracks, and reports internal customer (Standard 3.3) satisfaction/well-being and belonging data over time to the Board. Additionally, other trended data (disaggregated by race and gender) on staff, Board and volunteer feedback, staff turnover, exit/grievance data, and skill development/learning is collected and reported. Using internal customer feedback and analysis, the agency uses this information as part of its performance management and improvement strategies to improve or modify its internal administrative, operations, and work processes. *(Links to Standard 3.3; Standard 4.3; and Standard 5.4)*

7.4 Partner/Stakeholder Results

The agency systematically assesses, tracks, and reports current partnerships' impact/benefits over time. It identifies opportunities to expand local relationships that support the organization's strategic and operational goals. The agency annually collects, analyzes, tracks, and reports tangible results of partnerships and uses them to improve current relationships or establish new ones. *(Links to Standard 1.5, Standard 3.4, and Standard 4.3)*

7.5 Advocacy Results

The agency collects and reports data over time that demonstrates proactive advocacy activity and results by staff and Board members. It documents progress and success of its community advocacy efforts, including results and outcomes related to advocacy issues identified in Standard 1.5 and its community needs assessment. *(Links to Standard 1.6)*

7.6 Financial Accountability and Health

As part of an agency scorecard instrument or equivalent and performance management system, the agency documents and reports its overall financial health to the Board using multi-year data trends/metrics such as resource growth/reserve ratios, cost efficiencies ratios, sound audits, budget management and exemplary risk assessment results. The agency documents its good standing with current funding sources and required accreditation entities and demonstrates high integrity in its annual financial and operational risk assessment reports to the Board. Financial data trends show improvement over time with the past three annual audits showing no unresolved questioned costs or material findings. Recent external evaluations are evidence of the agency's improvement strategies. *(Links to Standard 4.3 and Standard 6.1)*

7.7 Definitive or Noteworthy Community Recognition and Innovation

The agency demonstrates a consistent record of innovation, and tracks/reports to the Board its national, state and community recognition for its achievements and commitment to its mission, vision, and operations. *(Links to 4.3 Performance Management and Improvement Systems)*

Conducting the Comprehensive Self-Study

A basic tenet of quality is that you cannot improve what you do not first measure. The whole concept of the Pathways to Excellence program and the agency wide self-study is that it offers a comprehensive and systematic framework and methodology for addressing improvement. You have to assess, measure (benchmark), and document where you are as an organization before you can set your next course of action—your pathway to excellence. Any worthwhile approach to quality and improvement first begins with some type of organizational self-study or analysis. The Pathways assessment methodology, peer review, and feedback report are powerful tools that allow you to measure how you are doing compared to the above 35 best-in-class CAA practices or standards. Using a 107-question self-study questionnaire and third-party peer expert review process, the Pathways self-study and feedback report fulfills the obligatory need to answer three questions:

1. **Where are we now as an organization—compared/ benchmarked to a set of high CAA standards?**
2. **What direction/priorities do we set as an organization—on our unique pathway to excellence?**
3. **How do we get there and on what timetable?**

Using the 10-Step Agency Wide Self-Study Process

Although it is a highly flexible process, below are 10 steps that an organization may follow to complete the Pathways self-study:

1. **Establish/engage an excellence leadership team**
2. **Charter the excellence leadership team**
3. **Conduct an overview/orientation for agency staff, board, and other volunteers**
4. **Adopt a communication plan for the process**
5. **Ground the team: complete the Organizational Profile and mini–Self-Assessment**
6. **Begin the self-study process: start gathering response data**
7. **Draft initial self-study category and Standard responses**
8. **Conduct independent reviews of the report draft: solicit comments on clarity**
9. **Reach final team consensus on self-study report contents**
10. **Compile/review/edit/submit final self-study report**

Technical Updates

In November 2023, technical updates were made to the following Standards:

Standard 1.2: *Added "the Board" to clarify who must formally act.*

Standard 1.3: *Added the word "needs" to the Standard language after "training."*

Standard 1.6: *Added the phrase "through a variety of examples" after "demonstrate" to clarify scope of effort needed to meet standard.*

Standard 4.1: *Clarified that the "agency board" must formally adopt a secure management information system.*

Minor grammatical and punctuation corrections.



