DATE: October 29, 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. Pledge of Allegiance

b. 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.

c. 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. Agency Introduction and Community Needs of Community Organized for Leadership, Opportunity, Neighborhood Inclusion, and Advancement (La COLONIA). Presented by Dora E. Hernández-Jara, President; David Jara, Vice President; and Javier Arroyo, Jr. Board Member

b. Hunger Action Month Recap - Savannah Oates, PR & Advocacy Manager and Kelly Lowery, Food Bank Program Administrator ***(p. 3-16)***

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 September 24, 2025, Board of Directors Meeting ***(p. 17-21)***
b. Minutes from October 8, 2025 Personnel Committee Meeting ***(p. 22-24)***
c. Veterans & Supportive Services Position Addition ***(p. 25-31)***
d. Housing and Supportive Services Revised Job Description ***(p. 32-37)***
e. Head Start Personnel Update ***(p. 38-39)***
Agenda Items from the October 15, 2025, Program Review & Evaluation Committee Meeting ***(No Quorum)***
f. Friendship House Community Center Presentation ***(p. 40-47)***
g. Shafter CRC Needs Assessment Community Engagement Strategy ***(p. 48-53)***

h. September 2025 Program Reports ***(p. 54-92)***
i. September 2025 Application Status Report & Funding Profiles ***(p. 93-96)***
j. September 2025 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 97-98)***
k. Minutes from October 22, 2025 Budget & Finance Committee Meeting ***(p. 99-102)***
l. Head Start / Early Head Start Budget to Actual Reports for August 31, 2025 ***(p. 103-110)***
m. 2026-2027 HS/EHS Refunding Application ***(p. 111-115)***
n. 2026-2027 Head Start/Early Head Start Training & Technical Assistance Plan ***(p. 116-128)***
o. Minutes from October 24, 2025 Special Executive Committee Meeting ***(p. 129-132)***
p. Lease Renewal for 701 Hutchins St., Lodi, California ***(p. 133-138)***
q. Department of Housing and Community Development Homekey+ through the City of Bakersfield for the Ramkabir Permanent Supportive Housing – Community Action Partnership of Kern Co-Applicant Resolution 2025-15 ***(Documents unavailable at the time of posting – to be added prior to the October 29th meeting)***
r. 2026 Agency Holiday Schedule ***(p. 139)***

V. New Business

a. 2025 Employee End-of-the-Year Gift: Floating Holiday Workday Off – ***Action Item (p. 140)*** — Lisa McGranahan, Chief Human Resources Officer

b. 2026 Board & Committee Meeting Schedule – ***Action Item (p. 141)*** — Jeremy Tobias, Chief Executive Officer

c. Advance Approval of the 2026 Low Income Home Energy Assistance Program (LIHEAP) Contract with Resolution from the Department of Community Services and Development - ***Action Item (p. 142-299)*** — Freddy Hernandez, Director of Youth & Community Services

d. Affirmation of Unrestricted Cash Reserve Policy – 30 Days Operating Expenses – ***Action Item (p. 300-302)*** — Tracy Webster, Chief Financial Officer

e. Adjustment of De Minimis Indirect Rate from 10% to 12% - ***Action Item (p. 303-307)*** — Tracy Webster, Chief Financial Officer

f. Financial Statements for August 2025 - ***Action Item (p. 308-394)*** — Tracy Webster, Chief Financial Officer

g. 2026-29 Strategic Plan Board Assignments – ***Info Item (p. 395-449)*** — Pritika Ram, Chief Business Development Officer

h. October 2025-February 2026 Food Bank Supplement Blanket Purchase Orders – ***Info Item (p. 450-461)*** — Kelly Lowery, Food Bank Program Administrator

VI. CAPK Foundation Report

a. October Foundation Report for October 2025 – ***Action Item (p. 462-483)*** — Catherine Anspach, Director of Development
   i. Minutes from the May 27, 2025 Board of Directors Meeting
   ii. CAPK Foundation Financial Reports
   iii. 2025 Foundation Fall Calendar

VII. Veterans & Supportive Services Report

a. Veterans & Supportive Services Update – ***Action Item (Verbal Report)*** — Deborah Johnson, Director of Veterans & Supportive Services

VIII. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 484-490)*** — Lisa Gonzales, Governance Coordinator
   i. October 2025 Policy Council Report
   ii. Minutes from the Policy Council Meeting on August 26, 2025

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

a. Government Shutdown & Appropriations Update — Jeremy Tobias, Chief Executive Officer

X. Board Member Comments

XI. Next Scheduled Meeting

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

XII. 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, October 24, 2025. Paula Daoutis, Executive Assistant.

capk FOOD BANK

I'M FIGHTING *Hunger* IN KERN COUNTY

HUNGER *Action* MONTH 2025



KICK-OFF
PRESS CONFERENCE

To launch Hunger Action Month, CAPK hosted a community press conference bringing together local dignitaries, agency partners, and media outlets. The event marked the start of a month-long effort to raise awareness about food insecurity and celebrate community action. Attendees heard from CAPK leadership, members of the Kern County Food Policy Council, and local elected officials who shared how collaboration is driving hunger relief efforts.

The press conference also highlighted the many events and volunteer opportunities planned throughout the month to inspire the community to **“turn awareness into action.”**





HARD ROCK VISIT & BOX BUILD





The Hard Rock Tejon full executive team visited the food bank to learn about the program and build senior food boxes.

CITY & COUNTY PROCLAMATIONS

County and City partners across Kern proclaimed September as Hunger Action Month. Cities and County recognized and backed the efforts of the campaign, acknowledging the work to connect individuals and families to the food access points we have throughout our County.

- County Board of Supervisors
- City of Bakersfield
- City of Arvin
- City of Shafter
- City of Wasco
- City of McFarland
- City of Delano
- City of Taft
- City of Maricopa
- City of Ridgecrest







BLOOD DRIVE WITH CAPK

In partnership with Houchin Community Blood Bank, CAPK hosted a Hunger Action Month blood drive that exceeded expectations, **39 donors registered and 33 units collected, helping save up to 99 lives**. A powerful example of community collaboration in action!

This event highlighted the power of collaboration and CAPK's commitment to feeding all needs in our community. By partnering with Houchin Community Blood Bank, we expanded our impact beyond hunger relief.











BRIGHTER BITES

CELEBRATION OF COMMUNITY COLLABORATION AND IMPACT

The CAPK Food Bank was awarded the inaugural partner of the year award at the Seven Oaks Country Club.







FEED KERN NOW

FOOD DRIVE & LUNCHEON

Food was collected all day at Compassion Corner.

Over 100 volunteers participated at our Food Drive made up of CAPK staff, community members, and agency partners.

Sold **over 650 sandwiches** raising funds for food bank initatives.







COMMUNITY BOX BUILDING

AT THE CAPK FOOD BANK

3,285 boxes and bags of food were built to feed residents throughout Kern County.

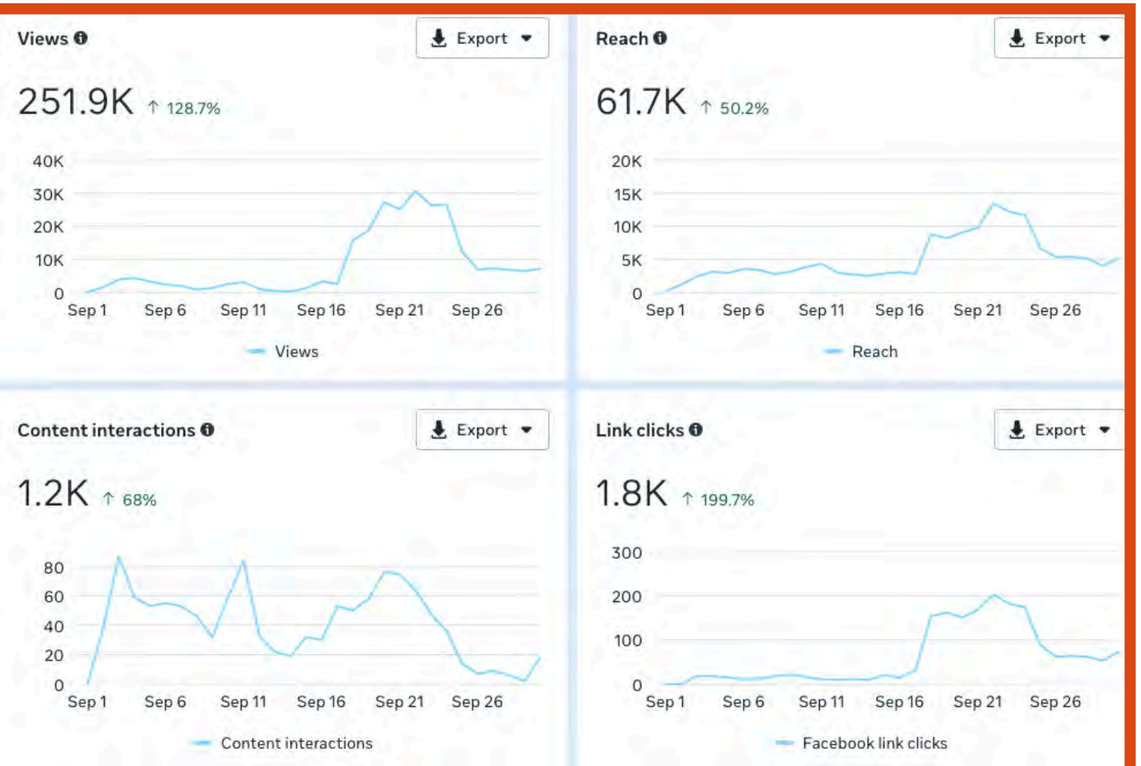
Over 125 volunteers participated at our Food Bank made up of CAPK staff, community members, and agency partners.

PROMOTIONS & STATEGY









This year, our Hunger Action Month campaign shifted its engagement strategy to focus heavily on **digital and social media outreach.** This included over 23 videos being developed and shared.

Our team prioritized creating dynamic, bilingual content to reach a broader audience online. Through custom graphics, short-form videos, and interactive reels, we amplified awareness of activities benefiting CAPK's Food Bank and encouraged community participation throughout the month.

NEWS CLIPS

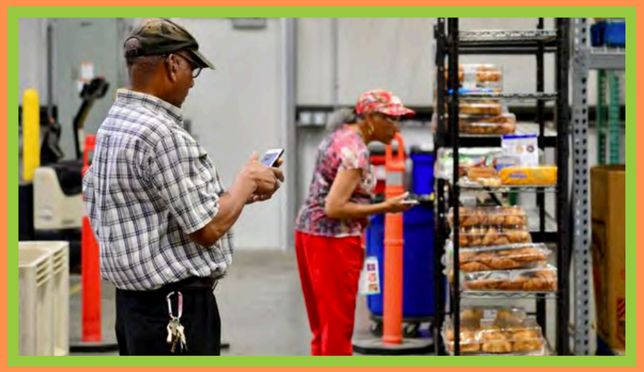








CAPK to start tracking food recipients, encouraging agency collaboration



The Bakersfield Californian

CAPK launches Hunger Action Month in Kern County with community call to action



El Popular News





FEED THE NEED AT THE KERN COUNTY FAIR

22,506 pounds of food was collected through our partnership food drive with the Kern County Fair.

Over 100 volunteers participated at our Food Drive made up of CAPK staff, community members, and agency partners.

Produced over **21,000 meals** for our food-insecure neighbors in Kern County.


Hunger Action Month Highlight 2025
Copy link
MY HUNGER
FIGHTING SHIRT.
Watch on YouTube


Helping People ▪ Changing Lives!
103
104
FIGHT TO END FOOD INSECURITY IN KERN COUNTY!
TEXT FIGHTKERN TO 30305
SCAN HERE TO LEARN MORE
Thank you

DATE	September 24, 2025
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Maritza Jimenez called the meeting to order at 12:08 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Maritza Jimenez (Chair), Denise Boshers (Vice Chair), Gina Martinez (Secretary, left the meeting at 1:08 pm), Michelle Jara-Rangel (Treasurer- arrived at 12:31 pm), Rocio Munoz, Gema Perez, Guadalupe Perez (left at 1:50 pm), Fred Plane, Ana Vigil,

Absent: Curtis Floyd, Jonathan Mullings, Chris Parlier, Lee'o Whisenant

Others present: Jeremy Tobias, Chief Executive Officer; Lisa McGranahan, Chief Human Resources Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Maria Contreras, Director of Facilities; Freddy Hernandez, Director of Youth & Community Services; Deborah Johnson, Director of Veterans Services; Susana Magana, Director of Health & Nutrition Services; Rebecca Moreno, Director of Housing Supportive Services; and other CAPK staff.

II. Introduction of Guests / Public Forum

None

III. Consent Agenda

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

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

IV. New Business

a. Employee Health Insurance Renewal for the 2026 Plan Year – Lisa McGranahan, Chief Human Resources Officer and Tracy Webster, Chief Financial Officer - ***Action Item***

Lisa McGranahan presented the proposed 2026 medical plan package for approval and summarized the memo and the process taken by CAPK's insurance broker, Keenan & Associates to minimize the increased rates. Options were presented for a Kaiser Plan, HMO, and PPO with rate increases identified for both the employer and employee. The overall blended health plan increase is approximately 8.3%, with an increase to the agency's share of cost estimated to be roughly 4.2%. The proposed dental and vision plans were also presented reflecting an increase in premium. The total agency-wide fiscal impact for all plans to be paid by the employer is estimated to be a $435,400 increase, which has been reviewed with program directors and each have made accommodations in their budget to offset the increase.

Rocio Munoz asked for clarification to confirm that there is no minimum for the plan. Lisa responded and said It makes no difference because we are part of a collective purchasing power risk pool. Lisa also noted that the top

reason our staff decline coverage is that insurance is offered by a spouses employer or other state or federal coverages such as Medi-Cal.

Lisa discussed the minimal increases to the Dental & Vision plans, but noted the amount is less than $1.00 and the Vision plan has been improved to offer more options.

The service challenged areas are where the employee is living in the outlying and remote areas where Kaiser and the HMO plan are not viable options. In 2025, three employees received an additional subsidy for the employee only plans. In the coming weeks, HR staff will be talking to employees about benefit options with the open enrollment scheduled to run from November 1-14.

Gina Martinez asked if HR would provide training to staff to help educate them on which plan would be best for them given their family dynamics and current health status. Lisa said that during the open enrollment period, there is an opportunity for employees to enter data about their family dynamics to assist them in making the best choice for them and their families.

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

b. Call for Applications and Appointment to Fill Vacant Board Seat Category II: Low Income Sector Representing East Kern – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias reported that due to the passing of Yolanda Ochoa, the East Kern Low-Income Sector seat is vacant. The Bylaws allow the Board to make an appointment to serve the remainder of the term; however, having just received guidance earlier this morning from CAPK's legal counsel, Jeremy provided an amendment to the recommendation that was included in the agenda packet, whereby it is recommended that the Board Chair will appoint a special Ad Hoc Committee with one member from each sector, to recommend a temporary Board appointment, and soon after, begin the election process to collect applications and hold another election, with the winner completing the remainder of the vacant 5-year term.

Michelle Jara Rangel asked how staff plans to notify the community of the new recruitment. Jeremy Tobias said we will follow the same recruitment process that was initiated earlier this year.

Fred Plane suggested that the Bylaws be amended to eliminate any conflicting direction on how to fill a vacant seat. Jeremy replied that the Bylaws will be reviewed and amended accordingly.

Motion was made and seconded to approve the amended recommendation stated above. Carried by unanimous vote (Plane/Vigil).

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

Tracy Webster presented the financial reports for July 2025 and noted the highlights from some of the programs. The line of credit was used for short amount of time in the month of July due to timing of the Head Start drawdown. The agency expenditure is currently at 40% for the year. The Indirect Fund for July month-end reflects revenue is excess expenditures by $48,940, which is 7% of the budgeted indirect surplus. Overall expenditures are 39.1% of the budget and is aligned with the target of 41.7% benchmark.

Michelle Jara-Rangel requested an update on the CMIG contract. Jerry Meade reported after having met with the director, the suggestion is to revisit the age group and blend with Early Head Start (EHS). Staff will need to submit a request to change and noted that the EHS program is already in a full-year contract but staff will work to get the contract amended for the current year, and for the next fiscal year.

Motion was made and seconded to approve the Financial Reports for July 2025. Carried unanimous vote (Jara-Rangel/Perez, Guadalupe).

d. Foundation Transition from Brown Act Governance to Private Nonprofit Governance with Summary of Proposed Amendments to Foundation Bylaws – Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram presented the above info item and said the Foundation Board has established an Ad Hoc Committee to review the Bylaws and consider transitioning from an open meeting governance model following the Brown Act, to a private nonprofit governance model centered on fundraising and philanthropic growth. The Foundation Board met yesterday to review the proposed changes to the Bylaws and will vote to approve the recommended Bylaw changes at the November meeting. If approved by the Foundation Board, the CAPK governing board will have the opportunity to review and approve the recommended changes.

Fred Plane said that he served on the Ad-Hoc committee and he is in agreement that moving away from the Brown Act will help to add a broader group of people because they are not required to meet in person and that will help to expand the Board to attract the individuals that can assist with raising funds.

Ana Vigil asked if the Foundation Board will compete with CAPK funds raised. Pritika said the Foundation staff is in constant communication with staff from the CAPK programs and works with them to enhance funding for each program.

Maritza Jimenez commended the Foundation Board for identifying the issues prohibiting them from expanding the Board and for their vision for the future.

V. CVAF Board Report

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

Deborah Johnson provided a verbal report and stated the CVAF Board met prior to this meeting and discussed the financial reports from January 2026 – August 31, 2025. With the final merger date of October 1, 2025 there will be no further board meetings for CVAF. All future business will be addressed to the CAPK Board. Deb also provided an update on the Federal grants that have been successfully turned over to CAPK, and staff are continuing to work on the change over the HHAP grants from CVAF to CAPK by the official merger date of October 1, 2025. A final audit is scheduled with the audit firm the week of December 1, and the KDG attorney will file all legal documents pertaining to the merger.

Deb also reported that all of the Covey Cottage units have been matched for occupants and staff is working on applications and background checks for the leases. Deb also reminded all that the Veterans Stand Down event is on October 9th at Stramler Park and invited all to attend.

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

VI. Advisory Board Reports

Head Start Policy Council Report – Lisa Gonzales, Governance Coordinator – ***Action Item***

Lisa Gonzales presented the Policy Council report for September 2025 and the minutes from the Policy Council meeting on June 24, 2025 and the Special Call Executive Committee meeting on July 16, 2025.

Lisa also reported that the vacant representative seat for the CAPK Board was addressed, and at the time, there was not any interest. The last meeting of the term is next month and as the new Policy Council members are seated, the effort to fill the Board seat will continue.

Michelle Jara-Rangel reminded the Board that she has reached her term limit for the Policy Council and the CAPK Board will need to select a new representative . In-person meetings are preferred, but the Policy Council does not follow the Brown Act, so a remote option is available when unable to attend in person.

Motion was made and seconded to approve the Policy Council Report from September, 2025, and all items. Carried by unanimous vote (Jara-Rangel/Vigil).

VII. Chief Executive Officer Report

Jeremy Tobias provided an update on the Federal and State Budgets and reported that the State budget is approved and funded with flat funding across the board and noted that the Cal Foods program has been funded. For the Federal budget, we have felt the effects at the Food Bank with some of its commodity shipments reduced. The Big Beautiful Bill scaled back SNAP-Ed, which is CalFresh Healthy Living, and that program will end no later than April 1, 2026.

The Appropriations sub-committees have approved flat funding levels for our core programs Staff has had significant conversations with our legislators and they understand the need. The appropriations bills will not be approved by October 1st and the question remains if there will be a Government Shut Down or a Continuing Resolution (CR). If there is no CR approved by October 1, there will be a Government Shut Down. CAPK will not be directly impacted at this point by a shutdown, as our fiscal year is different and we will continue to do business as usual. However, if a shutdown were to extend beyond 60 days, it would be concerning.

Jeremy also provided a report from the NCAP Annual Convention held in Detroit in August where two Board Members attended along with several staff members. Tracy Webster was recognized at the Gala for receiving her CCAP Certification and CAPK received the Silver Tier for Pathways to Excellence. Jeremy also reported that he attended some good sessions on AI strategy, and on how to set a reserve policy, which Jeremy will share with the Board at a later time.

Jeremy announced that the Food Bank collected 22,000 pounds of food at the annual Feed the Need at the Kern County Fair yesterday.

Maritza Jimenez asked if the amount of food collected was lower than last year and Jeremy confirmed that the pounds collected were down by about 3,000 pounds this year. The fair attendance appeared to be down as well; however, we did receive a lot of good coverage on the event with many different networks providing live coverage.

VIII. Board Member Comments

Lupe Perez said that she attended the NCAP Convention and commented on how CAPK is looked upon very favorably by other CAP agencies.

Gema Perez said that the Feed the Need food drive was very organized, and the volunteers did a great job moving the crowds through quickly. Special shoutout for the excellent promotion of the event. Gema also said that she received the Proclamation for Hunger Action Month from the city of Arvin and said the team represented themselves very well.

Michelle Jara-Rangel said she will send Paula information on a ribbon cutting ceremony in Shafter taking place on November 7 to share with the Board. The community will provide a reception and festivities.

Maritza Jimenez complimented the marketing team for a great job promoting Hunger Action Month. The coordination was very organized and encouraged the same level of outreach going forward.

IX. Closed Session

Motion was made and seconded to enter into closed session at 1:25 pm. Carried by unanimous vote (Vigil/Jara-Rangel).

a. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - Number of cases: One (1) – The agency believes that facts creating significant exposure to litigation are not known to potential plaintiffs. (Government Code Section 54956.9(b)(3)(A))

b. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - Number of cases: One (1) – Statement outside of an open and public meeting threatening litigation. (Government Code Section 54956.9(b)(3)(E)).

Motin was made and seconded to enter into closed session at 1:55 pm. Carried by unanimous vote (Vigil/Munoz).

X. Closed Session Report

Jeremy Tobias provided the closed session report for items a & b.

Item a - CAPK's attorney briefed the Board and no reportable action was taken.

Item b - CAPK's attorney briefed the Board and no reportable action was taken.

Motin was made and seconded to return to open session at 2:24 pm. Carried by unanimous vote (Vigil/Munoz).

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, October 29, 2025
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

XII. Adjournment

The meeting was adjourned at 2:25 pm

DATE	October 8, 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 12:01 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, and Rocio Munoz

   Absent: Guadalupe Perez

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

3. **Public Comments**

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

4. **New Business**

   a. CVAF Position Addition – Deborah Johnson, Director of Veterans & Supportive Services - ***Action Item***

      Deborah Johnson presented a request to the Committee to approve the addition of a new Administrative Coordinator position within the Veteran and Supportive Services Division. The position is intended to support the Director in complex, detailed, and confidential duties. Deborah noted that during the merger between California Veterans Assistance Foundation and Community Action Partnership of Kern, several key roles (e.g. CFO, Operations Coordinator) were eliminated, leaving a gap in administrative and operational support. Currently, there is no administrative assistance supporting the division. The proposed grade for the Administrative Coordinator is Grade 9 and will be funded through existing Veteran and Supportive Services program contracts.

      Rocio Munoz inquired about the restructuring that led to the position's need, and if the role is typical across CAPK. Deborah clarified that it was during the merger when critical administrative roles were lost and confirmed that the role is consistent with similar positions agency-wide, with standardized grades, functions, and pay to ensure equity and avoid internal competition.

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

b. Housing and Supportive Services: Revised Job Description - Rebecca Moreno, Director of Housing and Supportive Services – ***Action Item***

Rebecca Moreno presented a revision to the job description for the Enhanced Care Management (ECM) Lead Care Manager position, originally brought to the committee in June, 2025. Rebecca explained that the original job summary lacked clarity regarding the clinical nature of the position, which led to an influx of case manager-level applicants rather than clinically licensed professionals such as Registered Nurses. As a result, only three qualified applicants have been identified since recruitment began in July, 2025. To address this, Rebecca consulted with Human Resources and is requesting a revision to the job summary to clearly emphasize the clinical requirements, the need for licensed medical staff, and the role of multidisciplinary case conferencing in order to attract the appropriate candidates to meet the program requirements.

Denise Boshers inquired whether the salary range is competitive. Rebecca confirmed, noting that two of the three applicants were RNs and were satisfied with the pay level. In addition, she continued that a local staffing agency specializing in clinical hires also confirmed that the wage is market competitive. Clarification was also provided that a clinical license is a requirement, not just a skill set, in alignment with DHCS requirements. The licensed medical personnel are responsible for conducting clinical assessments, developing care plans, and identifying and coordinating medical needs. Rebecca noted that this role is critical for holistic, whole-person care for high-needs individuals.

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

c. Head Start Personnel Update – Jerry Meade, Assistant Director of Head Start - Program – ***Info. Item***

Jerry Meade presented a personnel update on behalf of Head Start and State Child Development Division for the month of September. During this period, the division employed a total of 648 staff members. There were 19 vacant positions, 10 new employees were onboarded, and 7 staff members resigned. Despite these changes, staffing levels remain strong, with continuous recruitment efforts underway, including requisitions and ongoing interview processes. The division is utilizing all available resources to fill vacancies and maintain service continuity.

Staffing remains in the high 90th percentile, which has enabled the division to continue providing services across all open facilities. In terms of enrollment, the program met 97% to 100% of its enrollment goals in September and has already met enrollment expectations for October on the Head Start side. In the Early Head Start program, some turnover occurred due to the natural aging out of children; however, the remaining children are expected to be enrolled by the end of the month. Once this is complete, the division will have finalized its under-enrollment plan of action and completed the required 12-month monitoring period.

Looking ahead, Jerry noted that an expansion of Head Start services in San Joaquin County has been finalized. This expansion will require additional staff, and those positions will be reflected in future staffing reports. As a result, staffing totals and vacancy numbers will increase in upcoming reports while recruitment continues for these new roles. Licensing for new facilities is also in progress. One Early Head Start classroom at the Tiny Powers facility remains closed due to pending licensing, though the division is the grant recipient for that program and is actively working to open it.

Jerry continued that the division has already opened and staffed two new classrooms in San Joaquin and is moving toward fully claiming the California State Preschool Program (CSPP) contract in the region. Licensing

for the final three facilities is still pending but underway. Regarding the under-enrollment plan, the 12-month monitoring period is nearing completion. However, due to the ongoing government shutdown, there will likely be delays in receiving formal notification from the office of Head Start. The letter confirming completion may not arrive until December 2025 or January 2026. Despite this, the division will celebrate the achievement, having met all required expectations for enrollment and staffing.

The committee expressed appreciation for the report and commended Jerry for a job well done.

5. Committee Member Comments

Jonathan Mullings raised a question regarding potential impacts on funding beyond federal sources, asking whether non-federal funding streams could be indirectly affected in a way that might impact program operations. Jeremy Tobias updated the committee on funding levels and indicated continued attention to fiscal impacts and contingency planning.

Denise Boshers thanked Jerry Meade and Juanita Jackson for their warm welcome during a recent trip to San Joaquin.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Monday, November 10, 2025
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 12:29 PM.

MEMORANDUM

To: Personnel Committee

From: Deborah Johnson, Director, Veterans and Supportive Services Division

Date: October 8, 2025

Subject: *Agenda Item 4(a)*: Veterans Services - New Position Addition – **Action Item**

Background:
We are requesting approval for the Administrative Coordinator job description for the Supportive Services for Veteran Families Program. This is a new position that performs sensitive and confidential administrative/secretarial functions for the Director with special assistance to the Division's team.

The Administrative Coordinator will perform a wide variety of duties for the Director that are complex, detailed, and highly confidential. Duties also include maintaining official records system for the Veterans & Supportive Services Division, serving as the primary point of contact for the Director, helping manage the priorities of the Director, acting as the primary liaison for communication within CAPK departments and provides general information to the public as required.

Current Events:
During the merger between the California Veterans Assistance Foundation and CAPK, administrative, financial and operational support for the Director was absorbed in staffing changes. During recent discussions with Human Resources and through the budgeting process with Finance, an Administrative Coordinator position was discussed to provide necessary support for the Veterans & Supportive Services Division. It has been confirmed that the position is consistent with organizational competencies and is competitively graded in alignment with the local labor market. The proposed job description has been reviewed and approved by Human Resources.

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	New Position	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18

Fiscal Impact and Timeframe:
The Administrative Coordinator is a budgeted position and was approved by the Director of Human Resources and the CFO during budget development processes and meetings. The budget impact is $55,307.00 and will be supported through the programs under the Veterans & Supportive Services Division.

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

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

Recommendation:
Staff recommend that the Personnel Committee approve the job description and assigned salary grade for the Administrative Coordinator position and submit it to the Board of Directors for final approval.

Attachments:
Administrative Coordinator Job Description
VSS Organizational Chart

Administrative Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 08/21/2024

SUMMARY:
Under the direction of the Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from Division Director.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Maintains official records system for the Division.
- Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
- Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Director.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.
- Monitors budget for department managed by the Director.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and equipment, including computers.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.
- Any combination of education and or experience that demonstrates a high degree of competency.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/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 quiet to moderately quiet.
- Hazards are minimal.

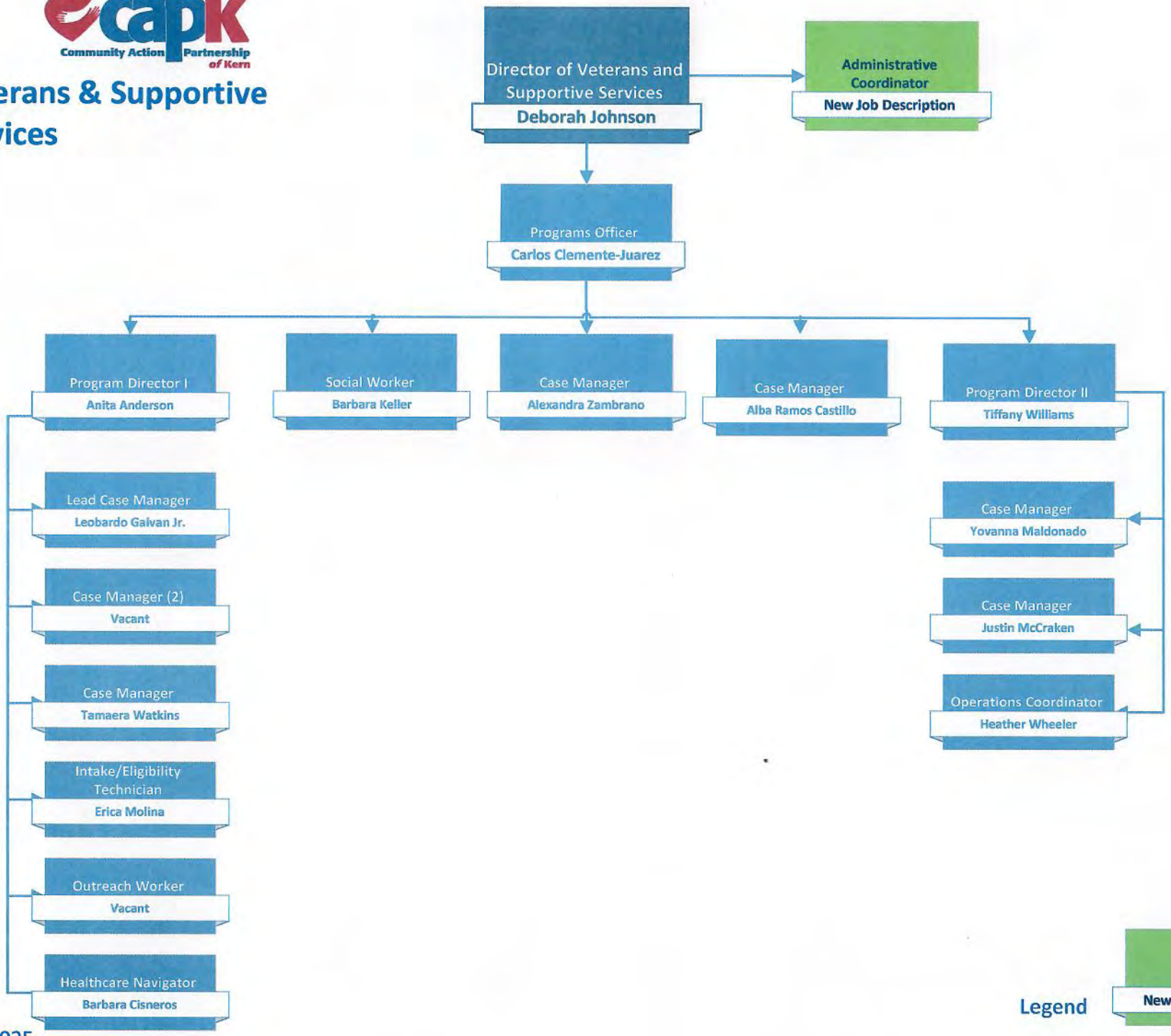
ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Veterans & Supportive Services



Revised 10/2025

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: October 8, 2025

Subject: *Agenda Item 4(b)*: Housing & Supportive Services Division - Revised Job Description - **Action Item**

Background:
In June the Housing & Supportive Services Division (HSS) brought the ECM Lead Care Manager position to the Personnel Committee for approval. After several months of trying to recruit for the position, we found that we needed to update the language in the job summary portion of the description to have it reflect what we are seeking.

Position Title	Proposed Changes	Current Grade	New Grade
Enhanced Care Management (ECM) Lead Care Manager	Revised Summary	Grade 13 Min. $39.97 Mid. $49.96 Max. $59.95	Grade 13 Min. $39.97 Mid. $49.96 Max. $59.95

Summary of Proposed Changes:
With the guidance and approval of HR, the summary was modified to reflect the need of a licensed clinical professional (RN or LCSW) and highlight the clinical oversight and care coordination that will be needed to ensure compliance with DHCS and ECM requirements.

Fiscal Impact and Timeframe:
Currently, there is no immediate impact on the budget. New positions associated with the proposed restructuring will be filled incrementally as funding sources 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 proposed revision to the Enhanced Care Management Lead Care Manager job description.

Attachments:
ECM Lead Care Manager Job Description

Enhanced Care Management (ECM) Lead Care Manager

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

Salary Range: Grade 13 **FLSA Status:** Exempt **Date Approved:** 06/25/2025

SUMMARY:

Under the supervision of the Enhanced Care Management (ECM) Program Administrator, the Enhanced Care Management (ECM) Lead Care Manager, a licensed clinical professional (RN or LCSW preferred), provides clinical oversight and leadership to a multidisciplinary care coordination team serving high-need, high-risk populations. This role combines direct service with staff support, carrying a reduced caseload while offering clinical guidance, mentoring, and expertise on complex cases. The Lead Care Manager ensures care coordination is person-centered, trauma-informed, and compliant with ECM requirements, while also fostering collaboration across physical health, behavioral health, and social service systems. This position plays a key role in improving client outcomes, supporting staff development, monitoring performance, and building a culture of compassionate, integrated care.

SUPERVISION RECEIVED:

Enhanced Care Management Program Administrator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

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

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

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

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

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program

Robert Espinosa, Program Design and Management Administrator

Date: October 8, 2025

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

The Head Start and State Child Development Division remains dedicated to providing regular updates on personnel matters and their impact on the Head Start program.

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

- 648 Staff employed.
- 19 Vacant Positions.
- Onboard 10 new staff members.
- Seven (7) Resignations.
- Three (3) days of interviews for 3 open requisitions.

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 September 30, 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	22	65%	6	6	0	100%
Alicante	20	20	100%	3	2	1	67%
Angela Martinez EHS	24	24	100%	9	9	0	100%
Angela Martinez HS	81	63	78%	9	9	0	100%
Bakersfield College	32	28	88%				
Blanton	16	11	69%				
Broadway (PY)	37	26	70%	6	6	0	100%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	24	100%	9	8	1	89%
Cleo Foran EHS	8	9	113%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	17	106%				
Fairfax (PY)	34	34	100%	6	6	0	100%
Family Childcare EHS	24	32	133%				
Family Childcare HS	21	24	114%				
Garden Pathways	11	12	109%				
Gianone	16	17	106%	3	3	0	100%
Harvey L. Hall EHS	68	64	94%	27	27	0	100%
Harvey L. Hall	74	70	95%	12	12	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	16	100%	6	4	2	67%
Lathrop	24	24	100%	9	8	1	89%
Lodi	32	30	94%	12	12	0	100%
M. Massei	24	24	100%	9	9	0	100%
MJM EHS	16	19	119%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	5	63%	3	2	1	67%
Oasis (PY)	34	24	71%	6	6	0	100%
Pete Parra EHS	48	46	96%	15	13	1	87%
Pete Parra HS	68	71	104%	12	12	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	52	102%	9	8	1	89%
Rosamond (PY)	51	51	100%	9	9	0	100%
San Diego EHS	32	32	100%	12	12	0	100%
Shafter EHS	24	25	104%	9	9	0	100%
Shafter	17	21	124%	3	3	0	100%
Stockdale HS	41	38	93%	9	8	1	89%
Sterling EHS	64	68	106%	9	8	1	89%
Sterling HS	53	63	119%	24	22	2	92%
Sunrise Villa (PY)	17	17	100%	9	8	1	89%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	12	55%				
Tehachapi (PY)	15	13	87%	2	2	0	100%
Tiny Powers	8	0	0%	0	0	0	0%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	18	106%	2	2	0	100%
Home Base Kern 160	160	162	101%	17	15	2	88%
SJC EHS HB 80	80	80	100%	8	7	1	88%
Total	**1689**	**1657**	**98%**	**328**	**310**	**18**	**95%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	0
EHS HB ~ 100		
ECE 9	10	0
ECE 10	10	0
SJB HB ~ 80		
Stockton 2	10	1
Tiny Powers~ 8		
Class 1	8	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
6	**38**	**4**

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	**2%**	**22.22%**
Open Enrollment	**98%**	**77.78%**

Funded Enrollment	1689	1657 98%

Active Enrollment	1651	1657 100%

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Community Action Partnership of Kern













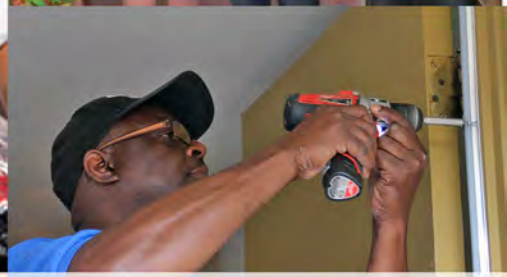












Helping People... Changing Lives.



Friendship House

Afterschool & Summer Programs

Who we serve

- Youth ages 6 to 18

Program Highlights

- We provide a fun, safe, and nurturing environment
- Afterschool Activities: Homework help, Arts & crafts, STEM, Sports & Recreation, Dinner
- Summer Program: Field trips, Leadership classes, Team-building activities, Tutoring, Breakfast & Lunch

Mentor Program

Program Provides:
- Individual Mentoring Services
- Group Mentoring
- Enrichment Activities
- Behavioral Intervention Groups

Mentees:
- Ages 6-18
- Goal**:** to provide mentor services to 100 youth
- Must commit to 1 year of mentor services
- Parent registration is required for participation

Mentors:
- 18 or older
- Complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training



CalVIP Violence Intervention Program

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

Program provides services for those that have either been a victim or perpetrator of gun violence.

Program service include:

- Mentoring/Case Management
- Emergency Relocation
- Housing Assistance
- Food/Clothing
- Job Training
- Paid Work Experience



CalVIP Outreach Worker

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

Provides:

- Incident response
- Conflict resolution/mediation
- Case management
- Safety meetings
- Outreach events



Upcoming Events & Programs

- **Fall Carnival-** October 29th 5pm-8pm at the Friendship House.
- **Casino Night Fundraiser-** November 7th at 5pm, located at The Collective.
- **California Natural Resources Youth Community Access Grant Program-** will provide low-income youth with cultural & environmental education, field trips, and leadership development.







QUESTIONS?





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Community Action Partnership of Kern

Community Action Partnership of Kern



Lois Hannible
Program Administrator

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2424 Cottonwood Rd.
Bakersfield, CA. 93307

www.capk.org

Shafter
CRC Needs Assessment
Community Engagement Strategy

Community Engagement Strategy

- Existing data and literature review
- Stakeholder interviews/focus groups
- Community Survey

Existing Data and Literature Review

- HARC review existing data on Shafter: demographics, environmental, health outcomes, etc.
- HARC will do literature review: existing studies, reports, needs assessments about Shafter or neighboring communities
- These reviews will help us write the survey questions and will be included in the final report

Stakeholder Interviews/Focus Groups

- HARC will do interviews/focus groups with at least 50 stakeholders
- Will be done over Zoom or by phone
- Each interview/focus group lasts no more than 1 hour
- Each participant will receive a $25 Visa card

Community Survey

- Target is 1,700 survey responses from Shafter residents
- First 400 survey participants will receive a $10 Visa card
- Dual method approach
  - Mailing survey flyer to Shafter households
  - Community partners using paper surveys for in-person outreach

Timeline

		2025						2026					
Stage	Action	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
PROJECT DESIGN	Hold Kick-off Meeting												
	Submit Engagement Strategy												
	Give Initial Board Presentation												
	Finalize Engagement Strategy												
	Submit draft survey												
	Finalize survey												
DATA COLLECTION	Conduct existing data review												
	Conduct interviews/focus groups												
	Conduct survey												
ANALYSIS AND REPORTING	Analyze interview/focus group results												
	Analyze survey results												
	Do SWOT analysis												
	Combine all results into final report												
	Submit draft report to CAPK and CSS												
	Revise draft report												
	Plan Public Hearing												
	Hold Public Hearing												
	Submit revised report												
	Give Final Board Presentation												
	Revise and submit final report												

October 2025 PRE Committee

September 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	September-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	2,861	24,412	20,000	14%	122%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,358	21,656	18,000	13%	120%
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.	15	202	200	8%	101%
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	60	649	450	13%	144%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	1	70	70	1%	100%
HOUSED to permanent housing placement (SRV 4o)	9	28			

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.	Currently providing additional support to staff and sending them to the CoC University training to improve retention.
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	September-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)	136	1,120	1,500	9%	75%
Total Clients Served	211	1,732	2,400	9%	72%
Pets (i.e., kennel, emotional support assistance and service pet)	10	97	75	13%	129%
Residents Under 90 days length of stay	89	606	800	11%	76%
Exits to Permanent Housing (FNPI 4b)	8	55	114	7%	48%
Exits-Self	10	214	150	7%	143%
Exits-Involuntary	52	393	700	7%	56%
Case Management Services (SRV 7a)	580	6,881	8,000	7%	86%
Critical Incidents	34	292	250	14%	117%
Shelter Residents Meals (SRV 5ii)	7,330	60,951	70,000	10%	87%
Number of Volunteers *(duplicated)*	142	1,246	100	142%	1246%
Volunteers Hours *(duplicated)*	204	1,959	3,000	7%	65%
Safe Camping	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served (SRV 7b)	33	448	500	7%	90%
Current client census	20	335	300	7%	112%
Meals (SRV 5ii)	1,030	14,699	20,000	5%	73%
Pets	5	64	75	7%	85%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	2	17	20	10%	85%
Exits-Self	2	28	50	4%	56%
Exits-Involuntary	2	32	75	3%	43%
Critical Incidents	1	28			
Safe Parking	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Total clients served	7	93	30	23%	310%
Current client census	7	91	25	28%	364%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	4 clients participating in Project hire-Up, next graduating class will be 10/23/25. 8 clients working in various jobs in the community i.e. Entertainment, KC Fair, Entouch Wireless, Walmart, Edgelawn Assoc, Weinerschnitzel, Hard Rock Casino and Fortune Meals
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.	8 clients secured housing for this month.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	8
25 - 34	43
35 - 44	49
45 - 54	37
55 - 61	45
62+	29
Total:	**211**

Race Demographic	Month
American Indian or Alaska Native	3
Asian	2
Black or African American	45
Hispanic/Latina/e/o	35
White	80
Multiple races	45
Client Don't know / Refused	1
No Answer	
Total:	**211**

Gender	Month
Female	87
Male	123
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:	**211**

Zip Code	Month	Zip Code	Month
93203	1	92101	1
93301	69	93263	2
93304	14	94305	1
93305	15	93268	2
93306	8	93274	1
93307	12	93280	1
93308	23	31321	1
93309	7	8701	1
93311	1	89147	1
93312	2	73401	1
93313	1		
92225	1		
93505	1		
93215	1		
93240	3		
93245	1		
90807	1		
90013	1		
93501	1		
93555	1		
93560	1		
Not specified	34		
Total			**211**

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Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	4
35 - 44	3
45 - 54	9
55 - 61	6
62+	10
Total:	**33**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	8
Hispanic/Latina/e/o	1
White	19
Multiple races	3
Client Don't know / Refused	1.00
No Answer	
Total:	**33**

Gender	Month
Female	13
Male	20
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:	**33**

Zip Code	Month	Zip Code	Month
93301	5		
93304	6		
93305	1		
93306	1		
93307	2		
93308	6		
93309	4		
93225	1		
93230	1		
93553	1		
93277	1		
Not specified	4		
Total			**33**

Program Highlights

Two clients were housed from Safe Camp and one client secured employment through IHSS.