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MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: August 20, 2024

Subject: *Agenda Item VII(a)*: August Policy Council Report – **Action Item**

The Policy Council met as scheduled on June 25, 2024, at which time a quorum was established. Additionally, a Special Call Executive Committee meeting was held on July 22, 2024.

An informative update on the Full Enrollment Initiative was presented to the Council. Information addressed included but was not limited to site staffing vacancies, classroom closures, current enrollment status and timelines for which the program must obtain full enrollment. An opportunity for questions was provided along with an ensuing robust discussion.

The Council unanimously approved a date change for the October Policy Council meeting; the final meeting of the current 2024-2025 term. This change of date will allow for key executive administrative staff to attend this recognition event.

At this time, the Policy Council has not met for its next scheduled monthly meeting therefore the minutes from the previously mentioned meetings have not yet been approved.

The next Policy Council meeting will take place on August 27, 2024 at which time the June 25, 2024 and the July 22, 2024 minutes will be presented to the Council for approval. Upon receipt of such, the minutes will then be brought to the Board of Directors for approval.

Recommendation:
The Policy Council requests Board approval of the August Policy Council report.

Attachment:
None

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
May 28, 2024
Meeting ID: 269 703 543 528

1. **Call to Order**
   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:32 p.m.
   a. Roll call was taken, and a quorum was established.
   Policy Council Members Present: Alejandra Verduzco, Ashley Trent, Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, Ruby Cruz, Wendy Ayala

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. **Standing Committee Reports**
   a. School Readiness Committee
   The School Readiness Committee met on May 9, 2024; however, a quorum was not established. Presentations were shared with those in attendance on the topics of wellness and inclusion as well as family engagement. An overview of the ages and stages screener was shared along with information about IEPs and IFSPs and the benefits they can provide. An introduction to the Pyramid Model practices including solution cards and visual schedules was provided to the group. In discussing family engagement, the family partnership agreement was reviewed. Also discussed was the importance of attendance and participation. It was noted that there are several ways in which families can get involved such as, ReadyRosie activities, engagement conferences, and monthly family engagement activities. Committee members had an opportunity to ask questions and share comments. Upon conclusion of the presentation an invitation was extended to members to an upcoming family workshop as well as to the School Readiness Goal Planning meeting.
   b. Planning Committee
   The Planning Committee met on May 7, 2024. The Division Program Activity Report was shared with members for the month of April. Enrollment information was provided with Head Start reporting 74% enrollment and Early Head Start reporting 69% enrollment. The Child Adult Care Food Program Report for March was provided indicating 64,423 meals were prepared with 59,823 meals delivered during this period. It was noted that the nutrition team attended the parent meeting at Cleo Foran where they offered families recipes to create infused water with fresh fruit and herbs. Parents also made fruit and granola parfaits. It was shared that staff participated in a training conducted by Dr. Kirk and that Garden Pathways received a $2 million grant from Lever for Change and will be using some of the funds for their infant and toddler childcare services.
   c. Budget & Finance Committee
   The Budget & Finance Committee met on May 21, 2024. The financial reports through March 31, 2024 were presented to the committee for review and discussion. It was noted that this is the first full month of the new funding cycle. Budget detail was provided for Head Start as well as Early Head Start grants. The Parent Activity Funds and Parent Local Travel and Childcare Reimbursement along with the non-federal share report for Kern and San Joaquin Counties as well as for the Partnership were provided and discussed. Additionally presented to the committee was the No-Cost Extension financial reports for Head Start and Early Head Start which represent a time span beginning March 1, 2023 to run through February 29, 2025. Information about the Head Start Building Proceeds for the remodel of the new Central Kitchen building was shared with the committee. Highlights from the proceeds of two building sales designated for this

project were also shared. The next Budget & Finance Committee meeting will be held on June 18, 2024 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee will meet on June 11, 2024 and will continue to review and discuss the CAPK Head Start Policy Council Bylaws. During this meeting articles eight and nine will be reviewed in depth. Additional discussion will take place with regard to the return to in-person meetings for the upcoming 2024-2025 Policy Council term.