Community Action Partnership of Kern

Monthly Report 2025

Month	September-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	377	3,453	450	767%	
Number of Referrals Received (SRV 7c)	49				
Number of Enrollments	33				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,079	9,917	8,100	13%	122%

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)	16	276	100	16%	276%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	13	141	75	17%	188%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	101	723	50	202%	1446%
Number of services per client per month (i.e., client accepted day services, attended day services class)	59	294	2600	2%	11%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

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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, More interview to be scheduled and 2 FTEs in training.
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 Sept. Computer Basics, Home DIY &Cleaning Workshop, Eviction Prevention Workshop, Cal Job Workshop, and Prepare-U.
Program Highlights	



Veterans & Supportive Services

Community Action Partnership of Kern

Monthly Report 2025

Month	September-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)	0	7	10	0%	70%
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)	4	19	16	25%	119%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	1	4	7	14%	57%
SITH: % Employed at Exit (SRV1m)	0	3	5	0%	60%
Total Households Served	6	73	85	7%	86%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Enrolled	7	139	150	5%	93%
Permanent Housing Placements	2	24	35	6%	69%
Rental Assistance Payments	15	338	475	3%	71%
Security Deposit	3	33	40	8%	83%
Bus Pass	5	20	35	14%	57%
Application Fees	0	8	15	0%	53%
General Housing Stability Assistance (GHSA)	5	29	35	14%	83%
Utility Payments	3	17	25	12%	68%
Late Fees	1	32	40	3%	80%
Moving Costs	0	3	7	0%	43%
Landlord Incentives	0	1	5	0%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	5	12	10	50%	120%
Vehicle Repairs	0	1	3	0%	33%

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	88	200	11%	44%
HHAP YS (Youth Shelter)		**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients enrolled	0	4	20	0%	20%
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	4	10	40%	40%
Negative Exits	2	2	5	40%	40%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	76	304	450	17%	68%
Explanation (Over/Under Goal Progress)					
Program Highlights					



Health and Nutrition Services

Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern
Monthly Report 2025

Month	August-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	55,521	468,503	700,000	8%	67%
Pounds Distributed	720,393	6,039,356	10,000,000	7%	60%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	136,123	1,033,102	1,250,000	11%	83%
Pounds Distributed	331,032	2,897,940	4,500,000	7%	64%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	2,523	30,715	40,000	6%	77%
Pounds Distributed	191,729	1,530,246	2,000,000	10%	77%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	5,219	41,442	66,000	8%	63%
Pounds Distributed	224,700	1,669,439	2,300,000	10%	73%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	2,833	25,181	50,000	6%	50%
Pounds Distributed	56,668	522,980	750,000	8%	70%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	0	33,570	75,000	0%	45%
Pounds Distributed	0	170,114	275,000	0%	62%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	777	4,143	15,000	5%	28%
Pounds Distributed	600	3,688	10,000	6%	37%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	5,573	22,819	15,000	37%	152%

Pounds Distributed	111,464	1,318,351	1,500,000	7%	88%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Engagements	208,569	1,658,944	2,211,000	9%	75%
Total Pounds Distributed (SRV 5jj)	1,636,586	14,152,114	21,335,000	8%	66%
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)	9	228	450	2%	51%
Other Volunteers (i.e., general public, duplicated)	169	1,166	2,250	8%	52%

Explanation (Over/Under Goal Progress)

In total pounds distributed, there was a slight decline in both the pantry and TEFAP programs, yet the number of engagements remained steady, more than 208K. In July, the SER jobs program went on furlough and that impacted not only our volunteer numbers beginning in August, but more importantly, our volunteer depth as we lost volunteers who were doing critical work in various departments. Brighter Bites concluded the summer break in August and resumes operations with the school year in September.

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.	The kickoff meeting was held and more than 90 agency partners were in attendance. First meetings for individual collaborations were scheduled for October.
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 classification system has been adopted. We are working to have all existing and inbound inventory classified into the system framework.
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

In August, Operations Manager Jeff Marsh attended the SONA Conference put on by Feeding America which focuses on operations, procurement, etc. we received the official memo from CDSS informing us of the new one-time funding through the CalFoods Program. This will enable us to supplement what we receive in food donations with purchases of truckloads of staple items for the pantry program.

Community Action Partnership of Kern

Monthly Report 2025

Month	September-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)	14,290		14,710		97%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,046		1,200		87%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	0	195	268	0%	73%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	95	854	2,000	5%	43%
WIC Presentations and Outreach Events	1	33	100	1%	33%
Publication in newspaper, television, and/or social media postings (English and Spanish)	6	100	350	2%	29%
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.	30	245	175	17%	140%
Peer Counseling Program (PCP)	**Clients Served**		**Goal**	**Annual Progress**	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	214		1,000	21%	

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.	CDPH WIC approved learning aid in August. 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 are currently monitoring our WIC call center ensuring that we are able to answer the high volume of calls that WIC receives. We are reviewing high call hours and provide staff as needed to minimize abandoned calls during business hours
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



Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Volunteer Income Tax Assistance
2-1-1 Call Center

Community Action Partnership of Kern
Monthly Report 2025

Month	September-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)	23	99	60	38%	165%
Street Outreach and Education	75	722	75	100%	963%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	2	40
Social Security Insurance (SSI) (SRV 7i)		10
Medical Services (SRV 7c)		26
Mental Services (SRV 7c)		37
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)		23
Educational and Career Development (SRV 7c)		28

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	181	722
House Hold Items	11	78
Hygiene Kits (SRV 5oo)	41	210
Emergency Clothing (SRV 7n)	117	854
Administrative Services & Copies	58	376
Transportation Services (SRV 7d)	5	51
Educational Supplies (SRV 2k)	4	25
Covid - 19 Supplies (SRV 5oo)	4	26

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	47	30	7%	157%
Children Receiving Case Management Services (SRV 7a)	2	76	30	7%	253%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	4	8	10	40%	80%
Children Educational Center Base Activities (FNPI 2b)	1	39	30	3%	130%
Children Educational Home Base Activities (FNPI 2b)	1	65	30	3%	217%
Children Summer Bridge Activities (FNPI 2b)	0	15	15	0%	100%
Collaborative Meetings Participated	1	8	12	8%	67%
Family Support Services for non-clients with children 5 and under	39	440			
First 5 Total	**50**	**698**			

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)	53	764			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	19	246	150	13%	164%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	449	2970	1800	25%	165%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	402	2771
Baby Supplies (SRV 2w)	144	959
Covid - 19 Supplies (SRV 5oo)	24	113
Court Mandated Parenting Correspondence (SRV 2w)	4	94
Educational Supplies (SRV 2k)	12	459
Emergency Clothing (SRV 7n)	442	3145
Food Assistance (SRV 7c)	366	2463
Household Items (SRV 7c)	35	230
Hygiene Kits (SRV 7c)	72	653

Referrals (SRV 7c)		481
Transportation Services (SRV 7d)	16	148

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	During the month of September, we were granted the 2025-26 -Family Resource Center Grant in the amount of $7600. This grant will be used to purchase household supplies, emergency food assistance, Literacy/Educational Supplies including books, workbooks and educational toys. We will also be using the funding for our Court Mandated Parenting Class materials, free enrollment and incentives, transportation gas cards and more. Thank You First 5 DHS for your support .
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We are collaborating with the Marines Toys for Tots in the Mojave Community for the upcoming Toy Drive. Registration for East Kern children has started.
3. Improve on-site services to more effectively connect with the East Kern target population.	

Program Highlights
During the month of September the East Kern Family Resource Center provided a total of 813 walk in services to the East Kern Community. This included 366 food bags which were distributed to East Kern clients. Our laundry services continue to expand with more families calling to make an appointment

Community Action Partnership of Kern

Monthly Report 2025

Month	September-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	43	30	3%	143%
Children Receiving Case Management Services (SRV 7a)	1	47	30	3%	157%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	13	10	0%	130%
Children Educational Home Base Activities (FNPI 2b)	8	45	15	53%	300%
Children Summer Bridge Activities (FNPI 2b)	0	15	10	0%	150%
Family Support Services for non-clients with children 5 and under (SRV 2w)	64	349			
First 5 Total	**74**	**512**			

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)	180	330			

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)	23	306	150	15%	204%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	473	3151	1800	26%	175%

Rental Support Program	Month	Clients YTD	Month	Payments YTD	
Rental Support Program (estimated maximum $1,500 per household)	13	50	$ 19,998	$ 74,037	

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Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	56	510
Baby Supplies (SRV 2w)	170	1315
Copies	23	278
Court Mandated Parenting Correspondence (SRV 2w)	0	17
Educational Supplies (SRV 2k)	49	353
Emergency Clothing (SRV 7n)	17	155
Food (SRV 7c)	297	2283
Household Items (SRV 7c)	170	1446
Referrals(SRV 7c)	29	521
Transportation Assistance (SRV 7d)	33	203
Total Community Services	**844**	**7081**

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).	The OFRC applied for a 1,000,000 grant from Elevate Youth CA for a 3 year after school program for teenagers. The Oasis FRC was awarded $7,600 from DHS for program improvements for support services for families with children 6-18.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The OFRC participated in the Ridgecrest Veterans Standown promoting support services to local veterans. The OFRC also participated in the Suicide Prevention Resource Fair at Clarvida promoting support services to the community.

Program Highlights

Oasis FRC worked with the N. Eastern Community to support Randsburg during the severe storm this month that left residents without water. CAPK Food Bank provided 8 pallets of water to the Randsburg community.

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Month	September-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	833	4,869	3,300	25%	148%
Households Served - Weatherization	17	102	150	11%	68%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	3	9	50	6%	18%
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,)	**833**	**4,869**	**3,300**	25%	148%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**17**	**111**	**200**	9%	56%
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	3	9	19	16%	47%

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 continuing to work on the case management portion. Completing 32 cases. Out of 2456 We have 318 remaining cases to still reach for the initial case management plan, completed. 651 3-month assessments, and completed 125 6-month assessments. The team is making steady progress on completing the case management.
2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We are pleased to share continued progress on the City of Bakersfield Weatherization Program. As of the end of September, we have successfully completed weatherization services for 3 additional homes, bringing the total number of clients assisted to 9.Currently, 9 more clients are in the pipeline and scheduled to receive services. Our team remains committed to delivering timely and high-quality assistance to all enrolled participants, and we are on track to meet the contract goals.

3) Meet at least 22% of production goal for DOE BIL WAP contract	We've launched a robust marketing campaign to boost participation in the DOE BILL IIJA Weatherization Assistance Program. Our outreach efforts include door-to-door engagement and property assessments to identify eligible homes. To further expand our reach, we've designed marketing materials and initiated a mass mailing campaign to raise awareness among potential clients. Our team continues to actively connect with homeowners, assess properties, and enroll qualified individuals. This month, we successfully closed 3 files, bringing our total number of completed files to 9. We remain committed to executing our outreach strategy and steadily increasing production.
Program Highlights	

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Month	September-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)	5	67	100	5%	67%
Summer Program (SRV 2m)	N/A	65	65	N/A	100%
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	5	58	75	7%	77%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	4	7
Outcome/Case Managed Families (SRV 7a)	4	36
Provided Food Assistance (SRV 7c)	33	80
Assisted with Energy/HEAP Services (SRV 7c)	0	4
Crisis Intervention	4	4
Provided Mentoring Services (SRV 2p, 7c)	9	45
Assisted with relocation services/Deposit Payments (SRV 4d)	0	-
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Friendship House continues to outreach and recruit youth participants for the Afterschool and Mentor programs. To date, the CalVIP program has served 43 high-risk program participants, which has included youth as well as adults. The information above captures services provided since January of 2025. The Friendship House Summer Program has ended and therefore, no additional participants will be added for the remainder of the year.

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.	Friendship House Casino Night tickets and sponsorships are available Now! Don't miss a great opportunity to support a fundraiser benefitting community youth in need. The event is scheduled for Nov. 7th at The Collective.
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 is proud to welcome Attorney Corey Edwards to the Friendship House Advisory Board. Mr. Edwards is with LA-based law firm, McLeod and Witham. Mr. Edwards has deep roots in Bakersfield and has a passion for helping. Please join me in welcoming Mr. Edwards to the team.
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 CAPK Friendship House is the proud recipient of the California Natural Resources Youth Community Access Grant. This grant will support low-income youth in underserved communities with access to natural and cultural resources. The grant is expected to start in Feb. of 2026. A huge thank you to the CAPK grant team for their hard work in securing this well needed funding.

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Program Highlights
The Friendship House Afterschool Program is off to a great start this school year. Participants are able to enjoy a free dinner and snack, receive homework help, participate in engaging activities like STEM, arts and crafts, & group games where they socialize and receive physical activity. The youth also learn valuable skills through mentoring where they participate in meaningful conversations and activities such as goal setting, leadership, positive thinking, and more. The Afterschool and Mentor Program continues to be a source of enrichment and fun in a safe space for community youth. In addition, three CalVIP participants successfully completed the Friendship House Pre-Employment Training Program and are participating in paid work experience at the CAPK Food Bank. Together, these milestones highlight the impact of our programs and commitment to strengthen our participants and our community.

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Month	1-Sep	**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	51	7,644	8,250	1%	93%
Social Security Number (SSN)	45				
Individual Taxpayer Identification Number (ITIN)	6				
State	53	7,672			
Social Security Number (SSN)	44				
Individual Taxpayer Identification Number (ITIN)	9				
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)	15	438			
Social Security Number (SSN)	11				
Individual Taxpayer Identification Number (ITIN)	4				
Paper-filed, and Prior year returns (state)	15	437			
Social Security Number (SSN)	11				
Individual Taxpayer Identification Number (ITIN)	4				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$37,675	$6,319,304			
State Refunds	$9,973	$2,457,083			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$19,858	$4,738,671			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$3,104	$1,122,089			
Total Refunds and Credits		**$14,637,147**			

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	167	200	4%	84%

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 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.	We are working to establish a connection with a potential new Shafter VITA site with the city hall following the closure of the SYC and we have established a new VITA partnership with the Kern River Valley Bridge to host a site in 2026 tax season for CAPK

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal		3,016	3,250	0	0.928
State		3,033			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)		224			
Paper-filed, and Prior year returns (state)		202			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds		$2,571,445			
State Refunds		$1,044,992			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)		$1,969,858			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*		$439,457			
Total Refunds and Credits	**$0**	**$6,025,752**			

Program Highlights

September is the last month of our 2024-25 VITA IRS grant. We did surpass our goal of 11,500 tax returns and will have fully spent our funds as well.

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Month	September-25	**Program/Division**	2-1-1 Call Center Program
Division/Director	Freddy Hernandez	**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	Homeless Diversion Programs
Top 3 Unmet Needs	Specialty Food Providers	Food Stamps	Weatherization Programs

Information and Referral Services (I&R) Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Fresno & Madera County	2398	30,276	40,000	6%	76%
Kern County	2678	26,946	75,000	4%	36%
Kings County	254	2,154	3,500	7%	62%
Merced & Mariposa County	135	1,040	1,500	9%	69%
Stanislaus County	1066	8,608	11,000	10%	78%
Tulare County	782	6,850	11,000	7%	62%
Total County-based I&R Calls Handled	**7,313**	**75,874**	**142,000**	**62%**	**53%**
Average Wait Time	**0:55**				
Average Handle Time	**5:36**				

Other Service Call Types Handled (SRV 7c)	**Month**	**YTD**
LIHEAP (SRV 7b)	3454	26,884
Mental Health (SRV 7c)	331	2,783
Total County-based and Other Calls Handled	**11,098**	**105,541**

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	9.3	**4.73**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Cal-Fresh (SNAP) Application (SRV 3l)	38	12	140	350	3%	40%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	25	7	67	70	10%	96%
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)*	52,893	366,843	225,000	24%	163%

Referrals	**Month**	**YTD**
Food-related Calls (SRV 7c)	833	8,862
Health and Human Service Referrals (SRV 7c)	1112	11,285
Housing and Homelessness Calls (SRV 7c)	373	3,500

Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	570	4,117
Total Other Services	2,888	27,764

Explanation (Over/Under Goal Progress)

The program has achieved 53% of its annual target goal collectively across all county campaigns. The anticipated call volume is based on prior data and the ability to meet demands of calls. 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. 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.

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. The next phase would be geared towards seeking opportunities to enhance the program's annual database maintenance using an efficient and seamless strategy.
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 is 90% while its abandoned rate is 10% amongst seven (7) campaigns. The program remains 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. Notice was provided for a partnership with California Department of Public Health in effort to submit referrals for individuals seeking opportunities to cease smoking tobacco products.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

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Month	September-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	110	13	113	709
Power App Enhancements	2	4	2	33
Paginated Reports/ Power bi reports/ Dashboards	6	4	5	42

Projects	*Description of Status*	*Current % Status*
Contract Management System	In testing until 10/23/25	90%
VSS Case Management Application	Development Complete. Testing to begin in October.	75%
VSS SSVF & GPD Application	Project Plan Awaiting Approval	15%
SMS Integrations	Project Complete	100%
Energy Intake Digitization	In internal testing and Debugging	50%
Work Order System in Dynamics	In Development	15%
Oasis Insights	Oasis team building modules and working on data import	30%
Weatherization application phase 2 updates	Project Complete	100%
VITA Intake Form	Form has been built out and Process outlined	100%
CALVIP	CALVIP team has received the intake form.	100%
TCC Grant for WX Homes	Project Plan Awaiting Approval	15%
Sage - Primarius Integration	Replicated Primarius invoice report via Python- Working on sage API access	20%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	427	728	410	3647

Construction Projects	*Description of Status*	*Current % Status*
Ramkabir	Architectural - Construction Document Phase	99%
McFarland Modular	Funding Award received - Architectural work in progress	5%
Tehachapi Modular	Funding application in review with Office of Head Start	5%

Barnett House	Interior demolition, new framing, plumbing, and floor leveling in progress. On Hold - Pending Budget Revision	45%

Major Maintenance Projects	***Description of Status***	***Current % Status***
MCAP Stine Second Floor	Additional leasing space/2nd floor for MCAP on Stine	65%
Stockdale HS	Signage	15%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
CVAF	Decatur Family Home Kitchen Remodel	90%
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%
Sterling Remodel Phase 3	Awarding Contract	80%
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	100%
Food Bank	Food Pantry & Lobby Remodel	100%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	85%

Information & Technology

Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	547	156	547	5199

Information & Technology Projects	***Description of Status***	***Current % Status***
Windows 11 upgrades	upgrade WIN10 Devices to Win11	90%
Monthly Cybersecurity Meeting / SEPT	Cybersecurty Team Discussion	100%
UBIKEY security Project	kick off / Quote Received.	15%%

Risk Management

Property & Causality Claims	**Reported**	**Reported YTD**
Under Investigation / Non-Industrial /		12
Property		5
Vehicle Incident / Grand Theft Auto		38
Motor Vehicle Accident		0
Work Place Violence / Over Doses / Death		3

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern

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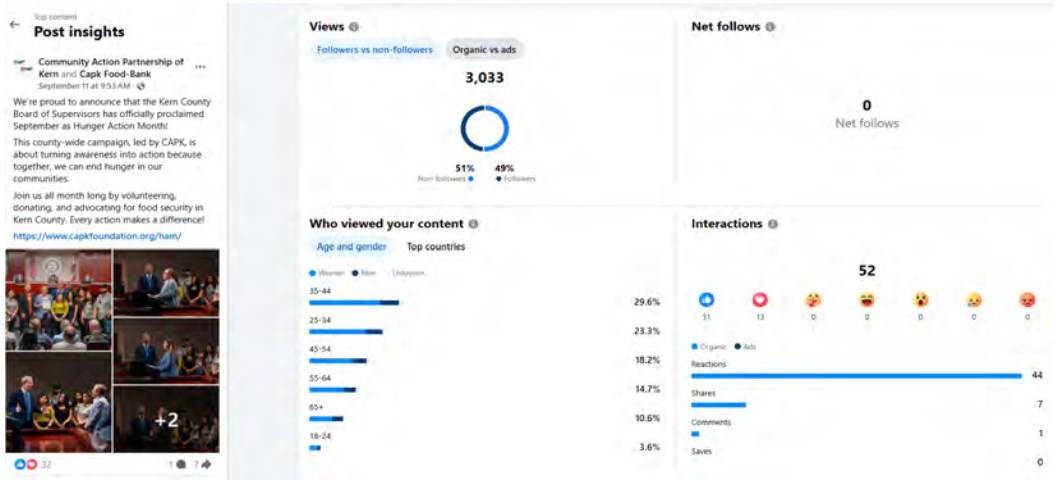
Month	September-25	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Annual Progress
Website User Sessions	23,727	200,151	250,000	80%
Facebook Impressions (i.e., number of times users see content)	433,114	2,831,337	1,250,000	227%
Other Social Media Impressions	567,976	1,051,407	250,000	421%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid02zYmy9upQ13XFwdPW21UaBE8EZWqKhsoRdKXM9mhwioYQbrmyACTfs8Cqm2e1Kgywl

Outreach Special Projects

Planning, promotion, and logistics in collaboration with VSS for the Annual Kern County Veterans Stand Down
Hunger Action Month Events Completed included: Hunger Action Month Press Conference, Community Blood Drive, Hunger Action Day, KGET Food Drive and Luncheon, Community Box Building Day, and Feed the Need at the Kern County Fair. All events included logistic planning, volunteer/staff recruitment, marketing, media coverage, and execution. Media team recorded and posted 23 videos for promo this month.
In collaboration with the food bank and foundation, we hosted and media captured a food bank tour with Hard Rock Tejon Leadership.
Attended Brighter Bites award dinner that recognized the food bank.
Attended and provided media coverage for Sprouts Check presentation
Setup a meeting to host a tour with social media influencer Krista and Bryce Horton at the food bank
Working with Traco Matthews to build a seven oaks highlight story
Hosted Ribbon Cutting and tours of new head start expansion in Stockton, ca
Assisting Energy program with new DOE contract marketing activities; developing collateral: door hangers and flyers

Supporting VITA program with capacity building; new contract with CSUB for fellows, exploring new access points, supporting in potential subcontractors for canvassing engagement and all communications for program
Developed banners for recruitment for San Joaquin Head Start program
Produced a program video for Head Start to celebrate 60 years of commitment to early childhood education.
Outreach Advocacy
Participating in the CalCAPA ELAC committee
Attended Kern County Hispanic Chamber Government Relations Committee Meeting on redistricting
Attended 11 proclamations proclaiming September Hunger Action Month that included: Arvin, Bakersfield, Kern County Board of Supervisors, Delano, Maricopa, McFarland, Ridgecrest, Shafter, Taft, Tehachapi, and Wasco.
Advocacy Watch-list
SB 647
AB 1318
SJR 9
AB 339
AB 880
SB 324
AB 13
FY 2026 CSBG and HR 3131
Projects
During the month of September, the Kern Coalition had to reopen the application process for proposals after the initial process was determined to be incorrect by the KCCD procurement team. A new Request for Proposals (RFP) will be released, and proposals will now be due in November to allow for the awarding of $9 million in available funding. To ensure grantees have sufficient time to meet project goals and objectives, the evaluation process will begin immediately after submissions are received. This will help expedite funding distribution and allow awarded organizations to start implementing their plans without delay.
Foundation
Supported Hunger Action Month social media efforts, promotional videos for KGET Food Drive, Feed the Need, SWAG and Community Box Building. Also coordinated Drive-Thru Lunch with proceeds benefitting the Food Bank.
Attended Arvin and Taft Hunger Action Month Proclamation.
Tour of Covey Cottages with Lions Club President.
Held one-on-one introduction meeting with Kiwanis Regional Lieutenant Governor
Presentation to Kiwanis Westchester.
Toured Oasis Family Resource Center with Kiwanis Regional Lieutenant Governor
Tour of Food Bank and Box Building with Hard Rock Leadership Team.

Began drafting Kern River Valley Community Fund proposal for VITA.
Meeting and tour of Food Bank with Bank of the Sierra Leadership Team.
Met with Double the Donation and Affinaquest to compare demos, features, and pricing
Provided planning support for VSS Stand Down event, including logistics and purchase orders
Conducted program check-in meeting with VITA to brainstorm G4G allocation
Held program check-in meeting with Oasis FRC regarding donation page and collateral Created custom donation page for Oasis FRC food drive
Held a program check-in call with East Kern FRC to plan holiday activities and donation/collateral support
Completed Instrumental training for tracking and researching grant applications aligning with the Foundation
Followed up with Caterpillar regarding a staff presentation on ways to support the Foundation
Presentation to students at Garces Memorial High School about fundraising opportunities
Presentation to students at North High School about fundraising opportunities
Food Bank tour with Social Media Influencer, Krysta Horton and her husband
Met with M Street to discuss their upcoming holiday luncheon events and created a donation page for the campaign.
Supported the CAPK Food Bank during their Hunger Action Month Volunteer Day
Attended Harvest for Habitat fundraiser.
Attended the meet-and-greet event for the upcoming Giving Machine fundraiser, which will support the CAPK Food Bank.
Attended the Power Hub Fall networking mixer
Attended Stockton HeadStart Ribbon Cutting.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Added new staff member to help revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Fundraisers, Virtual Food Drives, Hygiene Drives and Toy Drives for remainder of the year.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Developing Donor Recognition Event to target and steward current donors.

Develop and grow Foundation Board to aid in the overall fiscal growth of the Foundation.	Continued planning with Ad Hoc Committee meeting to aid in developing recruitment materials, rewriting the Board Packet and Board bylaws.

Instrumentl Opportunities Report - October 7, 2025

Projects: Community Development, Housing and Supportive Services, Health & Nutrition Services, Youth & Community Services, and Veterans & Supportive Services

Statuses: Abandoned | Awarded - Closed | Declined | Awarded - Active | LOI In Progress | LOI Submitted | Application In Progress | Application Submitted

Date Range: Sep 01, 2025 - Sep 30, 2025

STATUS

$0	$1,452,000	$0
Awarded	**Submitted**	**Declined**
0 opportunities	4 opportunities	0 opportunities

Displaying 5 opportunities

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
September 2025					
2025 California Earned Income Tax Credit Plus (CalEITC+) Education ... JG California Department of Community Se... Youth & Community Services	Sep 5, 2025 (due Sep 5, 2025)	Application Submitted	Requesting $407,000		Applying on behalf of CAPK's VITA program for CalEITC+ to deliver bilingual CalEITC/YCTC education and outreach, expand free tax…

Oildale Outreach Services Program County of Kern Housing and Supportive Services	Sep 5, 2025	Abandoned	Requesting $850,000	Abandoned due to not receiving Letters of Support in time for the application due date. The goal of the Oildale Outreach Services…
Community Health Improvement Grant Commonspirit Health Housing and Supportive Services	Sep 11, 2025 (due Sep 12, 2025)	Application Submitted	Requesting $20,000	If funded, this grant will assess the current VI-SPDAT form, conduct a pre- and post-survey to gather feedback of this assessment, and redesig…
Nourishing Neighbors Nutrition Security Grant The Albertsons Companies Foundation Youth & Community Services	Sep 25, 2025	Application Submitted	Requesting $25,000	Applying on behalf of the 2-1-1 program to expand current SNAP enrollment through outreach and marketing.
Elevate Youth CA: Youth Substance Use Disorder Prevention Program Sierra Health Foundation Youth & Community Services	Sep 26, 2025	Application Submitted	Requesting $1,000,000	Applying on behalf of Oasis FRC to launch youth leadership development program and substance abuse prevention requesting $1…

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Oasis Family Resource Center
Funding Agency	Sierra Health Foundation: Center for Health Program Management	**Project Name**	Elevate Youth California
CFDA	N/A	**Target Population**	Underserved East Kern Youth
Reapplication (Y/N)	N	**Number to be served**	90
Estimated Request	$ 1,000,000	**Division Director**	Freddy Hernandez
Award Period	1/1/2026 to 12/31/2028	**Program Manager**	Eric Le Barbe

Project Goal (One sentence goal statement)

The Oasis Family Resource Center will provide 90 underserved and system-impacted youth in East Kern with a safe, supportive afterschool program that fosters wellness, leadership, mentorship, and civic engagement to reduce substance use risk and promote positive youth development.

Project Description (Brief one paragraph description)

The proposed three-year project, led by CAPK's Oasis Family Resource Center, aims to provide comprehensive afterschool programming and support services for underserved and system-impacted youth in East Kern. Through a combination of mentorship, leadership development, civic engagement, and substance use prevention education, the program will offer a safe and supportive environment for youth ages 14–18. Key activities include curriculum development, workshops, field trips, retreats, and individualized mentorship, all facilitated by a dedicated team of program manager, supervisor, and assistants.

Estimated Budget Summary

The three-year project budget totals $1 million and primarily funds staff salaries, benefits, program supplies, equipment, facility costs, and youth support services, ensuring comprehensive delivery of afterschool programming, mentorship, and civic engagement activities for 90 underserved youth in East Kern. The budget also includes costs for lodging during retreats, meals for meetings, and educational supports to reduce barriers for youth participants. Indirect costs are calculated at 10% of direct costs.

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 — Oct 3, 2025
Freddy Hernandez (Oct 3, 2025 14:51:38 PDT)
1. Division Director — Date

Pritika Ram — Oct 3, 2025
2. Chief Business Development Officer — Date

3. Chief Program Officer — Date

Tracy Webster — Oct 3, 2025
4. Chief Financial Officer — Date

Emilio Wagner (Oct 6, 2025 07:39:09 PDT) — Oct 3, 2025
5. Chief Facilities and Technology Officer — Date

Oct 3, 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)
September 2025

Funding Type	Private	**CAPK Program**	2-1-1
Funding Agency	Albertson's	**Project Name**	Nourishing Neighbors Nutrition Security Grant
CFDA	N/A	**Target Population**	Low-income individuals and families in Kern County
Request	$25,000	**Division Director**	Freddy Hernandez
Award Period	1 year term	**Program Manager**	Sabrina Jones-Roberts
Description	If awarded, 2-1-1 will utilize these funds to conduct targeted outreach for SNAP assistance and assist community members with enrollment.		

Funding Type	Private	**CAPK Program**	Coordinated Entry Systems (CES)
Funding Agency	CommonSpirit Health Foundation	**Project Name**	Community Health Improvement Grant
CFDA	N/A	**Target Population**	Unhoused population
Request	$20,000	**Division Director**	Rebecca Moreno
Award Period	1 year term	**Program Manager**	Rebecca Moreno
Description	If funded, this grant will assess the current VI-SPDAT form, conduct a pre- and post-survey to gather feedback of this assessment, and redesign a new assessment tool to provide equitable referrals to clients.		

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	Sep-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	September 1, 2025 - September 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	753	753	753	100%	
Disabilities	162 (YTD)	10%	10%	24%	
Over Income 101%-130% (up to 35%)	22	n/a	n/a	3%	
Over Income 131% and up (up to 10%)	61	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	914	936	936	98%	
Disabilities	78 (YTD)	10%	10%	9%	
Over Income 101%-130% (up to 35%)	14	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	69	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	239	302	308	79%	98%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	54,734	19,242	16,278	19,214

Child and Adult Care Food Program (CACFP) (Note: The data represents information from August 2025)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	65,282	35,251/4,673	39,924	68%

Eligibility Determination (SRV 7b) (January 2025-December 2025)	325	1535
Total Community Services	**325**	**1535**

Explanation (Over/Under Goal Progress)

The month of September 2025 was a busy month. We met our funded enrollment for Early Head Start at 100% and for Head Start at 98%. We have reviewed 325 applications this month and will continue the process for next month to maintain and/or improve our enrollment numbers for October.

	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 enhanching an inclusive environment to strengthen teacher and child interactions.	Objective B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. In Progress: Site Supervisors attended the preschool dual language training on September 30, 2025, to build staff knowledge in supporting dual language learners. The next training will take place at the start of 2026 and will be provided to center-based and education staff to advance towards the goal of reaching 15% of staff training for dual language.

Program Description
1.Tuesday, September 9, 2025 – Staff Training with Dr. Kirk at the Sterling Center. Dr. Kirk provided strategies on how to deal with specific behaviors such as ignoring negative behaviors and focusing on positive behaviors. He emphasized the importance of consistency and repetition, stating it takes approximately 3 weeks for a behavior change. 2.Monday, September 15, 2025 – The Health Team conducted CPR training for center staff. 3.Tuesday, September 23, 2025 – The Enrollment and Attendance team participated in the Feed the Need Event at the Kern County Fair. The team collected canned goods and handed out flyers for Head Start Services. 4.During the month of September, The Family Engagement team provided four Ready Rosie Family Workshops. The workshops consisted of Fostering Listening Skills in Your Child, Families as Partners, and Families as Leaders. Parents learned the different meanings of what it means to be a leader, and parents were able to identify what type of leader they are and share it with the group. 5.The current school readiness domain is Physical Development Health, and our Education team is accomplishing this by teaching Early Head Start children about bags, how to use them and what type of bags exist. The Education team is also teaching our Head Start children about exercise. 6.Our part-year Desired Results Developmental Profile (DRDP) was finalized this week and soon teachers will be scheduling parent conferences. Some of these conferences will be completed in the family's homes.

DATE	October 22, 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 12:02 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Michelle Jara-Rangel (Chair), Fred Plane & Ana Vigil

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Yolanda Gonzales, Director of Head Start & State Child Development; Maria Contreras, Director of Facilities; Rebecca Moreno, Director of Housing & Support Services, 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 August 31, 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.

      Fred Plane referenced an article reporting that approximately 65,000 Head Start program slots have been lost due to government funding being withheld for certain programs and asked whether this is a cause for concern.

      Tracy Webster reported that CAPK has not had any funds withheld to date. However, she noted that programs operating on an October–September contract year are in a precarious position. Tracy shared that she has been in contact with representatives from the Payment Management System, who confirmed that CAPK's contracts are still in the processing queue. The delay appears to be due to an Executive Order signed in January, which now requires additional levels of approval. As a result, CAPK has been exercising heightened caution in managing its cash flow.

Jeremy Tobias added that the programs currently experiencing funding delays are those with contracts beginning on October 1st. He stated that he has not encountered any other organizations with the same fiscal calendar year as CAPK facing similar withholding issues. Jeremy also confirmed that CAPK's contract is funded through February 28, 2026.

b. October 2025 - February 2026 Food Bank Supplement Blanket Purchase Orders – Kelly Lowery, Food Bank Program Administrator - ***Action Item***

Kelly Lowery presented the above action item and requested approval for the three blanket purchase orders referenced in the agenda packet.

Ana Vigil requested clarification of the blanket purchase order. Kelly Lowery stated this process allows staff to purchase food as needed without being required to submit a separate purchase order for each request. Tracy Webster explained that a blanket purchase order allows an organization to submit one large request to a single vendor without specifying each individual item or order detail upfront. It serves as a standing agreement for various items rather than for a specific one-time purchase. Jeremy Tobias added the amounts listed on the memo are the maximum amounts for each blanket purchase order.

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

c. Affirmation of Unrestricted Cash Reserve Policy – 30 Days Operating Expenses – Tracy Webster, CFO - ***Action Item***

Tracy presented the above action item and emphasized CAPK's goal of maintaining a reasonable cash reserve, noting that a 30-day reserve promotes healthy cash flow, mitigates delayed grant funding, reflects good financial stewardship, enhances creditworthiness, and supports positive vendor relations. Tracy requested Board approval of the five proposed points, adding that the current unrestricted balance is below the desired level.

Michelle Jara-Rangle asked for clarification and wanted to know if funds from the Indirect Fund will be used for the requested reserve fund. Tracy Webster explained at the end of the year, when there is excess indirect funds, once statements are finished, staff will bring a request to the Budget & Finance Committee to move those funds to discretionary funds and then to the board for approval. This would increase the level of indirect costs collected. Jeremy Tobias added that the excess Indirect funds it's not the only way to put money into the unrestricted, but it is the one that is going to generate the most funds.

Fred Plane said he agrees with this proposal but pointed out that the request to require maintenance of reserves at this time is premature as CAPK can't require maintance until we have the reserve funds in place. Fred also suggested that there be a caveat in place where the board has discretion to utilize these particular funds for emergencies or other possible opportunities that may come up.

Tracy responded that staff would focus on number 5 of the recommendation and establish a formal Reserve Policy to be included in CAPK's financial policies. In the coming months, staff will submit a draft policy to the committee for review and feedback. Most importantly, Finance will provide regular reporting of the proposed 30-day of reserve fund.

Motion was made and seconded to affirm the policy be set at 30 days operating expenses, and authorize staff to develop an unrestricted cash reserve policy as part of the financial policies and submit to this committee. Carried by unanimous vote (Plane/Vigil).

d. Adjustment of De Minimis Indirect Rate from 10% - 12% - Tracy Webster, CFO - ***Action Item***

Tracy presented the above action item and requested an increase to the de minimis rate from 10% to 12%.

Michelle Jara-Rangle asked if CAPK still has programs that have a cap on the indirect rate. Tracy Webster replied yes, CAPK does have contracts that have a cap and we would still have to follow that requirement. Tracy added when modeling out the impact, we did keep this in mind.

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

e. 2026-2027 HS/EHS Refunding Application – Rosa Gurrero, Administrative Analyst Head Start & State Child Development Program – ***Action Item***

Rosa Gurrero presented the above action item and noted that an anticipated approval of a 12% de minimis indirect rate is included in the refunding application.

Fred Plane inquired why fringe benefit costs did not increase a larger amount considering rising medical benefit costs. Tracy Webster replied that is has to do with the manner in which we recognize Kaiser as our base plan, what we are seeing right now is only a 4% increase. Fred Plane added he wants to make sure we factored in the increase in fringe benefits. Tracy Webster said that if our overall benefits change, we will have to see what that looks like and see if a budget adjustment is necessary.

Jerry Meade said that the figures include plans to transition more of the program to full-year operations and reduce the number of part-year programs. He noted that all employees who elect to receive benefits pay will receive the same amount for those benefits, regardless of whether they work full-year or part-year schedules.

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

f. 2026-2027 Head Start/Early Head Start Training & Technical Assistance Plan - Rosa Guerrero, Administrative Analyst Head Start & State Child Development Program – ***Action Item***

Rosa Gurrero presented the above action item and requested approval of the 2026-2027 Training & Technical Assistance Plan for the Kern Head Start / Early Head Start program plan.

Michelle Jara-Rangle asked if this item has been approved by the Head Start Policy Council yet. Jerry Meade answered and said this item will be presented to the Policy Council for approval next Tuesday evening, just prior to the Board meeting on Wednesday.

Michelle Jara-Rangle inquired why training goal b is listed as a completed goal and asked why we are listing it on our TTA plan as something CAPK is working on. Jerry Meade replied though it was completed

this last year, we want to make sure we are sharing with the Office of Head Start that portion has been completed. CAPK will work on updating any objectives through the 2 remaining years to complete.

Michelle Jara-Rangle asked about costs hitting in other areas besides the Travel, Training and Technical Assistance budget, noting that the budget detail is different in major categories. Jerry Meade replied, yes, that is correct, the amounts are different. Example when you look at Professional Development, it hits in 2 areas on the Budget Detail and Professional Conferences for Trainings, it will land in 3 different categories.

Motion was made and seconded to approve the staff's recommendation upon Policy Council approval before the full board. Carried by unanimous vote (Plane/Vigil).

g. August 2025 Financial Reports – Tracy Webster, CFO

Tracy Webster presented the August 2025 financial statements noting the agency did not draw from the line of credit during the month of August and continues to maintain an adequate unrestricted cash balance, allowing us to cover programs that experience temporary negative cash positions.

The Finance Team is actively working to complete the 2024–25 audit which will be presented to the Audit & Pension Committee in November and the full Board in January. Agency expenditures are currently at 47 percent for the fiscal year, aligning with the target of 50 percent. The Indirect Fund budget-to-actual report for June month-end indicates that revenue exceeded expenditures by $1,269,777, representing 182.8 percent of the budgeted indirect surplus. Overall expenditures are at 46.1 percent of the budget, which remains consistent with the six-month target of 50 percent. The agency check register continues to be included in the financial statements.

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

5. Committee Member Comments

Ana Vigil thanked Yolanda Gonzales and Jerry Meade for having other staff members present to the committee.

6. Next Scheduled Meeting

Budget & Finance Committee
November 17, 2025
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:55 pm.

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: October 22, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 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 August 31, 2025. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 51% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 57% of the budget.

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

The non-Federal share is at 82% 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 - August 31, 2025
Month 6 of 12 (50%)

Prepared 10/01/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,458,695	3,937,668	4,521,027	47%	53%
FRINGE BENEFITS	2,693,248	1,363,083	1,330,165	51%	49%
TRAVEL	55,000	13,638	41,362	25%	75%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	520,711	14,306	97%	3%
CONTRACTUAL	186,280	186,280	-	100%	0%
CONSTRUCTION	-	-	-		
OTHER	3,495,261	1,944,452	1,550,809	56%	44%
INDIRECT	1,467,033	624,596	842,437	43%	57%
TOTAL BASE FUNDING	**16,890,534**	**8,590,428**	**8,300,106**	**51%**	**49%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	19,023	41,881	31%	69%
SUPPLIES	23,986	6,774	17,212	28%	72%
CONTRACTUAL	12,800	5,039	7,761	39%	61%
OTHER	63,752	63,752	-	100%	0%
INDIRECT	16,144	6,535	9,609	40%	60%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**101,122**	**76,464**	**57%**	**43%**
GRAND TOTAL HS FEDERAL FUNDS	**17,068,120**	**8,691,551**	**8,376,569**	**51%**	**49%**

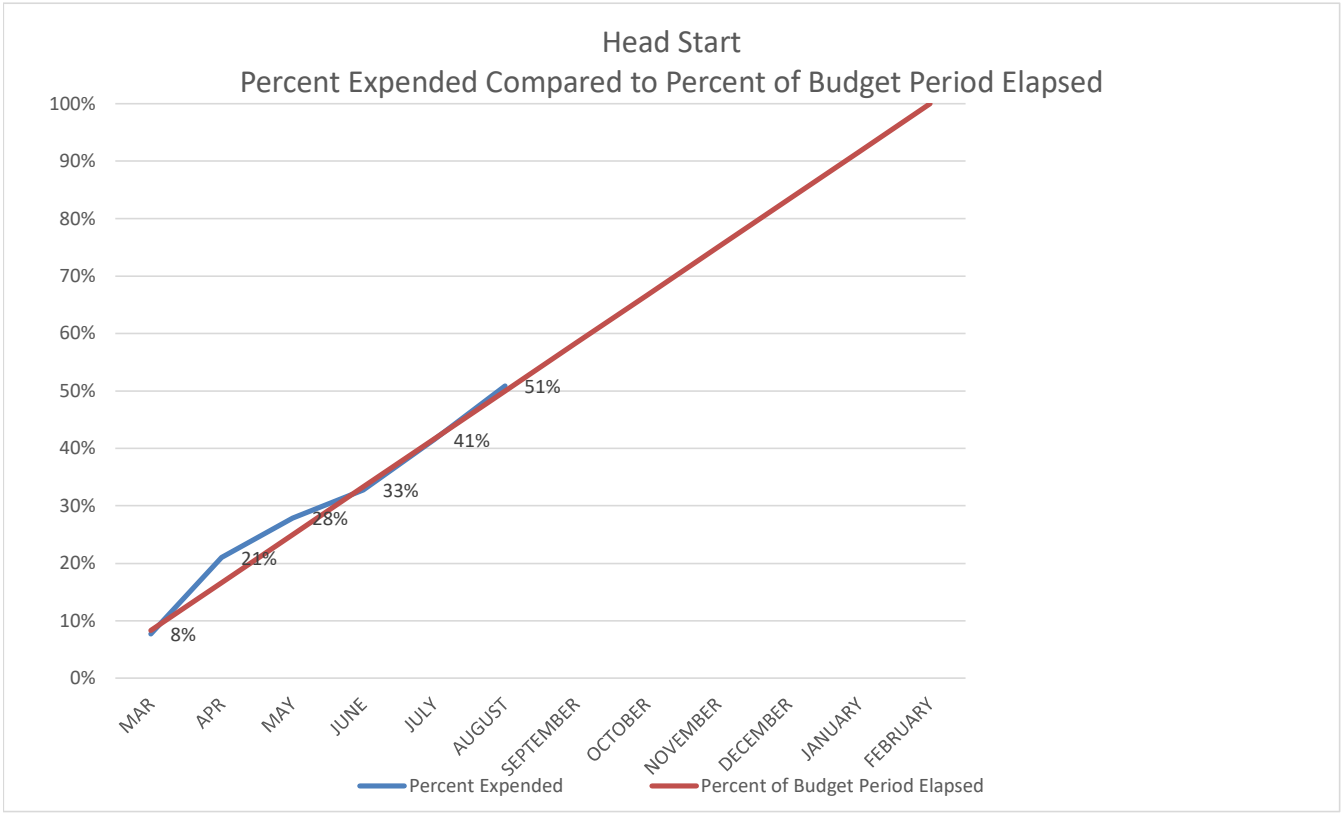
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,104,780	1,813,861	290,919	86%	14%
CALIF DEPT OF ED	7,918,076	6,378,263	1,539,813	81%	19%
TOTAL NON-FEDERAL	**10,022,856**	**8,192,124**	**1,830,732**	**82%**	**18%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2025
Administrative Cost for HS and EHS Combined **13.0%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	39,034				**39,034**	9/1/2025
Lowe's	9,865	1,347	513	321	**12,047**	9/1/2025
Smart & Final	206	-	-	-	**206**	9/1/2025
Save Mart	73	-	-	-	**73**	8/27/2025
Chevron & Texaco Business Card	8,565	-	-	-	**8,565**	9/6/2025
Home Depot	17,204		-	-	**17,204**	9/1/2025
	74,946	**1,347**	**513**	**321**	**77,129**	


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%
41%
51%
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: October 22, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 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 August 31, 2025. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 46% of the budget.