4. <u>Presentations</u>

a. Hope for the Journey – Monique McWilliams, TBRI Practitioner/Lead Care Manager, Pathway Family

Monique introduced herself to the Council, and shared a bit about her connection to Head Start and her time as a member of Policy Council and the special place the program holds with her. Michelle Moses, Director of Clinic Services for Pathway Family Services provided a brief history of the agency and the services it provides. She shared that Pathway was founded in 2006 and began as a nonprofit organization focused on the needs of foster children. The agency has been working with abused and neglected children for many years and provides training, certification and support to families who provide care to foster children. The agency is continuing to expand into additional counties in Southern California. Michelle shared information on the upcoming Hope for the Journey Conference. This is a free conference, (RSVP required) which will focus on teaching trust-based relational intervention (TBRI) through evidence-based practices. Michelle went on to share that we have a lot of scientific information, but we don't always have a practical way to implement it, this training will provide that to attendees. She stated this tool and intervention focuses on the whole child and provides insight into attachment styles, sensory processing and the effects of trauma on the brain. All attendees will receive a certificate of completion. The goal behind providing this training is to enlighten the community, to make them more aware, and provide a trauma responsive way to any circumstance. Michelle stated that in providing a trauma informed response we are leading with connection in everything we do we are connecting and responding to meet the attachment style of the person with whom we are interacting. Michelle also shared that in the future Pathway will be providing a caregiver package which will be an in-depth training equivalent to 24 hours of training, this too will be free of charge. She added that through an application process there is also a home coaching program where a coach will go into the home and assist the parent/caregiver in implementing the tools they've gained through training. The Hope for the Journey Conference will take place at City Serve, in Bakersfield on June 15, 2024 with lunch provided. A brief question-and-answer period ensued; upon conclusion Michelle and Monique thanked Council members for their time and the opportunity to share this information.

b. Funding Increase for Cost-of-Living Adjustment – Rosa Guerrero, Administrative Analyst

Rosa shared with the Council that under the Further Consolidated Appropriation Act, 2024 Head Start and Early Head Start will be receiving a 2.35% Cost-of-Living Adjustment (COLA) for the 2024-2025 fiscal year. She stated the COLA will be used to increase staff salaries, including the Early Head Start Childcare Partnership by 2.35%, with any remaining funds used to offset fringe benefits. Adjustments to the program's compensation schedule will be made upon receipt of the funding allocation. Additionally, staff will receive a retroactive payment from March 1, 2024. Rosa also provided the funding amounts to be received from the COLA which were $466,898 for Head Start and $441,644 for Early Head Start.

5. <u>Consent Agenda</u> ***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 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 – April 23, 2024
b. Policy Council Planning Committee Minutes – April 2, 2024

c. Policy Council Bylaws Meeting Minutes – April 9, 2024
d. Policy Council School Budget & Finance Committee Meeting Minutes – April 16, 2024
e. Head Start Budget to Actual Report – March 1, 2024, through March 31, 2024
f. Early Head Start Budget to Actual Report – March 1, 2024, through March 31, 2024
g. Kern Head Start and Early Head Start Non-Federal Report – March 1, 2024, through March 31, 2024
h. Early Head Start Childcare Partnership Non-Federal Report – March 1, 2024 through March 31, 2024
i. Parent Travel & Childcare through March 31, 2024
j. Parent Activity Funds through March 31, 2024
k. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023 through March 31, 2024
l. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023 through March 31, 2024
m. Head Start Building Proceeds for Central Kitchen – March 31, 2024
n. Program Review & Evaluation Report – April 2024
o. 2024 – 2025 Days of Operation Calendar
p. San Joaquin County Office of Education Funding Memo – May 28, 2024
q. ACF-OHS-PI-24-02 Fiscal Year 2024 (FY 2024) Head Start Funding Increase – Issuance Date: April 24, 2024
r. Project Based Voucher Waiting List – May 1- 30, 2024 Kern County Housing Authority (English/Spanish)
s. Children's Mobile Clinic – June 2024 (English/Spanish)
t. Oasis Family Resource Center Summer Bridge Program – June 11– 28, 2024/July 9 – 26, 2024, Ridgecrest, CA
u. First Fridays Summer Series – June 14, 2024, Downtown Shafter Square
v. SUN Bucks California – California Department of Social Services
w. 2024 Discounted Swim Grants – Bakersfield Recreation & Parks
x. Hope for the Journey Conference – June 15, 2024, Pathway Family Services, Bakersfield, CA
y. Positive Reinforcement and Challenging Behaviors– June 19, 2024; CAPK/El Concilio California
z. Food Distribution – Salvation Army, Ridgecrest, CA
aa. Food Pantry – First Congregational Church – UCC Bakersfield
bb. Medi-Cal Renewal – Kern Family Health Care
cc. Children's System of Care – Behavioral Health & Recovery Services, Kern County
dd. How to Connect Services & Treatment – Behavioral Health & Recovery Services, Kern County
ee. Taking Care of Yourself – Office of Head Start National Center on Health, Behavioral Health, and Safety
ff. Teaching Your Child About Feelings – Office of Head Start National Center on Health, Behavioral Health, and Safety
gg. Backpack Connection Series: How to Use Social Stories to Teach Your Child New Skills and Expectations (English/Spanish)
hh. Head Start/Early Head Start Kern Flyer (English/Spanish)
ii. Early Head Start San Joaquin Flyer (English/Spanish)
jj. Home Visiting Program Flyer (English/Spanish)
kk. Policy Council Meeting Dates