Training & Technical Assistance Funds

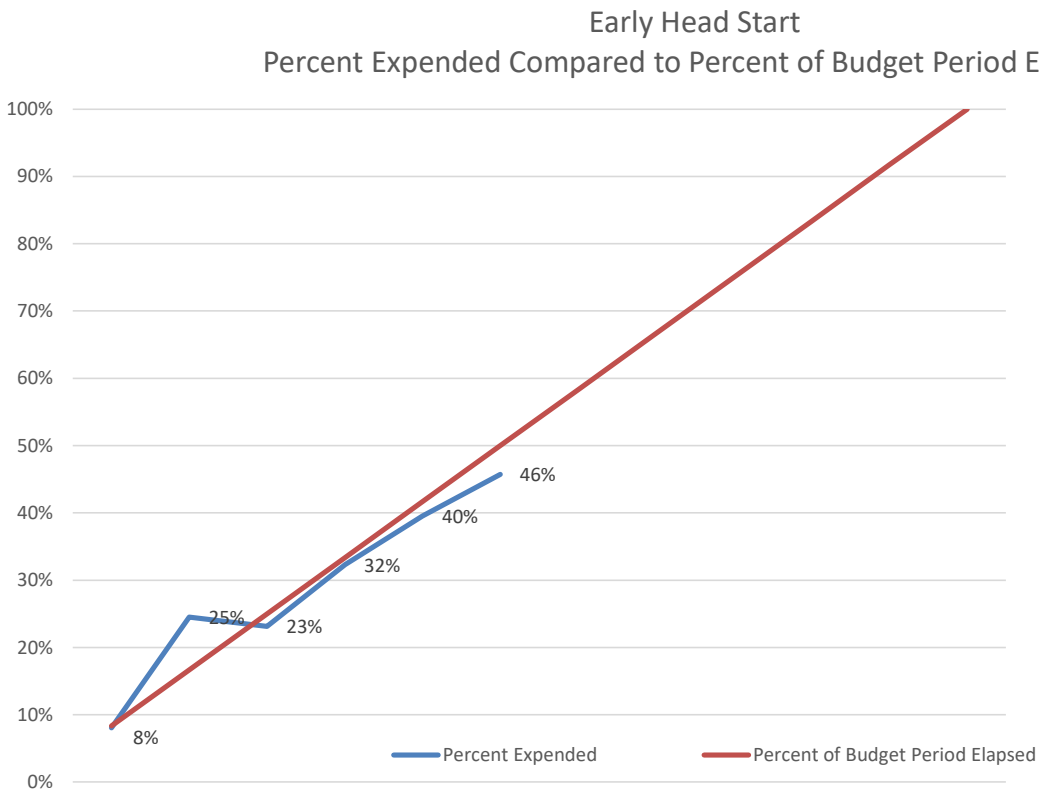
Overall expenditures are at 34% of the budget.

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 - August 31, 2025
Month 6 of 12 (50%)

Prepared 10/01/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,545,456	5,267,689	7,277,767	42%	58%
FRINGE BENEFITS	3,896,047	2,037,417	1,858,630	52%	48%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	480,096	271,506	64%	36%
CONTRACTUAL	1,001,244	486,692	514,552	49%	51%
CONSTRUCTION	-	-	-		
OTHER	2,423,100	1,282,854	1,140,246	53%	47%
INDIRECT	2,016,910	818,131	1,198,779	41%	59%
TOTAL BASE FUNDING	**22,679,359**	**10,372,879**	**12,306,480**	**46%**	**54%**
TRAINING & TECHNICAL ASSISTAN					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	29,388	89,244	25%	75%
SUPPLIES	30,013	6,555	23,458	22%	78%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	137,953	71,219	66,734	52%	48%
INDIRECT	31,268	8,532	22,736	27%	73%
TOTAL TRAINING & TECHNICAL AS	**343,946**	**115,694**	**228,252.25**	**34%**	**66%**
GRAND TOTAL EHS FEDERAL FUN	**23,023,305**	**10,488,572**	**12,534,733**	**46%**	**54%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2025


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%
40%
46%
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 August **31, 2025** (Month 6 of 12)

Percent of budget period elapsed: 50.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,911	7,401	0	0	2,855	38,916	Kern	43,028	90%
Alicante	20	11,086	15,151	14,433	5,928	0	0	46,598	Kern	25,311	184%
Angela Martinez	105	27,223	22,300	16,063	8,082	8	493	74,167	Kern	132,882	56%
Broadway	37	5,316	6,177	5,148	1,284	0	0	17,925	Kern	46,825	38%
California City	17	8,661	4,651	3,624	0	0	0	16,935	Kern	21,514	79%
Cleo Foran	23	3,034	13,700	6,385	0	8	6,187	29,313	Kern	29,107	101%
Delano	60	24,147	10,493	9,990	9,037	13,336	0	67,003	Kern	75,933	88%
Fairfax	34	2,162	7,675	7,639	6,610	6,652	0	30,737	Kern	43,028	71%
Harvey L. Hall	142	30,977	25,366	29,489	27,782	34,800	0	148,415	Kern	179,707	83%
Heritage	17	1,689	893	1,240	0	0	0	3,822	Kern	21,514	18%
Home Base	160	25,653	14,850	12,576	5,393	8,685	2,014	69,170	Kern	202,487	34%
Martha J. Morgan	50	25,357	24,516	27,021	5,886	19,908	0	102,687	Kern	63,277	162%
Oasis	42	10,131	11,857	4,912	0	0	4,636	31,536	Kern	53,153	59%
Pete H. Parra	116	835	465	0	488	0	0	1,789	Kern	146,803	1%
Primeros Pasos	67	81,280	74,266	70,979	62,312	51,989	62,477	403,303	Kern	84,791	476%
Rosamond	51	2,171	743	249	0	0	0	3,163	Kern	64,543	5%
San Diego	32	7,286	7,795	7,818	5,461	0	0	28,360	Kern	40,497	70%
Shafter	17	4,245	4,431	2,904	5,313	1,815	1,315	20,022	Kern	21,514	93%
Shafter HS/EHS	24	6,376	7,319	6,168	6,528	5,765	0	32,156	Kern	30,373	106%
Sterling	117	13,090	14,627	14,048	12,921	14,294	0	68,980	Kern	148,068	47%
Stockdale Head Start	41	4,624	6,609	3,216	0	0	747	15,195	Kern	51,887	29%
Sunrise Villa	17	2,558	1,716	637	0	495	773	6,178	Kern	21,514	29%
Taft	51	6,364	5,860	1,293	0	8	0	13,525	Kern	64,543	21%
Tehachapi	15	1,225	883	183	0	0	0	2,291	Kern	18,983	12%
Vineland	17	6,156	5,059	2,464	0	0	1,681	15,361	Kern	21,514	71%
Virginia	17	12,711	11,663	6,431	0	0	1,475	32,281	Kern	21,514	150%
Willow	40	13,507	12,642	6,398	0	0	0	32,547	Kern	50,622	64%
Administrative Services		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	Kern/SJC	0	0%
Governance		0	286	275	0	0	269	830	Kern	15,000	6%
Program Services		25,634	21,252	15,199	15,125	10,890	11,295	99,395	Kern/SJC	74,265	134%
California Street	24	12,099	9,304	7,354	4,449	3,475	0	36,681	SJC	30,373	121%
Gianone	16	2,302	2,438	1,561	1,982	1,779	2,702	12,763	SJC	26,431	48%
Kennedy	16	2,963	3,594	2,307	1,493	2,421	2,687	15,465	SJC	20,249	76%
Lodi Home Base	20	16,850	14,153	13,945	11,589	12,432	20,246	89,216	SJC	25,311	352%
Lodi UCC	24	11,022	11,210	9,863	12,463	12,292	12,561	69,411	SJC	30,373	229%
Lathrop Home Base	20	16,850	5,267	4,375	3,526	0	0	30,018	SJC	25,311	119%
Marci Massei	24	8,028	7,640	8,223	5,195	4,986	2,412	36,483	SJC	30,373	120%
Stockton Home Base	40	13,285	12,746	10,491	5,047	5,313	5,750	52,632	SJC	50,622	104%
Lathrop	24	5,426	5,267	4,375	3,526	0	0	18,593	SJC	30,373	61%
SUBTOTAL IN-KIND	**1,571**	**468,072**	**417,772**	**346,675**	**227,419**	**211,350**	**142,573**	**1,813,861**		**2,083,613**	**87%**
State General Child Care*		360,286	0	0	0	417,588	400,228	1,178,103	Kern	2,442,293	48%
State Preschool*		916,299	893,933	592,709	0	387,028	508,094	3,298,062	Kern	6,219,213	53%
State Migrant Child Care*		1,191	1,248	1,191	510	0	0	4,139	Kern	50,000	8%
SUBTOTAL CA DEPT of ED		**1,277,776**	**895,181**	**593,900**	**510**	**804,616**	**908,322**	**4,480,304**		**8,711,506**	**51%**
State General Child Care*		248,476	254,215	240,642	195,188	228,392	244,230	1,411,144	SJC	1,175,152	**120%**
SUBTOTAL CA DEPT of ED		**248,476**	**254,215**	**240,642**	**195,188**	**228,392**	**244,230**	**1,411,144**		**1,175,152**	**120%**
GRAND TOTAL		**1,994,324**	**1,567,168**	**1,181,217**	**423,117**	**1,244,358**	**1,295,125**	**7,705,309**		**11,970,271**	**68%**
								486,815			
								8,192,124			

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 August 31, 2025
Report for period ending August 31, 2025 (Month 6 of 12)

Percent of year elapsed: 50.00%

LOCATION	FUNDED ENROLL-MENT	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,305	23,388	26,196	21,671	10,062	15,052	123,674	137,864	90%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	24,921	28,812	180,610	68,932	262%
Garden Pathways	11	81	317	0	484	333	0	1,216	47,391	3%
Taft College	42	27,610	35,201	27,594	27,992	34,146	28,724	181,267	180,947	100%
Escuelita Hernandez	16	49	0	0	0	0	0	49	68,932	0%
Program Services		0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0		
GRAND TOTAL	**117**	**89,431**	**93,293**	**82,360**	**79,681**	**69,462**	**72,588**	**486,815**	**504,065**	**97%**

Budget reflects Notice of Award #09CH012489-02-01

MEMORANDUM

To: Budget & Finance

From: Rosa Guerrero, Administrative Analyst

Date: October 22, 2025

Subject: *Agenda Item 4e*: 2026-27 HS/EHS Refunding Application – **Action Item**

As we approach the end of the 2025-2026 fiscal year, the Head Start and State Child Development Division is requesting approval to submit our 2026-27 HS/EHS Refunding Application to the Office of Head Start. Staff are preparing the Head Start annual refunding application due December 1st. This annual refunding application will be the third year of the five-year grant cycle supporting funding from March 1, 2026, to February 28, 2027. Included with the annual application is the detailed budget.

Modifications were made in major categories based on actual expenses, planned programmatic changes and potential changes to the indirect cost methodology for the agency. Additional revenue is identified from fully earning state contracts through the California Department of Education (CDE) and California Department of Social Services (CDSS) which will balance the projected costs of the revised expenditures.

Please note, program staff included two Head Start/Early Head Start budget detail documents. One demonstrating a 12% indirect rate in anticipation that the CAPK Board of Directors adopts a new indirect rate. The second budget detail aligns with the current 10% indirect rate. Following the Board's decision on the indirect cost rate, the budget corresponding to the elected cost rate will be used for the HS/EHS refunding application. Additionally, two Board Resolutions have also been provided to reflect either outcome. If a decision is made to change the CAPK indirect rate after the submission of the HS/EHS Refunding application has been submitted, program staff can modify the application as directed by the board through either written notification to the Office of Head Start prior to a March 1, 2026 notice of award, or through a budget revision process after a March 1, 2026 notice of award.

This item supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families.

Recommendation

Staff recommends that the Budget & Finance Committee approve the Head Start/Early Head Start (HS/EHS) Refunding Application and forward a recommendation to the Board for approval of the submission of the 2026–2027 HS/EHS Refunding Application (Grant #09CH012489).

Attachment:
Budget Detail Version #1 (with 12% Indirect Cost Rate)
Budget Detail Version #2 (with 10% Indirect Cost Rate)
Resolution 2025-11 Version #1 (with 12% Indirect Cost Rate)
Resolution 2025-12 Version #2 (with 10% Indirect Cost Rate)

HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
STATE OF CALIFORNIA EARLY CHILDHOOD EDUCATION FUNDING
2026-2027 COMBINED BUDGET DETAIL

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2025-26 Approved	2026-27 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**30,202,973**	**30,718,306**	**515,333**	Program Operation changes to Full Year
FRINGE BENEFITS	**10,122,500**	**10,186,526**	**64,026**	Projected increase in benefit costs
TRAVEL	**279,536**	**263,570**	**(15,966)**	
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	171,400	171,400	**-**	
Child and Family Services Supplies	1,162,547	994,933	**(167,614)**	Based on actual expenses
Food Services Supplies	96,500	96,500	**-**	
Other Supplies (e.g. janitorial, training)	300,416	312,563	**12,147**	Projected increase in costs
TOTAL SUPPLIES	**1,730,863**	**1,575,396**	**(155,467)**	
CONTRACTUAL				
Administrative Services	100,000	50,000	**(50,000)**	Based on actual expenses
Training & Technical Assistance	38,880	34,233	**(4,647)**	Based on actual expenses
Other Contracts	1,390,623	1,390,623	**-**	
TOTAL CONTRACTUAL	**1,529,503**	**1,474,856**	**(54,647)**	
CONSTRUCTION				
Construction Projects	-	-	**-**	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,047,607	1,047,607	**-**	
Mortgage	-	-	**-**	
Utilities, Telephone	1,376,950	1,376,950	**-**	
Building & Child Liability Insurance	142,700	142,700	**-**	
Building Maintenance/Repair	1,363,727	1,328,763	**(34,964)**	Based on actual expenses
Local Travel (children)	-	-	**-**	
Nutrition Services	1,812,367	1,820,323	**7,956**	Based on actual expenses
Child Services Consultants	116,832	116,832	**-**	
Volunteers	4,937	4,937	**-**	
Parent Services	16,805	16,805	**-**	
Publications/Advertising/Printing	110,750	110,750	**-**	
Training or Staff Development	201,705	201,705	**-**	
Other	635,805	635,805	**-**	
TOTAL OTHER	**6,830,185**	**6,803,177**	**(27,008)**	
INDIRECT	**4,928,227**	**5,885,047**	**956,820**	Increase due to change in MTDC
BUDGETED EXPENDITURES	**55,623,787**	**56,906,878**	**1,283,091**	

REVENUES

STATE & FEDERAL REVENUES	2025-26 Approved	2026-27 Projected	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	39,569,892	39,569,892	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,856,259	1,899,777	43,518	Increase in enrollment
Estimated California State Contracts	13,676,104	14,915,677	1,239,573	Increase in enrollment
TOTAL STATE & FEDERAL REVENUES	**55,623,787**	**56,906,878**	**1,283,091**	

SUMMARY - 2025-2026

TOTAL REVENUES	56,906,878
TOTAL BUDGETED EXPENDITURES	56,906,878
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**14.21%**

V.1

HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
STATE OF CALIFORNIA EARLY CHILDHOOD EDUCATION FUNDING
2026-2027 COMBINED BUDGET DETAIL

Budget comments reflect those listed in May's Budget Revision for the 25-26 fiscal year, currently pending approval from the Office of Head Start.

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2025-26 Approved	2026-27 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**31,307,952**	**30,202,973**	**(1,104,979)**	Cost sharing allocation with SJCOE
FRINGE BENEFITS	**9,762,616**	**10,122,500**	**359,884**	Projected increase in benefit costs
TRAVEL	**279,536**	**279,536**	**-**	
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	167,400	171,400	**4,000**	Based on PY actual expenses
Child and Family Services Supplies	953,427	1,162,547	**209,120**	Based on PY actual expenses
Food Services Supplies	93,000	96,500	**3,500**	Projected increase in costs
Other Supplies (e.g. janitorial, training)	219,291	300,416	**81,125**	Projected increase in costs
TOTAL SUPPLIES	**1,433,118**	**1,730,863**	**297,745**	
CONTRACTUAL				
Administrative Services	100,000	100,000	**-**	
Training & Technical Assistance	38,880	38,880	**-**	
Other Contracts	1,087,524	1,390,623	**303,099**	Increase in Partnership rates
TOTAL CONTRACTUAL	**1,226,404**	**1,529,503**	**303,099**	
CONSTRUCTION				
Construction Projects	-	-	**-**	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,131,207	1,047,607	**(83,600)**	Vacancy at Willow CDC
Mortgage	-	-	**-**	
Utilities, Telephone	1,352,700	1,376,950	**24,250**	Projected CPI increase
Building & Child Liability Insurance	119,700	142,700	**23,000**	Projected CPI increase
Building Maintenance/Repair	1,098,141	1,363,727	**265,586**	Projected increase in costs
Local Travel (children)	-	-	**-**	
Nutrition Services	1,971,795	1,812,367	**(159,428)**	Adjust to actuals
Child Services Consultants	100,332	116,832	**16,500**	Projected increase in costs
Volunteers	4,937	4,937	**-**	
Parent Services	16,305	16,805	**500**	Projected increase in costs
Publications/Advertising/Printing	110,750	110,750	**-**	
Training or Staff Development	201,705	201,705	**-**	
Other	588,805	635,805	**47,000**	Projected increase in costs
TOTAL OTHER	**6,696,377**	**6,830,185**	**133,808**	
INDIRECT	**4,917,784**	**4,928,227**	**10,443**	Increase due to change in MTDC
BUDGETED EXPENDITURES	**55,623,787**	**55,623,787**	**-**	

REVENUES

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

SUMMARY - 2025-2026

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

V.2

RESOLUTION # 2025-11

A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Refunding Application of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 29, 2025, in Bakersfield, California 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 Refunding Application for the Head Start/Early Head Start (09CH012489) grant, for budget year 2026-2027; and

WHEREAS, the Head Start and State Child Development Division has requested to submit a Refunding Application with the budget detail including $39,569,892 for base funding and $521,532 in Training and Technical Assistance Funding; and

WHEREAS, CAPK's Board of Directors has approved a 12% indirect cost rate and said rate has been applied to the 2026-2027 Head Start/Early Head Start budget; and

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

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the 2026-2027 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of October 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

RESOLUTION # 2025-12

A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Refunding Application of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 29, 2025, in Bakersfield, California 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 Refunding Application for the Head Start/Early Head Start (09CH012489) grant, for budget year 2026-2027; and

WHEREAS, the Head Start and State Child Development Division has requested to submit a Refunding Application with the budget detail including $39,569,892 for base funding and $521,532 in Training and Technical Assistance Funding; and

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

NOW, THEREFORE, be it resolved that CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the 2026-2027 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 29th day of October 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget & Finance Committee

From: Rosa Guerrero, Administrative Analyst

Date: October 22, 2025

Subject: *Agenda Item 4f:* 2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan – **Action Item**

The Head Start & State Child Development Division requests approval of the 2026-2027 Training and Technical Assistance Plan for the Kern Head Start/Early Head Start (HS/EHS) grant #09CH012489 due December 2025.

Through program data analysis, the Training and Technical Assistance (T/TA) Plan outlines the program's strategy for staff professional development, including mandatory trainings and priority areas that align with the program's five-year Goals and Objectives and the Head Start Program Performance Standards. The plan also details the individuals or teams responsible, the intended training audience, projected completion dates, associated budget costs, and the utilization of T/TA resources.

Upon approval, the Head Start/State Child Development Division will incorporate the Training and Technical Assistance Plan into the HS/EHS Refunding Application and implement the outlined training activities during the 2026–2027 fiscal year.

Recommendation

Staff recommends that the Budget & Finance Committee approve the 2026–2027 Training and Technical Assistance Plan associated with Head Start/Early Head Start Grant #09CH012489 and forward the plan to the Board of Directors with a recommendation for approval.

Attachment:

2026-2027 Training and Technical Assistance Plan

Approach/Philosophy/Priorities:

Community Action Partnership of Kern's Head Start/State Child Development is dedicated to building staff's skills, knowledge, experience, and professional competencies necessary to provide high quality, comprehensive, and linguistically appropriate family centered services for children and families assisting them on their road to success and school readiness. The program's priority is to provide training and technical assistance, so program services and systems are in compliance with Head Start Program and Early Head Start Performance Standards, the Head Start Act, State and Federal Regulations. The program offers Staff, Parents and our Governing Body opportunities and support for ongoing learning and career/professional development. The Training and Technical Assistance Plan has been developed using program data analysis (e.g. Self Assessment, PIR Data, DRDP results, Community Assessment, CLASS scores, Parent, Family and Community Engagement Framework, etc.) to identify operational improvements, potential areas of non-compliance, means through which we will meet the new education requirements for teachers/partners, and audit findings, all of which will support the programs long term plans of accomplishing our Program Goals and Objectives.

Key Elements of Head Start/State Child Development Training and Technical Assistance Approach:

- Address Program Goals and Objectives, Head Start Performance Standards, Head Start Act, CLASS, School Readiness, and Parent, Family, & Community Engagement support for Center-based, Home-Based, and Partnership staff in the credentialing and continuing education process, integration of systems and services, professional growth, program policies/procedures, reporting, monitoring and evaluation, current and new Federal and State initiatives as well as continuous program improvements
- CAPK's HSP/EHS Kern and EHS San Joaquin will continue their partnership with PITC Partners for Quality, a project of WestEd's Center for Child and Family Studies to offer Infant and toddler related topics college courses and coaching.
- Include pre-service sessions, monthly staff development opportunities, clinics, conference attendance, use of community resources, consultants, college coursework, shadowing, mentoring/coaching, and individual professional growth plans and performance appraisals.
- Incorporate cross training during pre-service as a strategy for capacity building in the areas of child development, health, nutrition, wellness, disabilities, family services, program governance, Enrollment & Attendance

Planning Process:

A committee comprised of Staff, Parents and community members was organized to provide input and identify goals and objectives for the program as well as strategies for this Training and Technical Assistance Plan. This committee reviewed the monitoring activities, self assessment, program information report data, child outcome reports, Parent, Family, & Community Engagement framework, Head Start Act requirements, Head Start Performance Standards, California Licensing Requirements, Agency Policy and Procedures, Management observations, CLASS, and Staff input to develop the 2026-2027 program Goals and Objectives as well related training goals.

PROGRAM GOALS & TRAINING GOALS

Grantee 2026-2027 Program Goals	Grantee 2026-2027 Training Goals
PROGRAM GOAL #1 ~ 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.	TRAINING GOAL 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. TRAINING GOAL B: Develop, implement, and evaluate a 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.
PROGRAM GOAL #2 ~ Health and Safety ~ Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	TRAINING GOAL 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, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse. TRAINING GOAL B: 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.
PROGRAM GOAL #3 ~ 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.	TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, and safety.

	TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. TRAINING GOAL C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.

BUDGET FOR TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES	**EXPECTED COST**
Training and Technical Assistance for the Program Goal Completion	$27,643
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	$44,877
Early Childhood Development and Health, Disabilities and Family Partnerships	$21,119
Professional Conferences and Trainings	$67,803
Indirect Cost	$16,144
Total Head Start Cost	**$177,586**
Training and Technical Assistance for the Program Goal Completion	$59,355
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	$68,342
Early Childhood Development and Health, Disabilities and Family Partnerships	$49,057
Professional Conferences and Trainings	$135,924
Indirect Cost	$31,268
Total Early Head Start Cost	**$343,946**
Total Training and Technical Assistance Budget	**$521,532**

PROGRAM GOALS

The program has developed various **Training Goals** to reach the 2026-2027 Program Goals**.** Each of the **Training Goals** below identifies the expected outcome, how T/TA resources will be used, person(s) responsible, the target audience, date, and cost for each activity. Following each will be the tool used to identify and evaluate training outcomes.

PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and obtain and retain staff.

Training Goal 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.

Training Goal B: Develop, implement, and evaluate a 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.