Gabriela Rangel made a motion to approve consent agenda items (a) through (kk); seconded by Michelle Jara-Rangel. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

None

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance and she recognized and thanked Michelle, Ruby and Jennifer for their attendance and participation at the recent CAPK Staff Development Day. Lisa shared that the event was a huge success with a great turnout, from staff to Board Members, and of course Policy Council members too. In speaking to a few items within the Policy Council packet, Lisa shared information on the SUN Bucks program which is a new summer program which provides eligible families with an additional

$120 to support families in purchasing food for their school aged children during the summer months. Lisa also spoke about Kern Behavioral Health's Children's System of Care. This agency offers a multitude of services and resources to children in Kern County experiencing behavioral health issues. Lisa shared some of the services which include therapeutic behavioral, crisis intervention, skill building, individual and family therapy, case management and more. She shared that the county is broken down into areas with services available throughout; contact information for all areas was provided. In continuing to share information Lisa spoke to the Council about the importance of taking care of ourselves and how we cannot take care of anyone else if we are not our best selves. She added that noticing how you are feeling, where your stress level is and what physical signs might be exhibited is important in managing stress. Lisa shared a few suggestions on how to potentially reduce stress. These tips included drinking water, journaling, getting plenty of sleep, talking with friends or family, getting outside just to name a few. Lisa shared that she likes to write so journaling is something she does and listening to music. In sharing some strategies, and different approaches to allow oneself to create time for self-care, Lisa shared that instead of saying, "I don't have time to take care of myself." try looking at it from a different lens, saying "I am important, and I need to take care of myself and put myself first sometimes and in doing so this makes me a better parent." She encouraged members to find and do more of what brings them peace and joy, to prioritize self-care. Lisa also spoke about the importance of teaching your child about feelings and how to help them to recognize and name how they feel, which in turn can help them to better express how they feel. She added that it is important to let your children know that their feelings are valid, and not be dismissive of such. Information was also shared on strategies and different approaches to try when supporting your child in learning to name and understand their feelings. In closing Lisa shared that if we feel physically sick, we seek proper care; we may go to the doctor for a remedy, if we are under the weather or if we broke our leg, we would seek medical attention and the same should be true for our emotional health as well. She added that it is just as important as our physical well-being. Lisa stated that along with their Policy Council packets all members were gifted a mindfulness color book and a set of colored pencils. She stated that she felt this was something that could be done any time of day, or in the quiet of night, even alongside their child. Lisa stated she wanted to express her appreciation to members for all they do and to support their self-care by providing them with a simple source that may have the potential for a shift in mindset.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative

Michele shared that the Board of Directors met in-person on April 23, 2024. The consent agenda was approved as presented as were several new business items brought before the Board of Directors. The Affordable Housing Project MOU between CAPK and the Housing Authority of Kern was approved. This was presented as a 15-year agreement which will focus on low-income families facing homelessness with CAPK providing onsite services to clients. Additionally approved was a formalized Travel Policy for Board Members, as well as the February financial reports. Michelle shared there was Board approval given for the submission of an application to the California Department of Financial Protection Innovation, CalMoneySmart. Should this award be granted, Citizen's Bank will provide financial education to support low-income individuals and offer a money match to clients of approximately 25% of deposited funds if they comply with specific criteria. The CalAIM Incentive Program also received Board approval. This is a Kern Health System contract with a scope to improve the quality of life and health outcomes of MediCal beneficiaries by providing a broad range of services and reforms to those facing homelessness. An update was provided on the CAPK Foundation's upcoming Gourmet for Good event. It was also shared that Valley Strong Credit Union will be participating in the Huggy Hearts campaign throughout the month of June. Through this campaign last year there was $10,000 raised benefiting CAPK youth programs. The Policy Council report was also provided to the Board. An update on the upcoming Staff Development Day was provided and Mr. Tobias reminded members that there will be a roundtable discussion with National CAP CEO, Denise Harlow, one day prior to the agency-wide event.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda thanked members for their commitment to Policy Council. She also thanked Lisa for her commitment to the small but mighty group of individuals that serve on Policy Council as well as for sharing

the wonderful information on self-care. In providing an update on education, Yolanda shared that in honor of teacher appreciation month, staff had the opportunity to show appreciation to our teachers for all the hard work they do. They work hard at planning and ensuring that children are receiving the highest quality of care. They received a Wellness Journal and a stress relieving coloring book along with colored pencils all hand delivered by the administrative team. Yolanda also shared that the Mentor Coaches have finalized their mentoring for the school year and delivered Professional Development Certificates to their respective mentees. She stated that Summer Fun Activities will begin this week; children are learning about the five senses and will be learning about gardening in the week to come. Yolanda added that the program wants to implement gardening at all sites. She asked parents to be on the lookout for weekly themes and to continue talking with their children about what they are doing at school. Yolanda encouraged parents to visit their child's classroom if they are able to. She stated this is a good time to do so as the program will be implementing Loose Parts which is a new study focused on more of a natural learning environment. In continuing to provide updates, Yolanda shared that children are continuing to use the Creative Curriculum and are building a bridge to kindergarten for those students who are moving on. She reported that Early Head Start is implementing the container study and that most all our centers have been licensed. It was stated that transition has been taking place at Sterling with the new classrooms and children and families are enjoying these brand-new classrooms. It was noted that the program's School Readiness Committee recently met with 52 participants in attendance. Yolanda encouraged Policy Council members to participate if their schedule allows. Parents were reminded to bring an extra set of clothing for their children to the center as they will be engaging in water play activities during the summer months. Additional information shared included, a summer snack program taking place at Kern County Libraries in partnership with Kern County Superintendent of Schools, Operation School Bell in Lamont which provides free school clothes for qualifying children, a Tehachapi Job Fair hosted by the Chamber of Commerce and more. Yolanda also stated that Enrollment and Attendance has been very busy with recruitment and enrollment clinics to ensure we meet our 100% enrollment requirement. She added that she will share the calendar of June events with Lisa so that she can share with members. In closing Yolanda expressed appreciation to members for their role and support of the program.

8. **Policy Council Chairperson Report**

   Ruby shared information from Bakersfield City Schools about providing summer meals for children. She shared that she and Jennifer had a lot of fun at the Staff Development Day, adding that they both felt so encouraged and shared with each other that one day they too would like to work for Head Start. Ruby recognized the many graduations taking place and wished everyone an enjoyable summer.

9. **Policy Council Member Comments**

   Members were given an opportunity to make a statement or comment. Christina Herrera wished everyone a good summer. Gabriela Rangel was grateful for another eventful meeting. Jennifer Wilson stated Staff Development Day was awesome. She added that she is so appreciative of all the opportunities made available to members/parents such as conferences, Zoom trainings with Dr. Kirk, opportunities to participate in other meetings, and so much more. Jennifer stated that she wished she had the time to do it all because she has been so enriched by those events that she has been able to attend, and she is very appreciative of all the opportunities. Michelle Jara-Rangel thanked everyone for their dedication to the program and all the time members spent attending meetings, going to events and showing their support. Michelle also asked that an update be provided by staff at the next Policy Council meeting on the enrollment initiative, where the program currently is with regard to that and how we are looking for the next year.

10. **Next Scheduled Meeting**

    The next meeting will be held on Tuesday, June 25, 2024 at 5:30 p.m.

11. **Adjournment**

    The meeting was adjourned at 6:30 p.m.