Information Source Identifying Need for Training: Self-Assessment, Professional Growth Plans, and Head Start Performance Standards.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A: Objective 1:						
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.	• Trainings • Supplies	• Assistant Directors • Human Resources • Professional Development Department	• All New Hires	Ongoing	HS: $5,458.00 EHS: $2,540.00	Staff will be developing an internal training platform beginning October 2025. Electronic supplies will be purchased to develop and record training videos for program use.
Training Goal B: Objective 2:						
Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees,	• Contracts • Trainings	• Assistant Directors • Administrators • Mentors • Mentees • Professional Development Team	• All New Hires and Assigned Mentors	Ongoing	HS: $5,200 EHS: $9,150	Complete The mentorship program will continue through the 2026-2027 program year for new hires in Kern and San Joaquin County.

assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.						

PROGRAM GOAL #2 ~ Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

TRAINING GOAL 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, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

TRAINING GOAL B: 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.

Information Source Identifying Need for Training: Parent & Family Engagement survey results, self-assessment and staff surveys, and CIR's.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal 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,	• Training • Supplies	• Support Services Department • Quality Assurance Department • Center Based	• Direct Service Staff	Through August 2026	HS: $5,000 EHS: $3,000	iLookOut training will be provided to program and quality assurance staff in October 2025. Staff who are selected for an Incident Support Review (previously called a Critical Incident

Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.		Administrator				Review) will also be required to complete the iLookOut training. Active Supervision boards were also introduced at the start of the 25-26 program year to centralize health and safety information.
Training Goal B:						
The program will implement an Incident Support Review (previously known as 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.	• Training • Supplies	• Support Services Department • Quality Assurance Department	• Direct Service Staff	Ongoing	$0	Soft launch of the Incident Support Review (ISR) for centers where need has been identified has commenced in October 2025. ISR is being used mitigate health and safety incidents, and support staff by tailoring training to areas of need.

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PROGRAM GOAL #3 ~ 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.

TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, and safety.

TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.

TRAINING GOAL C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.

Information Source Identifying Need for Training: Community Assessment, Self-Assessment, PIR, and ADP source of applicant trends will be reviewed to determine need.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A:						
The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, and safety.	• Training • Supplies • Venues	• Professional Development Department • Education Department • Support Services Department	• Center-based staff • Home-based staff	On-going	HS: $5,305 EHS: $6,500	One additional site will pilot the Loose Parts/STEM curriculum during program year 2026/2027 to meet the 15% threshold for piloted sites (currently at 13%). The 3rd Annual Fatherhood Conference will take place by March 2026 and will include Loose Parts/STEM activities.
Training Goal B						
The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	• Supplies • Training	• Education Department • Support Services Department	All Direct Service Positions	On-going	HS: $1,080 EHS: $1,920	Head Start education staff will be provided dual language training at the start of 2026 to meet the 15% minimum training threshold.

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Training Goal C						
The program will elevate children's social-emotional development and strengthen teacher-child interactions.	• Supplies • Venues • Training	• Professional Development Department • Support Services Department • Education Department	All Direct Service Positions	Ongoing	HS: $5,600 EHS: $6,245	Additional train-the-trainers will be identified to attend training for certification in Trauma Informed Care (TIC) and Pyramid Model. Training clinics will be held in Fall 2025 and Spring 2026 to support the goal of training 85% of education and support services staff in the Pyramid Model. Pyramid Model training is provided at new-hire orientation to achieve the 50% threshold of new-hires required for this training goal. The next Trauma Informed Care training will take place in November 2025. The second annual Family Workshop, highlighting social-emotional learning, is scheduled for Fall 2025

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Travel Related to Meeting Training and Technical Assistance Goals	How T/TA Resources will be used	Estimated HS Costs	Estimated EHS Costs	Total Estimated Budget Costs for Travel within this Training Goal
Head Start California Annual Training Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	$3,160	$2,629	$5,789
Head Start California Health Institute ~ 4 staff	Travel, Housing, & Misc. Expenses	$2,934	$5,216	$8,150
National Head Start Association (NHSA) Annual Conference ~ 8 Staff	Travel, Housing, & Misc. Expenses	$10,691	$3,563	$18,892
NHSA Parent Conference ~ 2 staff	Travel, Housing, & Misc. Expenses	$2,599	$868	$3,467
National Head Start Association Managers and Directors Academy ~ 6 Staff	Travel, Housing, & Misc. Expenses	$8,907	$8,236	$17,143
Zero to Three Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	$0	$18,152	$18,152
Home Visiting Conference ~ 2 staff	Travel, Housing, & Misc. Expenses	$0	$555	$555
Child & Adult Care Food Program Roundtable ~ 4 staff	Travel, Housing, & Misc. Expenses	$3,250	$1,085	$4,335
Child & Adult Care Food and Nutrition Conference Expo ~ 2 staff	Travel, Housing, & Misc. Expenses	$3,104	$1,035	$4,139
Total Training Goal		$30,756	$49,868	$80,624

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Mandated Trainings

The following training/activities will be provided in various formats including in-house training and follow-up to ensure all requirements are met. Each area will have effects on the T&TA Budget detailed under the categories of Supplies, Contractual, and Other identified in the budget detail under the pre-service and professional growth line items following a 36% HS and 64% EHS allocation.

STAFF:	Performance Standards	Date
Respectful Language Training & Dual Language Training	HS Act Section640(a)(3)(B)(ii)	Annually
Child Protective Services Training Universal Precautions & Blood Borne Pathogens	N-30-354-1-30(B)(ii) 45 CFR 1302.(a) – (d)	Pre-Service New Hire Orientation
Transitions for Children / School Readiness	45 CFR 1302.(a) – (d)	Annually
New Hire Orientation	45 CFR 1302.(a) – (d)	Weekly
Pre-Service & In-Service training opportunities	45 CFR 1302.(a) – (d)	Annually
HS Goals and Objective Training	45 CFR 1302.(a) – (d)	Annually
Vehicle Safety Training	45 CFR 1302.(a) – (d)	New Hire Orientation by Human Resources
First Aid and CPR Training	45 CFR 1302.(a) – (d)	Monthly
Health and Safety Training	45 CFR 1302.(a) – (d)	Monthly
Classroom Assessment Scoring System (CLASS)	45 CFR 1302.(a) – (d)	Ongoing
Pyramid Model	45 CFR 1302.92 (b)	Annually
PARENTS:		
Parents as Primary Teachers	45 CFR 1302.5	Annually
Parent orientation on the prevention of Child Abuse	45 CFR 1302.5	Parent Orientation Meetings
Parent Rights (Licensing Form upon Enrollment)	45 CFR 1302.15	Early Childhood Educators, Family Advocates and Family Service Workers
Pedestrian training	45 CFR 1302.47	Parent Committee Meetings
Family Assistance with Nutrition	45 CFR 1302.44	Nutrition Assessment, first 45 days
Parent Education of mental health issues	45 CFR 1302.46	Annually & as needed
Parenting Skills Training	45 CFR 1302.43	Parent Committee Meetings
Disabilities Training	45 CFR 1302.60	Disabilities Advisory Meetings

ADDITIONAL TRAININGS

The following training/activities will be supported by local community partnerships, Head Start West and internal staff trainings at little* to no cost to the program. (*some minor cost for supplies may be needed, and would be identified under the category of Supplies in the budget detail)

PARENT EDUCATION	
Policy Council New Member Training	November 2026
Parent Committee Training	November 2026
EARLY CHILDHOOD DEVELOPMENT / PROGRAM	
ITERS & ECERS Identified Trainings	October 2026
Challenging Behaviors/Behavioral Strategies (ASQ)	January 2027
DRDP Identified Trainings	April 2026
Creative Curriculum	April 2026
Teacher Talk (SELPA)	August 2026
Monitoring Audit	December 2026
CLASS	August 2026
Mentor Coaching Training	August 2026
Case Management for Family Engagement	Monthly Series
ADMINISTRATION	
Pre-Service 2026	July/August 2026
Health and Safety Training	Monthly
Performance Evaluation Training	Annually
Student/Volunteer Accident Training	As needed
BOD Training ~ Roles and Responsibilities	November 2026
FISCAL	
Budget Development	Quarterly

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ADDITIONAL CONFERENCES

The following trainings have been selected to improve staff skills in completing daily tasks. The various topics will assist in providing the training(s) needed that are not readily available within our community or by one of our own employees. Additional conferences may be considered, and staff may be selected to attend based on their role and duties in relation to the conference category.

Head Start California trainings and BOD Meetings
Child and Adult Care Food & Nutrition Conference Expo
ChildPlus Trainings
Every Child California
Policy Leadership (NHSA)
Pyramid Model Annual National Conference
Early Start National Home Visiting Summit
Head Start West Conference
Community Action Partnership Conferences

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DATE:	October 24, 2025
TIME:	9:00 am
LOCATION:	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Special Meeting
Executive Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 9:00 am 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, left at 9:34 am), Denise Boshers (Vice Chair), Michelle Jara-Rangel (Treasurer), Curtis Floyd, and Fred Plane
   Absent: Gina Martinez, (Secretary)

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. October 2025 – February 2026 Food Bank Supplement Blanket Purchase Orders – ***Action Item***

   Jeremy Tobias introduced the issue at hand and the reason for the special Executive Committee meeting, noting that in the last few weeks, the State of California announced that there are no funds available for the SNAP program for the month of November. The Governor has announced that he will mobilize the National Guard to assist with Food Bank distributions and speed up the funding for the CalFoods allotment to provide an opportunity to submit advance food orders. Jeremy said that Kelly Lowery, Food Bank Program Administrator, has already initiated two emergency meetings with local elected and government officials to implement a plan on how to handle this mass distribution, noting that there are an estimated 110,000 households equally about 225,000 individuals in the County that receive SNAP benefits. Jeremy said it is necessary to speed up the routine Blanket Purchase Order request for approval, that was originally set for the October 29th Board Agenda, so we can order food today, rather than next week after the Board meeting. Jeremy emphasized that this is not new money, it is money allotted for the current year. Most of this money will be used in November for the mass distribution planned across the County and we hope that the Government will backfill funds to supplement the food needs for the remainder of the year.

   Kelly Lowery said that the urgency of this matter will allow his staff to submit food orders today, so that the food will be received in two weeks, rather than three weeks from now. Kelly also reported that at any given point, the Food Bank has two months of TEFAP food available, however, we will use that and use the

purchasing ability to restock the food. Currently, the Food Bank supports 55,000 households in Kern County on a monthly basis. This mass distribution is above and beyond what the Food Bank is already doing, noting that there are 110,000 CalFresh households in the County and the current network cannot sustain 100% increase in demand. Because of the Government shutdown, we do know that CalFresh recipients will not get their November benefits. They currently have digital cards that can be reloaded, but there will be a disruption in service. If the Government shutdown goes to the end of November, the Food Bank will be out of food reserves. It is anticipated that the food order placed today will be about $500,000.

Kelly discussed slides he provided showing the new Choice Market at the Food Bank, which is normally open daily Monday – Friday for residents of the 93304 and 93307 zip codes. This market allows us to respond immediately, and we are using it to serve federal government employees that are working without paychecks right now, and the market will now also be open on Saturdays to accommodate government employees that are not getting paid during the shutdown.

The second slide shows the distribution sites in the County. Kelly referenced the CalFresh numbers at the bottom of the slide and said that the majority of the cases are in metro Bakersfield and this provides an option to host a large scale distribution at the Fairgrounds that can accommodate 3,000 households per day, Monday-Friday from November 3 to November 26. In those 18 days, we can distribute food to close to 54,000 households in just Bakersfield alone. The map shows the dates of food distributions in the outlying areas of Kern County. Kelly has requested 150 National Guard troops to assist, but it is unknown at this time if that amount will be approved. Approximately 40-50 volunteers are needed for each distribution in each city, with a greater need for volunteers at the mass distribution in Bakersfield. Tracy Webster is working behind the scenes to expedite the funding for the purchase of food today.

Michelle Jara-Rangel asked if the County's Emergency Services can help, and will we be providing staples or able to provide vegetables. Kelly said the Food Bank can provide both as well as minimal protein options. Orders will be placed to provide the best protein options with the limited funds, and the focus will be on securing produce and dry goods. Beans and peanut butter are less expensive protein options and are more affordable than meats. Michelle asked how CalFresh recipients will be notified of the distributions across the County. Kelly said they will be notified by CAPK outreach activities, the State and County, and some announcements have already been made to seek information by calling CAPK's 211 system. Kelly also said that technology will potentially play a role in notifying CalFresh Recipients by texting the information and locations, but that needs to be handled through the state. CAPK's marketing team will also be heavily engaged in producing flyers, social media and the local news media.

Fred Plane asked if the 211 staff are prepared for a surge of calls. Jeremy responded that they are able to accommodate the increased call volume and staff will work with the County to determine if we can activate Ready Kern to allow for reimbursement to 211. Fred also asked if the Food Bank is working with other pantries for the distribution of food. Kelly replied that the scope of the distribution is so large, we are focusing on Bakersfield first and none of the pantry sites can handle the large distribution for 8 hours. Kelly also said the advantage of doing the distribution at the Fairgrounds, is that there are 20,600 cases in the 93307 zip code alone, which is the same zip code as the Fairgrounds and the National Guard will be posted at the Fairgrounds. The parking lot is large enough to accommodate a massive line inside the parking lot so it does not disrupt traffic in the street.

Curtis Floyd asked if there is a backup plan for volunteers if we do not get the requested number of National Guard troops and asked if we would need to hire people. Kelly said we do not have the funds to hire staff for these distributions so we would have to either alter the size of the distribution or seek volunteers

elsewhere. Curtis also asked if CAPK does provide these large-scale distributions, will the Food Bank run out of money. Kelly responded that if the Government shutdown lasts through the end of this year and into January of next year, we would be in a difficult situation. Kelly said half of the Food Bank's funding is from TEFAP, the other half is donated or rescued from grocery stores and one quarter of that half is purchased with CalFoods funds. It is an important one quarter because the other donated items are not consistent. As we begin ordering immediately to cover November, the CalFoods money will be exhausted in about 2 weeks. As of right now, food orders are being made with TEFAP funds and those were already in process prior to the government shutdown, and food is coming in. If the shutdown lasts into December, the food trucks will not be delivering. If the shutdown ends in November, our normal distribution should be okay. The Food Bank's capacity to serve CalFresh individuals will only last through the end of November. If the shutdown goes beyond November, the Food Bank does not have the revenue to provide this level of supplemental support, and we will be in trouble in the shutdown goes into December.

Kelly said one positive outcome of this unique moment is that it provides the ability to measure what doing this kind of supplemental work costs so that, as an agency, if there is a desire to extend food service beyond November, we can have actual cost data to submit to the Board to determine if they want to expend additional funds to support additional distributions.

Tracy Webster added that the CalFoods funds we are spending now, 75% has to be directed for direct food purchases. The problem that we have with spending the funds now, the food supply past November, will not be as robust.

CalFoods funds will have to be spent by April of 2026. Kelly reported that we typically spend 40% by the end of the year and the rest is allocated through the end of April. 75% goes to direct food costs, and other costs go to operations, indirect, etc. While we cannot count on additional state funding, we feel the state is aware that we will be depleting the funds now and we hope that an offer of additional funds will be forthcoming.

Michelle Jara-Rangel asked how the planned mass distributions will impact the Food Bank's normal distribution. Kelly emphasized that there needs to be a separation of distributions with the focused distribution, there are cases that may have access to additional resources based on need. Kelly said this is a pivotal moment for the CAPK Food Bank, with the community is looking for CAPK to step into this roll.

Jeremy said the Governor announced that they are directing CalFresh recipients to local Food Banks across the state. Kelly has assembled a network of elected officials and government staff, and all are looking at CAPK for direction. All have indicated their willingness to help, and we have already received in-kind offers, such as the use of the Fairgrounds at no cost. Jeremy emphasized that Kelly has really stepped up as a leader and the community members he has engaged with are impressive. We feel this is the best solution, it does cause some longer-term funding concerns for the coming months at the Food Bank, but we have to address these immediate urgent needs, and Jeremy supports this plan 100%. Curtis Floyd agrees that we have an obligation to proceed with this option but is asking the hard questions to ensure the CAPK Board is doing its due diligence. Curtis also said that if we do not get the requested amount of National Guard, we should engage other organizations to mobilize volunteers and put the word out about the need for about 50 volunteers for 8-10 hours a day, Monday through Friday. Kelly is in agreement, that if we do not receive the requested number of National Guard troops, we will pivot to engage churches and other community volunteers. Kelly is working on both contingencies. There is the logistics side and the food side but today's meeting is to request approval to purchase food today rather than next week.

Denise Boshers asked if this request will require CAPK to take a draw from the line of credit. Tracy Webster said that CAPK has the ability to float this funding at this time, but the Finance staff will be monitoring the cash flow in the event it becomes necessary to do a temporary draw down from the line of credit.

Fred Plane suggested that this issue not be placed on the Consent Agenda for the Board Meeting next week but rather added as an info item for discussion with the full Board.

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

5. Next Scheduled Meeting

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

6. Adjournment

The meeting was adjourned at 9:47 am

MEMORANDUM

To: Budget and Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: October 29, 2025

Subject: *Agenda Item IV(p):* Lease Renewal for 701 S. Hutchins St., Lodi, California

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The Head Start and State Child Development Division, in partnership with CAPK's Procurement Department, has negotiated a lease renewal for 701 S. Hutchins Street in Lodi, California. The program has operated a center-based program at this location for almost 10 years. Within that time the facility has supported our Early Head Start program in San Joaquin County.

The renewal terms of the lease are for 1 year with the option to renew for an additional five (5) one-year terms. The Lease term begins November 1, 2025 and ends October 30, 2026 for the first year The monthly lease amount is $3,800 per month with any increases to be negotiated annually if applicable. With the addition five (5) one-year extensions with no increase projections, the aggregate amount of the lease over the 6 years is $278,600. As the lease term exceeds the spending authority for the Chief Executive Officer, Board approval is requested. Funding to support this expenditure will be supported by the Early Head Start and San Joaquin County Office of Education general childcare funding. The lease includes standard provisions for cancelation for loss of funding.

The renewal of this lease supports CAPK's goal in promoting educational opportunities that enrich the lives of children and their families through our high-quality facilities.

Recommendation

Staff recommend the Board of Directors authorize the Chief Executive Officer to execute the Lodi facility lease agreement along with any subsequent lease amendments.

Attachment:
701 S. Hutchins St., Lodi Lease

LEASE AGREEMENT BETWEEN LODI MUSLIM MOSQUE AND COMMUNITY ACTION PARTNERSHIP OF KERN

Lessor: Lodi Muslim Mosque

Lessee: Community Action Partnership of Kern

1. **PREMISES.** Lessor does hereby lease to Lessee and Lessee hereby leases from Lessor the Premises described below, upon the terms and conditions stated herein. Lessee shall have full access to and use of approximately 3,234 square feet consisting of five (5) classrooms, one (1) small office, four (4) restrooms located in the building known as the Education Wing and the west playground along with the break room in the sanctuary known as the “tunnel”, located at 701 S. Hutchins Street, Lodi, County of San Joaquin, State of California (the "Premises").

2. **TERM.** The Lease shall be for a one (1) year term commencing November 1, 2025 and terminating on October 30, 2026.

3. **USE.** **All staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs on the Premises shall be the sole and exclusive responsibility of Lessee personnel. Lessee's Programs shall require the use of the Premises from the hours of 6:00 a.m. to 5:30 p.m., Monday through Friday. The first priority for all uses of the Premises shall be for the operation of the Lessee's Programs; however, Lessee may use the Plymouth Rom located within the Premises by prior arrangement with Lessee, and at such reasonable times when no other activities are scheduled by Lessee. No charge will be incurred by Lessor for use of the rooms in the Premises under this paragraph. Lessor shall return the Premises to the condition prior to its use and shall provide any consumable supplies required during Lessor's use of the Premises. Additionally, Lessee may use the Plymouth Rom located outside of the Premises by prior arrangement with Lessor's Office Administrator, and at such times when no other activities are scheduled by Lessor. No charge will be incurred by Lessee for use of the Plymouth Room under this paragraph. Lessee shall return the Plymouth Rom to the condition prior to its use.

4. **RENT.** Lessee shall pay to Lessor a monthly rent in the amount of Three Thousand eight Hundred ($3,800) on the first day of each month. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. First and last month's rent shall be payable by Lessee upon execution of the lease. (Deposit in the amount of $1300 is in hand and held by the Lodi Muslim Mosque)

5. **OPTION TO RENEW.** Lessee in agreement with Lessor shall have an option to renew this lease for additional (1) year term for the next 5 years (at least) following expiration of this Lease, granted the renewed lease is reviewed each time. Lessee shall notify Lessor of its intent to exercise such option by giving 60 days written notice prior to the expiration of this Lease. In the event Lessee and Lessor agree to exercise such option to renew this Lease, the new monthly rent shall be negotiated at time of renewal option notice, otherwise in accordance with the terms hereof as applicable. During such renewal period, al the terms and conditions of this lease shall remain in effect.

6. **TERMINATION.** The parties hereto acknowledge that the Lessee may terminate this Lease due to lack of funding for Lessee's Programs, or for non-compliance with State Licensing, or other circumstances for termination provided in this Lease.

Thirty (30) days written notice of intent to terminate shall be given by Lessee to Lessor due to lack of funding or any other circumstance provided for by this Lease. If this Lease is terminated by Lessor, without cause, prior to its expiration, Lessor shall pay to Lessee its site improvement costs amortized over the balance of the initial one (1) year term. Termination for cause shall include any material violation of the terms and conditions of this Lease by Lessee or Lessor. Alternatively, upon termination of the Lease, at Lessee's option, Lessee shall be allowed to remove any and all classroom materials, supplies, trade fixtures, playground equipment and equipment installed, including PBX systems, servers and/or routers purchased by Lessee. Lessee will be responsible for repairing all damage caused by the removal of trade fixtures and repair area in which item was removed to its original condition.

7. **MAINTENANCE AND REPAIRS**. Lessor shall, at its own cost and expense, keep the Premises in reasonably good condition and repair (implied warranty of habitability). Lessor shall be responsible for structural repairs and maintenance including but not limited to air conditioning/heating, piping (water, gas, sewer) electrical wiring, etc. Lessor to comply with al policies and procedures of the Davis- Bacon Act as detailed in the Code of Federal Regulations (CFR) 29. Part 5of the CFR 29, which applies to any construction, renovation or repair work that exceeds $2,000.00 as well as the Prevailing Wage Act as detailed by the California Department of Industrial Relations which applies to any construction, renovation or repair work that exceeds $1,000.00. Lessee shall keep the Premises in reasonably clean condition. Lessee shall be responsible for minor (less than $1,000.00) general maintenance including but not limited to hardware, lighting, etc. Any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members, or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide notification to the Lessor of the necessary repairs via phone and writing. After a reasonable amount of time, repairs are not complete, the Lessee has the right to make the necessary repairs and deduct the repair expense from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

8. **CONSTRUCTION, ALTERATIONS, AND IMPROVEMENTS**. Subject to paragraph 9 a) below, no improvements or alterations of the Premises, including non-structural alterations, shall be made without the prior written consent of the Lessor. Lessor's consent will not be unreasonably delayed or withheld. Construction and Alterations. Upon execution of this Lease, Lessee may, at its sole cost and expense, make improvements and alterations to the Premises to facilitate Lessee's use thereof. Lessor shall not be responsible for any costs required to complete the changes and improvements including, but not limited to, the costs of plan preparation by an architect and engineer and al necessary permits, licenses, and entitlements. Lessee may install playground equipment and other improvements as required by State of California, Department of Social Services, and Community Care Licensing Division. Prior to any construction on the Premises, Lessee shall obtain all necessary permits, licenses and entitlements and shall comply with the requirements arising out of the California Environmental Quality Act (CEQA). Lessee shall indemnify, defend (upon written request of the Lessor), and hold the Lessor harmless against all claims, costs, causes of action, attorney's fees, damages, and liability arising out of or caused by Lessee's failure to comply with its obligations described in this paragraph.

Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished, or obligations incurred by Lessee. In the event Lessee becomes insolvent, voluntarily, or involuntarily bankrupt, or if a receiver, assignee, or other liquidating officer is appointed for the business of the Lessee, then Lessor may cancel this Lease at Lessor's option.

9. **SIGNS.** Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without first obtaining Lessor's written approval and the approval and consent of any governmental body having jurisdiction over signs in the Lodi City limits.

10. **INSURANCE**. Lessee shall maintain General Liability Insurance including umbrella policy in the amount of $2,000,000.00, which policy shall name the Lessor as additional insured as far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of $1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering al owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of $2,000,000.00 which policy shall name Lessee as an additional insured in so for as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.
11. **UTILITIES AND JANITORIAL**. Lessee agrees to pay during the term of the Lease the sum of $1000.00 per month on the first day of each month, commencing upon the execution hereof, for the following utilities used or consumed by the Lessee on the Premises, including electricity, gas, water, and refuse. If such cost increases during the term of the Lease, Lessor shall provide Lessee with a 30-day written notice of the revised computation of the monthly amount due for utilities. Lessee to provide and pay for its own pest control services. Lessee agrees to pay the sum of $900.00 per month on the first day of each month to Lessor for janitorial services including paper supplies. If such cost increases during the term of the Lease, Lessor shall provide Lessee with a 30-day written notice of any increase in the monthly amount due for janitorial, at which time Lessee shall have the option of providing its own janitorial service. Lessee may, at any time, determine that it is advantages to provide its own janitorial service at its own cost and shall provide Lessor with a 30-day written notice to Lessor fi it elects to provide its own janitorial service.

12. **DESTRUCTION OF PREMISES**. In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that normal operations by Lessee cannot be continued, this Lease shall terminate at the option of Lessee upon giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.

13. **INDEMNITY.** Lessee agrees to indemnify, defend and hold harmless Lessor, its agents, officers and employees, volunteers and authorized representatives; and Lessor conversely shall indemnify, defend and hold harmless Lessee, its agents, officers, directors, employees, volunteers and authorized representatives from and against al suits, claims, actions, proceedings, demands, liability, costs and charges, legal expenses and costs, as damages or penalties against the other or any of its agents, officers, directors and employees in any way caused by the other party or any person acting for or on their behalf, occasioned by the operations which are the subject of this Lease.

14. **RIGHT OF INSPECTION**. Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon reasonable notice and accompaniment by an authorized Lessee employee fi entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.

15. **ORDINANCES AND STATUTES**. Lessee shall comply with all statutes, ordinances and requirements of all municipal, state, and federal authorities now in force or which may hereafter be in force, pertaining to the Premises and their use, occasioned by or affecting the use thereof by Lessee.

16. **GOVERNING LAW, VENUE**. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of San Joaquin, State of California.

17. **SUCCESSORS**. Al terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.

18. **ABANDONMENT OF PREMISES.** Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and fi Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

19. **CONDEMNATION.** If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date the condemner acquires possession. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.

20. **WAIVER.** The parties hereto agree that failure of Lessor or Lessee to enforce any term and/or provision hereof shall not be deemed to constitute a waiver of other provisions of this Lease.

21. **ATTORNEYS' FEES.** In case suit should be brought for recovery of said Premises or for any sum due hereunder, or because of any act which may arise out of the possession of the Premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorney's' fees.
22. **NOTICES.** All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by email (with delivery confirmation), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

Lessor to:
Lodi Muslim Mosque c/o Office Administrator
701 S. Hutchins Street
Lodi, CA 95240
Phone:209-747-7487
Email: LodiMuslimMosqueInc@gmail.com

Lessee to:
Community Action Partnership of Kern c/o Gloria Barbero, Assistant Director EHS San Joaquin 1300 18th St, Ste 200
Bakersfield, CA 93301
Phone: 661-336-5236
Fax: 661-864-1312
Email: gbarbero@capk.org

23. **PUPIL SAFETY REQUIREMENTS.** Lessor certifies that none of its employees or subcontractors who may come in contact with Lessee's pupils has been convicted of a felony as defined in Education Code section 45122.1. Lessor shall immediately inform Lessee and remove from the Premises where Lessee's pupils may be present, any employee or subcontractor whom Lessor discovers has been subsequently convicted of a felony defined in Education Code section 45122.1. Lessor shall immediately inform Lessee when it discovers that any employee or subcontractor of Lessor has been arrested and charged with a felony defined in Education Code section 45122.1. Lessor shall indemnify, defend, and hold Lessee harmless from any and all damages, claims, lawsuits, penalties or causes of action arising out of Lessor's failure to comply with this section.

24. **HOLDING OVER**. Any holdover after the expiration of this Lease shall be construed as month-to-month tenancy at the monthly rental payable for the last month this Lease is in effect, otherwise in accordance with the terms hereof as applicable.

25. **ENTIRE AGREEMENT**. The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

Lessor: Lodi Muslim Mosque

Signature: Naheem khan (Oct 16, 2024 12:37 PDT)
Title: President
Date: 09/01/2025

Lessee: Community Action Partnership of Kern

Signature: Yolanda Gonzales (Oct 16, 2024 11:11 PDT) Yolanda Gonzales
Title: Director
Date: 09/01/2025

KD GB

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Chief Human Resource Officer

Date: October 29, 2025

Subject: *Agenda Item IV(r):* 2026 Agency Holiday Schedule - **Action Item**

Below is the Agency Holiday Schedule for 2026 for approval.

2026 Holiday Schedule

Date	Holiday
Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Jr. Day
Monday, February 9, 2026	Lincoln's Birthday
Monday, February 16, 2026	Presidents' Day
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
Friday, July 3, 2026	Independence Day
Monday, September 7, 2026	Labor Day
Wednesday, November 11, 2026	Veteran's Day
Thursday, November 26, 2026	Thanksgiving Day
Friday, November 27, 2026	Day After Thanksgiving
Thursday, December 24, 2026	Christmas Eve
Friday, December 25, 2026	Christmas Day
Thursday, December 31, 2026	New Year's Eve

Date	Holiday
Friday, January 1, 2027	New Year's Day

Recommendation:
Staff recommend the Board of Directors approve the 2026 Agency Holiday Schedule.

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Chief Human Resource Officer

Date: October 29, 2025

Subject: *Agenda Item V(a)*: 2025 Employee End-of-the-Year Gift: Floating Holiday Workday Off – **Action Item**

As we approach the end of 2025, CAPK Management has explored ways to recognize and reward the hard work and achievements of our staff throughout the year. In response to employee feedback, Management has decided to once again offer a floating paid holiday to eligible staff. We hope this gesture shows our appreciation for their dedication and contributions over the past year.

CAPK Management recommends offering a paid floating holiday to all eligible employees hired or rehired on or before October 27, 2025. The number of hours granted will align with each employee's regular daily schedule. Eligible employees include full-time and part-time staff. Substitute and temporary staff on a consistent schedule of at least 1,040 hours from the previous 12-month rolling calendar year are also eligible. However, this floating holiday may not be used during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, floating holiday workday will be effective starting the payroll period of October 27, 2025, and must be used by March 1, 2026. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. Additionally, this must be used during an employee's active status and during a scheduled workday. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited. The floating holiday must be used in its entirety and may not be split. Lastly, the floating holiday cannot be used during a resignation period.

In accordance with our Strategic Plan Goal 4.2, the benefits of this initiative will increase staff morale, retention, and continue to incentivize staff to continue contributing to the agency's success.

Recommendation:

Staff recommends that the Board of Director's approve the one-time, full regular workday off to all eligible employees as described above to be used for the period of October 27, 2025, through March 1, 2026.

BOARD OF DIRECTORS

2026 BOARD & STANDING COMMITTEE MEETING CALENDAR

MONTH	PERSONNEL COMMITTEE	PRE COMMITTEE	B & F COMMITTEE	AUDIT & PENSION COMMITTEE	EXECUTIVE COMMITTEE	BOARD MEETINGS
January	1/7	1/14	1/21	1/15		1/26
February	2/4	2/11	2/18			2/25
March	3/4	3/11	3/18			3/25
April	4/8	4/15	4/22	4/9		4/29
May	5/6	5/13	5/20			5/27
June	6/3	6/10	6/17			6/24
July					7/15	
August	8/5	8/12	8/19	8/13		8/26
September	9/3	9/16	9/23			9/30
October	10/7	10/14	10/21			10/28
November	11/9	11/12	11/16	11/18		11/23
December					12/16	

- Board of Director Meetings and Committee Meetings are generally held at the Community Action Partnership or Kern Administrative Building, located at 1300 18th Street, Bakersfield, CA, or in some cases, remotely during a declared emergency or other circumstances. Advance notice will be provided in the event of a change in meeting location.

- Community Action Partnership of Kern follows the meeting guidelines of the Ralph M. Brown Act. All meetings are open to the public.

Notes:

- For the January Board Meeting, the meeting will be held on Monday January 26 due to the NCAP Management & Leadership Conference taking place from Wednesday, January 28 – January 30, 2026.

- For the November Committee meetings, it is anticipated that the CalCAPA Conference will take place the 1st week of the month, and with 3 holidays, there will be 2 committee meetings in one week for the 2nd and 3rd week of the month and the Board Meeting will be on the Monday before Thanksgiving.

- No Standing Committee or Board meetings are scheduled in July & December. All items will be heard by the Executive Committee.

Approved: _____

MEMORANDUM

To: CAPK Board Meeting

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 29, 2025

Subject: *Agenda Item V(c):*Authorization to Sign the 2026 Low Income Home Energy Assistance Program (LIHEAP) Contract with Resolution from the Department of Community Services and Development – **Action Item**

Background

Under our annual agreement with the Department of Community Services and Development (CSD), the agency anticipates receiving the 2026 Low Income Home Energy Assistance Program (LIHEAP) contract. However, due to the federal government shutdown and subsequent delays in the federal budget process, CSD has not yet released the official 2026 contract document, and we have not yet received notification of our funding allocation amount.

The LIHEAP contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization, and energy-related home repairs at no cost to the participants. This program supports federal and state efforts to address the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work connects to

To execute this contract, Board approval and a Board Resolution must be submitted with the contract package.

Anticipated Contract Terms

Based on historical patterns and the existing 2025 LIHEAP contract (Contract #25B-3012), we anticipate the following:

- Anticipated Funding Amount: Approximately $8,686,606 (subject to federal appropriation and state allocation)
- Performance Period: Expected to be November 1, 2025, through June 30, 2027
- Contract Terms: Substantially similar to the 2025 LIHEAP contract, including programmatic requirements, reporting obligations, and administrative provisions

As with the 2025 contract, the 2026 LIHEAP contract is expected to maintain similar service delivery requirements and performance standards.

Rationale for Advance Authorization

The federal government shutdown has created uncertainty in the normal contract release timeline. Once the shutdown is resolved and federal funding is appropriate, CSD may require a rapid contract execution to ensure the timely distribution of funds to eligible entities and avoid gaps in service delivery to low-income households. Given that Board meetings occur on a fixed schedule, there is a risk that the contract release may fall between Board meetings, potentially delaying execution and jeopardizing:

- Timely receipt of funding and advances
- Continuity of LIHEAP-funded services to vulnerable populations
- Compliance with CSD's execution deadlines
- The ability to provide emergency heating and cooling assistance during critical weather periods

This advance authorization will allow the agency to respond promptly once the contract is released, while maintaining appropriate Board oversight through the contingency conditions outlined in the recommendation.

Strategic Plan Impact: *This project aligns with the 2026–2029 Strategic Plan, specifically under Priority A – Community Investment, which focuses on creating pathways out of poverty through expanded access to education, employment, housing, healthcare, and essential services.*

Recommendation:

Staff recommend that the Board of Directors:

1. Authorize the Chief Executive Officer to execute the 2026 LIHEAP contract on behalf of the agency and to execute any amendments during the contract term, provided such amendments do not materially alter the scope, terms, or conditions of the agreement.
2. Approve the attached Resolution No 2025-13.
3. Direct staff to provide a summary report to the Board at the next regular meeting following contract execution, including the final contract amount, any notable changes from the 2025 contract, and the anticipated budget allocation.

Attachments:
Email from ACCES – Ready to Execute 2026 LIHEAP Contract Quickly
Resolution Number 2025-13
*2025 CSBG Contract #*25B-3012 *(for reference)*

From: Anh Lay <anh@acces.us>
Sent: Tuesday, October 21, 2025 9:19 AM
To: Jeremy Tobias <jtobias@capk.org>
Subject: Ensure Your Agency is Ready to Execute The 2026 LIHEAP Contract Quickly



Be Ready To Execute The 2026 LIHEAP Contract Quickly

LIHEAP
Low-Income Home Energy Assistance Program

The 2026 LIHEAP contract process will look different. Due to the shutdown of the federal government, states have not been issued their 2026 LIHEAP grant awards and Terms and Conditions. CSD will not be issuing the 2026 LIHEAP contract until the 2026 grant award is received and the accompanying Terms and Conditions have been reviewed.

To facilitate the timely execution of the 2026 LIHEAP contract once funds are awarded, CSD is working to have contracts ready for immediate release, and if applicable, will be at the ready to issue any communication to inform the Network of any changes to Terms and Conditions impacting the 2026 LIHEAP contract. Similarly, we encourage LSPs to take similar measures to enable the timely execution of the 2026 LIHEAP contract. Here are some tips for preparation and timely execution upon receipt of the contract:

- Have your budget ready to go. You can use the 2026 planning allocation (under "Contracts" in the CSD LAP): https://agencies.csd.ca.gov/home/Energy/Contracts/2026%20LIHEAP%20Planning%20Allocation%20Spreadsheet%20-%20August%2026,%202025.pdf
- Inform your board and line up your Board resolution to allow for the signing and executing of the contract asap.
    - CSD has provided an estimated budget and assigned contract numbers for planning purposes and for Board approvals.
    - If allowed, maybe doing a blanket board resolution such as: *Motion to allow the Executive Director/CEO to sign and execute the 2026 LIHEAP Contract when received.*
- Plan for delays in receiving the contract (two weeks, 1 month, 2 months, etc.)
    - Keep staff informed – the budget will not be in entered into CORE/ECORE until CSD receives the award (a CR or budget needs to be passed with LIHEAP funding included in it).
    - Keep clients informed – Only remaining 2025 LIHEAP funds are available, if any. Create your messaging now and train staff on that messaging.

CSD will keep you updated as developments occur. Thank you and your teams for your continued commitment to serving Californians in need.

RESOLUTION # 2025-13

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2026 CSBG Contract

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on October 29, 2025, in Bakersfield, California at a scheduled meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 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, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, CAPK anticipates receiving a 2026 CSBG contract from CSD, but the contract has not yet been released due to federal government shutdown and delays in the federal budget process; and

WHEREAS, once released, CSD may require rapid execution of the 2026 CSBG contract to ensure timely distribution of funds; and

WHEREAS, the Board of Directors desires to ensure continuity of services and avoid disruption in funding while maintaining appropriate oversight; and

WHEREAS, the Board has reviewed the 2025 CSBG Contract #25F-6015 and finds its terms acceptable as a basis for the 2026 contract;

WHEREAS, the State of California Department of Community Services and Development plans to offer a 2026 Community Services Block Grant (CSBG) Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2026 CSBG Contract and the Board of Directors have designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors of Community Action Partnership of Kern hereby:

1. Authorizes and delegates to Jeremy T. Tobias, Chief Executive Officer, or his successor, the authority to execute the 2026 CSBG contract on behalf of Community Action Partnership of Kern and its Board of Directors, including signing all required contract documents, certifications, and related materials.
2. Further authorizes the Chief Executive Officer to execute any amendments to the 2026 CSBG contract during the contract term, provided such amendments

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 29th day of October 2025.

	October 29, 2025
Maritza Jimenez, Board Chair CAPK Board of Directors	Date

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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

October 24, 2024

Dear Executive Director:

The purpose of this letter is to release the 2025 Low Income Home Energy Assistance Program (LIHEAP) contract and provide key funding information related to this agreement. While Congress has passed and the President has signed a Continuing Resolution that will provide funding until December 20, 2025, the Department of Community Services and Development (CSD) has not received the initial 2025 federal fiscal year grant award from the U.S. Department of Health and Human Services. CSD will inform the network when grant funds are received and when agencies may commence submitting applications to CSD's CORE system and CSD can honor reimbursement claims for this contract. Please note the initial funding allocation for the 2025 LIHEAP CSD is based the initial allocation on 75% of the 2024 LIHEAP grant award and in accordance with the updated Three Factor Formula 3-year phase-in plan.

Until CSD receives the grant award and your contract is fully executed, CSD will not process any claims for 2025 LIHEAP contract reimbursement or issue any 2025 program year LIHEAP utility assistance benefits. To avoid gaps in LIHEAP service delivery, Local Service Providers (LSP) are encouraged to continue assistance delivery under all available open LIHEAP contracts. Contact your field representative if you need assistance moving funds within the components of any open LIHEAP contracts.

CSD received comments on the 2025 LIHEAP draft contract that can be found here. Based on comments received, CSD did not make any further changes to the 2025 LIHEAP contract. However, CSD wishes to inform you of the following changes to implementation associated with this contract:

- In consultation with U.S. Department of Health and Human Services, CSD modified the Eligiblity & Verification Guide (Guide) to expand eligiblity to Ukranian Humanitarian Parolees and Adult Victims of Trafficking. CSD added eligiblity statuses for Asylee granted aslyum under Immigration and Nationality Act (INA) §208 and Iraqi and Afghan Special Immigrants (SIV). CSD has included these eligibility statuses to the Guide, which will be released with the 2025 LIHEAP Start-Up package. Additionally, CSD will cover the new eligiblity statuses during the upcoming eligibility training.

- As indicated in the CPA-E-24-04 2025 LIHEAP Contract Highlights, CSD is reducing the timeframe that an LSP must submit a client record to the Combined

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Outcome Reporting Engine (CORE) from 120 days from the certification date to 90 days from the certification date. Implementation will occur with the 2025 LIHEAP contract and extend to all open LIHEAP, Emergency Supplemental LIHEAP (ESLIHEAP), and Supplemental LIHEAP (SLIHEAP). To allow agencies sufficient time to process older applications, CSD will not implement the validation in CORE until **December 2024.** The exact date for implementation this validation change in CORE will be communicated separately.

- CSD received comments from the network on the draft CPN-E-24-XX Measure Matrix that will require CSD additional time to address. Therefore, the initial 2025 LIHEAP contract will reflect the same reimburement rates and measure categories as the 2024 LIHEAP Reimbursement Rates for Weatherization and EHCS Activities. The 2025 LIHEAP Reimbursement Rates for Weatherization and EHCS Activities is released with the contract and can be found on the Local Agencies Portal here.

  CSD anticipates finalizing and issuing the CPN-E-24-XX Measure Matrix in the next 30 to 45 days, at which time CSD will work with front-end vendors to confirm the implementation of the new reimbursement rates and new measure categories in the front-end systems and CSD's eCORE. CSD will issue separate communication to notify the network when the changes are scheduled to be deployed in eCORE.

  In the meantime, CSD intends to update eCORE to reflect the same reimbursement rates and measure categories as the 2024 LIHEAP contract and deploy in eCORE in **December 2024**. CSD will issue final eCORE Data Transfer Business Rules and Data Dictionary to front-end vendors to provide instructions on implementing these changes in the front-end systems and the implementation date will be communicated separately.

It is through the continued collaboration and commitment between CSD and your agency to those we are tasked to serve that permits us all to effectively and efficiently administer these critical programs and services – programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Director

Attachments

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2025 LIHEAP Contract Checklist

General Comments and Requirements:

Please contact your assigned Field Operations Representative immediately for assistance if this Agreement requires corrections. Agencies are required to utilize DocuSign to sign this Agreement. Please fill out and submit CSD 489 (DocuSign Contact Update Form) if you have not yet initialized DocuSign® with the California Department of Community Services and Development (CSD).

Contract Packet:

The following completed documents/forms must be returned to CSD in the Agreement packet within 30 days (45 days for public agencies). Please use the checkboxes below to indicate the documents/forms are included:

- ☒ Contract Face Sheet (STD 213) signed by individual authorized on Board Resolution.
- x ☐ Federal Funding Accountability and Transparency Act (FFATA) Form
- x ☐ Lobbying Form.
- x ☐ Insurance or Self-Insurance. Please attach current evidence of insurance if not already on file with CSD.
- ☒ Board resolution. (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes.)

Programmatic Contract Requirements (as applicable):

- ☐ LIHEAP Production Plan (CSD 622).
- ☐ CSD 188 Agency Staff and Board Roster form (located under forms tab on the Local Agencies Portal). N/A If a general Board Roster was submitted and no changes have occurred.
- ☐ CSD 251 Public Website Update (located under forms tab on the Local Agencies Portal).
- ☐ CSD 143 Working Capital Advance (located under forms tab on the Local Agencies Portal). Submit the form to EARS.Reports@CSD.CA.GOV.
- ☐ Completed the 2025 Agency Local Plan and made all updates as requested by the Field Monitor.

Please return completed contract packets within 30 days (45 days for public agencies) through the DocuSign link that will be sent by CSD:

All forms are located on the Local Agencies Portal at https://agencies.csd.ca.gov.

ALLOCATION SPREADSHEET

State of California
Department of Community Services and Development
Total 2025 LIHEAP Contract
Facesheet

	County/Service Territory	Contract Number	Direct Services: Weatherization: Initial WX Program	Direct Services: Weatherization: Delayed WX Program	Direct Services: Weatherization: WX Program Subtotal	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable Admin	Direct Services: Administration/Assurance 16/ECIP/HEAP: Allowable A16	Direct Services: Administration/Assurance 16/ECIP/HEAP: ECIP/HEAP Program	Direct Services: Administration/Assurance 16/ECIP/HEAP: Admin/A16/ ECIP/HEAP Subtotal	Utility Assistance: ECIP FT/HEAP G&E Program Subtotal	Total Contract Allocation
1	Alameda County - Spectrum Community Services, Inc.	25B-3001	731,773	487,849	1,219,622	243,924	243,924	1,287,921	1,775,769	1,639,173	4,634,564
2	Amador/Tuolumne Service Territory - Amador-Tuolumne CAA										
	Amador County		46,257	30,838	77,095	15,419	15,419	70,310	101,148	114,717	292,960
	Calaveras County		76,841	51,227	128,068	25,614	25,614	144,460	195,688	162,902	486,658
	Tuolumne County		130,470	86,980	217,450	43,490	43,490	229,629	316,609	292,254	826,313
	Service Territory Total	25B-3002	253,568	169,045	422,613	84,523	84,523	444,399	613,445	569,873	1,605,931
3	Butte County - CAA of Butte County, Inc.	25B-3003	408,965	272,644	681,609	136,322	136,322	1,063,310	1,335,954	572,551	2,590,114
4	Colusa Service Territory - Glenn County Community Action Department										
	Colusa County		30,612	20,408	51,020	10,204	10,204	39,182	59,590	83,263	193,873
	Glenn County		44,853	29,902	74,755	14,951	14,951	62,794	92,696	116,617	284,068
	Trinity County		35,394	23,596	58,990	11,798	11,798	113,262	136,858	28,315	224,163
	Service Territory Total	25B-3004	110,859	73,906	184,765	36,953	36,953	215,238	289,144	228,195	702,104
5	Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	25B-3005	654,085	436,057	1,090,142	218,028	218,028	523,268	959,324	2,093,072	4,142,538
6	Del Norte County - Del Norte Senior Center, Inc.	25B-3006	113,871	75,914	189,785	37,957	37,957	255,072	330,986	200,414	721,185
7	El Dorado Service Territory - El Dorado Co. Health & Human Services Agency										
	Alpine County		5,589	3,726	9,315	1,863	1,863	13,191	16,917	9,167	35,399
	El Dorado County		341,438	227,625	569,063	113,813	113,813	805,794	1,033,420	559,959	2,162,442
	Service Territory Total	25B-3007	347,027	231,351	578,378	115,676	115,676	818,985	1,050,337	569,126	2,197,841
8	Fresno County - Fresno County Economic Opportunities Commission	25B-3008	1,553,958	1,035,972	2,589,930	517,986	517,986	932,376	1,968,348	5,283,457	9,841,735
9	Humboldt Service Territory - Redwood CAA										
	Humboldt County		305,564	203,709	509,273	101,855	101,855	513,346	717,056	708,907	1,935,236
	Modoc Co. (WEATHERIZATION/ASSURANCE 16)		71,053	47,368	118,421	7,237	11,842	0	19,079	0	137,500
	Service Territory Total	25B-3009	376,617	251,077	627,694	109,092	113,697	513,346	736,135	708,907	2,072,736
10	Imperial Service Territory - Campesinos Unidos, Inc.										
	Imperial County		161,082	107,388	268,470	53,694	53,694	167,526	274,914	476,803	1,020,187
	San Diego County - Area A		863,602	575,735	1,439,337	287,867	287,867	725,426	1,301,160	2,728,983	5,469,480
	Service Territory Total	25B-3010	1,024,684	683,123	1,707,807	341,561	341,561	892,952	1,576,074	3,205,786	6,489,667
11	Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.										
	Inyo County		37,109	24,740	61,849	12,370	12,370	108,359	133,099	40,078	235,026
	Mono County		50,277	33,518	83,795	16,759	16,759	176,976	210,494	24,133	318,422
	Service Territory Total	25B-3011	87,386	58,258	145,644	29,129	29,129	285,335	343,593	64,211	553,448
12	Kern County - Community Action Partnership of Kern	25B-3012	1,371,569	914,380	2,285,949	457,190	457,190	1,261,844	2,176,224	4,224,433	8,686,606
13	Kings County - Kings Community Action Organization, Inc.	25B-3013	197,934	131,956	329,890	65,978	65,978	285,025	416,981	506,710	1,253,581
14	Lake Service Territory - North Coast Energy Services, Inc.										
	Lake County		185,366	123,578	308,944	61,789	61,789	363,318	486,896	378,147	1,173,987
	Mendocino County		211,380	140,920	352,300	70,460	70,460	304,387	445,307	541,132	1,338,739
	Napa County		90,864	60,576	151,440	30,288	30,288	134,479	195,055	228,978	575,473
	Solano County		243,975	162,650	406,625	81,325	81,325	146,385	309,035	829,513	1,545,173
	Sonoma County		360,607	240,405	601,012	120,202	120,202	562,547	802,951	879,882	2,283,845
	Yolo County		189,103	126,069	315,172	63,034	63,034	242,052	368,120	514,359	1,197,651
	Service Territory Total	25B-3014	1,281,295	854,198	2,135,493	427,098	427,098	1,753,168	2,607,364	3,372,011	8,114,868
15	Lassen County - Lassen Economic Development Corporation	25B-3015	108,770	72,513	181,283	36,257	36,257	356,764	429,278	78,314	688,875
	Los Angeles County										
16	Area A - Maravilla Foundation	25B-3016	2,341,361	1,560,905	3,902,266	780,452	780,452	3,465,217	5,026,121	5,900,234	14,828,621
17	Area B - Pacific Asian Consortium in Employment	25B-3017	1,624,743	1,083,162	2,707,905	541,581	541,581	1,299,795	2,382,957	5,199,180	10,290,042
18	Area C - Long Beach Community Action Partnership	25B-3018	1,461,484	974,322	2,435,806	487,161	487,161	935,350	1,909,672	4,910,585	9,256,063
19	Madera County - Community Action Partnership of Madera County, Inc.	25B-3019	229,781	153,188	382,969	76,594	76,594	193,016	346,204	726,109	1,455,282
20	Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	25B-3020	0	0	0	31,357	31,357	127,939	190,653	405,140	595,793
21	Mariposa County - County of Mariposa Health & Human Services Agency	25B-3021	80,199	53,466	133,665	26,733	26,733	192,478	245,944	128,318	507,927

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22	Merced County - Merced County CAA	25B-3022	392,036	261,357	653,393	130,679	130,679	329,310	590,668	1,238,834	2,482,895
23	Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	25B-3023	0	0	0	16,447	11,842	159,158	187,447	125,053	312,500
24	Orange County - Community Action Partnership of Orange County	25B-3024	1,006,018	670,679	1,676,697	335,339	335,339	1,448,666	2,119,344	2,575,405	6,371,446
25	Placer Service Territory - Project GO, Inc.										
	Nevada County		250,808	167,205	418,013	83,603	83,603	652,101	819,307	351,131	1,588,451
	Placer County		283,165	188,777	471,942	94,388	94,388	441,737	630,513	690,922	1,793,377
	Service Territory Total	25B-3025	533,973	355,982	889,955	177,991	177,991	1,093,838	1,449,820	1,042,053	3,381,828
26	Plumas Service Territory - Plumas Co. Community Development Commission										
	Plumas County		77,043	51,362	128,405	25,681	25,681	249,618	300,980	58,552	487,937
	Sierra County		12,182	8,122	20,304	4,061	4,061	38,009	46,131	10,720	77,155
	Service Territory Total	25B-3026	89,225	59,484	148,709	29,742	29,742	287,627	347,111	69,272	565,092
27	Riverside County - Community Action Partnership of Riverside County	25B-3027	1,638,733	1,092,489	2,731,222	546,244	546,244	1,442,085	2,534,573	5,112,847	10,378,642
28	Sacramento Service Territory - Community Resource Project, Inc.										
	Sacramento County		1,249,502	833,001	2,082,503	416,501	416,501	1,749,302	2,582,304	3,248,703	7,913,510
	Sutter County		114,465	76,310	190,775	38,155	38,155	160,252	236,562	297,610	724,947
	Yuba County		121,174	80,783	201,957	40,391	40,391	198,726	279,508	285,971	767,436
	Service Territory Total	25B-3028	1,485,141	990,094	2,475,235	495,047	495,047	2,108,280	3,098,374	3,832,284	9,405,893
29	San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	25B-3029	0	0	0	19,505	19,505	56,368	95,378	275,210	370,588
30	San Bernardino County - Community Action Partnership of San Bernardino Co.	25B-3030	1,781,261	1,187,508	2,968,769	593,754	593,754	2,208,764	3,396,272	4,916,280	11,281,321
31	San Diego County - Area B - Metropolitan Area Advisory Committee	25B-3031	459,274	306,183	765,457	153,091	153,091	900,178	1,206,360	936,920	2,908,737
32	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	25B-3032	760,729	507,153	1,267,882	253,576	253,576	456,437	963,589	2,586,478	4,817,949
33	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	25B-3033	189,120	126,080	315,200	63,040	63,040	370,674	496,754	385,803	1,197,757
34	Santa Barbara Co. - Community Action Commission of Santa Barbara County	25B-3034	299,294	199,529	498,823	99,765	99,765	838,021	1,037,551	359,152	1,895,526
35	Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	25B-3035	0	0	0	170,018	170,018	578,063	918,099	2,312,251	3,230,350
36	Santa Cruz Service Territory - Central Coast Energy Services, Inc.										
	Monterey County		373,691	249,127	622,818	124,564	124,564	313,900	563,028	1,180,864	2,366,710
	San Francisco County		367,752	245,168	612,920	122,584	122,584	235,362	480,530	1,235,649	2,329,099
	San Mateo County		310,076	206,717	516,793	103,359	103,359	235,658	442,376	1,004,646	1,963,815
	Santa Cruz County		222,027	148,018	370,045	74,009	74,009	186,502	334,520	701,605	1,406,170
	Marin County (WEATHERIZATION/ASSURANCE 16)		133,270	88,847	222,117	13,066	13,066	0	26,132	0	248,249
	San Benito County (WEATHERIZATION/ASSURANCE 16)		82,895	55,263	138,158	8,127	8,127	0	16,254	0	154,412
	Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)		737,325	491,550	1,228,875	75,757	75,757	58,986	210,500	0	1,439,375
	Service Territory Total	25B-3036	2,227,036	1,484,690	3,711,726	521,466	521,466	1,030,408	2,073,340	4,122,764	9,907,830
37	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.										
	Shasta County		329,889	219,926	549,815	109,963	109,963	699,364	919,290	620,191	2,089,296
	Tehama County		146,185	97,457	243,642	48,728	48,728	309,914	407,370	274,829	925,841
	Service Territory Total	25B-3037	476,074	317,383	793,457	158,691	158,691	1,009,278	1,326,660	895,020	3,015,137
38	Siskiyou County - Great Northern Services	25B-3038	219,056	146,037	365,093	73,019	73,019	464,399	610,437	411,825	1,387,355
39	Stanislaus County - Central Valley Opportunity Center, Incorporated	25B-3039	656,489	437,659	1,094,148	218,830	218,830	472,672	910,332	2,153,282	4,157,762
40	Tulare County - Community Services & Employment Training, Inc.	25B-3040	860,647	573,765	1,434,412	286,882	286,882	1,032,776	1,606,540	2,409,812	5,450,764
41	Ventura County - Community Action of Ventura County, Inc.	25B-3041	369,593	246,395	615,988	123,198	123,198	428,728	675,124	1,049,644	2,340,756
42	Association of California Community and Energy Services (ACCES)	25B-3042	0	0	0	0	0	0	0	0	0
	TOTALS		27,803,628	18,535,753	46,339,381	9,267,876	9,267,876	33,818,528	52,354,280	77,395,988	176,089,649

ALLOCATION SPREADSHEET

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	County/Service Territory	Initial WX Intake 8%	Initial WX Outreach 5%	Initial WX Training 5%	Approved Waiver Total WX Intake 8%	Approved Waiver Total WX Outreach 5%	Approved Waiver Total WX Training 5%	ECIP/HEAP Intake 8%	ECIP/HEAP Outreach 5%	ECIP/HEAP Training 2%
1	Alameda County - Spectrum Community Services, Inc.	58,542	36,589	36,589	97,570	60,981	60,981	234,168	146,355	58,542
2	Amador/Tuolumne Service Territory - Amador-Tuolumne CAA									
	Amador County	3,701	2,313	2,313	6,168	3,855	3,855	14,802	9,251	3,701
	Calaveras County	6,147	3,842	3,842	10,245	6,403	6,403	24,589	15,368	6,147
	Tuolumne County	10,438	6,524	6,524	17,396	10,873	10,873	41,751	26,094	10,438
	Service Territory Total	20,286	12,679	12,679	33,809	21,131	21,131	81,142	50,713	20,286
3	Butte County - CAA of Butte County, Inc.	32,717	20,448	20,448	54,529	34,080	34,080	130,869	81,793	32,717
4	Colusa Service Territory - Glenn County Community Action Department									
	Colusa County	2,449	1,531	1,531	4,082	2,551	2,551	9,796	6,122	2,449
	Glenn County	3,588	2,243	2,243	5,980	3,738	3,738	14,353	8,971	3,588
	Trinity County	2,832	1,770	1,770	4,719	2,950	2,950	11,326	7,079	2,832
	Service Territory Total	8,869	5,544	5,544	14,781	9,239	9,239	35,475	22,172	8,869
5	Contra Costa Co. - Contra Costa Employment & Human Services Dept/CSB	52,327	32,704	32,704	87,211	54,507	54,507	209,307	130,817	52,327
6	Del Norte County - Del Norte Senior Center, Inc.	9,110	5,694	5,694	15,183	9,489	9,489	36,439	22,774	9,110
7	El Dorado Service Territory - El Dorado Co. Health & Human Services Agency									
	Alpine County	447	279	279	745	466	466	1,789	1,118	447
	El Dorado County	27,315	17,072	17,072	45,525	28,453	28,453	109,260	68,288	27,315
	Service Territory Total	27,762	17,351	17,351	46,270	28,919	28,919	111,049	69,406	27,762
8	Fresno County - Fresno County Economic Opportunities Commission	124,317	77,698	77,698	207,194	129,497	129,497	497,267	310,792	124,317
9	Humboldt Service Territory - Redwood CAA									
	Humboldt County	24,445	15,278	15,278	40,742	25,464	25,464	97,780	61,113	24,445
	Modoc Co. (WEATHERIZATION/ASSURANCE 16)	5,684	3,553	3,553	9,474	5,921	5,921	0	0	0
	Service Territory Total	30,129	18,831	18,831	50,216	31,385	31,385	97,780	61,113	24,445
10	Imperial Service Territory - Campesinos Unidos, Inc.									
	Imperial County	12,887	8,054	8,054	21,478	13,424	13,424	51,546	32,216	12,887
	San Diego County - Area A	69,088	43,180	43,180	115,147	71,967	71,967	276,353	172,720	69,088
	Service Territory Total	81,975	51,234	51,234	136,625	85,391	85,391	327,899	204,936	81,975
11	Inyo Service Territory - Inyo Mono Advocates for Community Action, Inc.									
	Inyo County	2,969	1,855	1,855	4,948	3,092	3,092	11,875	7,422	2,969
	Mono County	4,022	2,514	2,514	6,704	4,190	4,190	16,089	10,055	4,022
	Service Territory Total	6,991	4,369	4,369	11,652	7,282	7,282	27,964	17,477	6,991
12	Kern County - Community Action Partnership of Kern	109,726	68,578	68,578	182,876	114,297	114,297	438,902	274,314	109,726
13	Kings County - Kings Community Action Organization, Inc.	15,835	9,897	9,897	26,391	16,495	16,495	63,339	39,587	15,835
14	Lake Service Territory - North Coast Energy Services, Inc.									
	Lake County	14,829	9,268	9,268	24,716	15,447	15,447	59,317	37,073	14,829
	Mendocino County	16,910	10,569	10,569	28,184	17,615	17,615	67,642	42,276	16,910
	Napa County	7,269	4,543	4,543	12,115	7,572	7,572	29,077	18,173	7,269
	Solano County	19,518	12,199	12,199	32,530	20,331	20,331	78,072	48,795	19,518
	Sonoma County	28,849	18,030	18,030	48,081	30,051	30,051	115,394	72,121	28,849
	Yolo County	15,128	9,455	9,455	25,214	15,759	15,759	60,513	37,821	15,128
	Service Territory Total	102,503	64,064	64,064	170,840	106,775	106,775	410,015	256,259	102,503
15	Lassen County - Lassen Economic Development Corporation	8,702	5,439	5,439	14,503	9,064	9,064	34,806	21,754	8,702
	Los Angeles County									
16	Area A - Maravilla Foundation	187,309	117,068	117,068	312,181	195,113	195,113	749,236	468,273	187,309
17	Area B - Pacific Asian Consortium in Employment	129,979	81,237	81,237	216,632	135,395	135,395	519,918	324,949	129,980
18	Area C - Long Beach Community Action Partnership	116,919	73,074	73,074	194,864	121,790	121,790	467,675	292,297	116,919
19	Madera County - Community Action Partnership of Madera County, Inc.	18,382	11,489	11,489	30,638	19,148	19,148	73,530	45,956	18,383
20	Marin County - Community Action Marin (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	42,646	26,654	10,662
21	Mariposa County - County of Mariposa Health & Human Services Agency	6,416	4,010	4,010	10,693	6,683	6,683	25,664	16,040	6,416

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22	Merced County - Merced County CAA	31,363	19,602	19,602	52,271	32,670	32,670	125,452	78,407	31,363
23	Modoc - T.E.A.C.H. Inc. (NON WEATHERIZATION/ASSURANCE 16)	0	0	0	0	0	0	22,737	14,211	5,684
24	Orange County - Community Action Partnership of Orange County	80,481	50,301	50,301	134,136	83,835	83,835	321,926	201,204	80,481
25	Placer Service Territory - Project GO, Inc.									
	Nevada County	20,065	12,540	12,540	33,441	20,901	20,901	80,259	50,162	20,065
	Placer County	22,653	14,158	14,158	37,755	23,597	23,597	90,613	56,633	22,653
	Service Territory Total	42,718	26,698	26,698	71,196	44,498	44,498	170,872	106,795	42,718
26	Plumas Service Territory - Plumas Co. Community Development Commission									
	Plumas County	6,163	3,852	3,852	10,272	6,420	6,420	24,654	15,409	6,163
	Sierra County	975	609	609	1,624	1,015	1,015	3,898	2,436	975
	Service Territory Total	7,138	4,461	4,461	11,896	7,435	7,435	28,552	17,845	7,138
27	Riverside County - Community Action Partnership of Riverside County	131,099	81,937	81,937	218,498	136,561	136,561	524,395	327,747	131,099
28	Sacramento Service Territory - Community Resource Project, Inc.									
	Sacramento County	99,960	62,475	62,475	166,600	104,125	104,125	399,840	249,900	99,960
	Sutter County	9,157	5,723	5,723	15,262	9,539	9,539	36,629	22,893	9,157
	Yuba County	9,694	6,059	6,059	16,157	10,098	10,098	38,776	24,235	9,694
	Service Territory Total	118,811	74,257	74,257	198,019	123,762	123,762	475,245	297,028	118,811
29	San Benito Co. - HHSA, Comm. Svcs. & Wkfs. Dev. (NON WEATHERIZATION/A16)	0	0	0	0	0	0	26,526	16,579	6,632
30	San Bernardino County - Community Action Partnership of San Bernardino Co.	142,501	89,063	89,063	237,502	148,438	148,438	570,004	356,252	142,501
31	San Diego County - Area B - Metropolitan Area Advisory Committee	36,742	22,964	22,964	61,237	38,273	38,273	146,968	91,855	36,742
32	San Joaquin Co. - San Joaquin Co. Dept. of Aging & Community Services	60,858	38,036	38,036	101,431	63,394	63,394	243,433	152,146	60,858
33	San Luis Obispo Co. - Community Action Partnership of San Luis Obispo Co., Inc.	15,130	9,456	9,456	25,216	15,760	15,760	60,518	37,824	15,130
34	Santa Barbara Co. - Community Action Commission of Santa Barbara County	23,944	14,965	14,965	39,906	24,941	24,941	95,774	59,859	23,943
35	Santa Clara Co. - Sacred Heart Community Service (NON WEATHERIZATION/A16)	0	0	0	0	0	0	231,225	144,516	57,806
36	Santa Cruz Service Territory - Central Coast Energy Services, Inc.									
	Monterey County	29,895	18,685	18,685	49,825	31,141	31,141	119,581	74,738	29,895
	San Francisco County	29,420	18,388	18,388	49,034	30,646	30,646	117,681	73,551	29,420
	San Mateo County	24,806	15,504	15,504	41,343	25,840	25,840	99,224	62,015	24,806
	Santa Cruz County	17,762	11,101	11,101	29,604	18,502	18,502	71,049	44,405	17,762
	Marin County (WEATHERIZATION/ASSURANCE 16)	10,662	6,664	6,664	17,769	11,106	11,106	0	0	0
	San Benito County (WEATHERIZATION/ASSURANCE 16)	6,632	4,145	4,145	11,053	6,908	6,908	0	0	0
	Santa Clara County (WEATHERIZATION/ASSURANCE 16/EHCS)	58,986	36,866	36,866	98,310	61,444	61,444	4,719	2,949	1,180
	Service Territory Total	178,163	111,353	111,353	296,938	185,587	185,587	412,254	257,658	103,063
37	Shasta/Tehama Service Territory - Self-Help Home Improvement Project, Inc.									
	Shasta County	26,391	16,494	16,494	43,985	27,491	27,491	105,564	65,978	26,391
	Tehama County	11,695	7,309	7,309	19,491	12,182	12,182	46,779	29,237	11,695
	Service Territory Total	38,086	23,803	23,803	63,476	39,673	39,673	152,343	95,215	38,086
38	Siskiyou County - Great Northern Services	17,524	10,953	10,953	29,207	18,255	18,255	70,098	43,811	17,524
39	Stanislaus County - Central Valley Opportunity Center, Incorporated	52,519	32,824	32,824	87,532	54,707	54,707	210,076	131,298	52,519
40	Tulare County - Community Services & Employment Training, Inc.	68,852	43,032	43,032	114,753	71,721	71,721	275,407	172,129	68,852
41	Ventura County - Community Action of Ventura County, Inc.	29,567	18,480	18,480	49,279	30,799	30,799	118,270	73,919	29,567
42	Association of California Community and Energy Services (ACCES)									
	TOTALS	2,224,292	1,390,182	1,390,182	3,707,151	2,316,970	2,316,970	8,897,165	5,560,729	2,224,293

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STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **25B-3012**	PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: November 1, 2024 through June 30, 2026

3. The maximum amount of this Agreement is: Total $8,686,606.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble
- Article 1 - Scope of Work
- Article 2 - Contract, Administration and Procedure
- Article 3 - Contract Changes
- Article 4 - Administrative Policies and Procedures
- Article 5 - Administrative and Program Expenditures Requirements
- Article 6 - Reporting Policies and Procedures
- Article 7 - Program Policies and Procedures
- Article 8 - Program Implementation
- Article 9 - Training, Licensing and Certifications
- Article 10 - Compliance Policies and Procedures
- Article 11 - Federal and State Policy Provisions
- Article 12 - General Terms and Conditions GTC 04/2017
- Article 13 - Definitions
- Article 14 - Table of Forms and Documents Incorporated by Reference

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

CONTRACTOR				**California Department of General Services Approval (or exemption, if applicable)**
CONTRACTOR NAME *(If other than an individual, state whether a corporation, partnership, etc.)* **Community Action Partnership of Kern**				
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 1300 18TH ST STE 200, Bakersfield, CA 93301-4537				
PRINTED NAME OF PERSON SIGNING Jeremy T. Tobias		TITLE CEO		
CONTRACTOR AUTHORIZED SIGNATURE DocuSigned by: Jeremy T. Tobias 9D18639327824A0...		DATE SIGNED 11/26/2024		**I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.**
STATE OF CALIFORNIA				
CONTRACTING AGENCY NAME **Department of Community Services and Development**				
CONTRACTING AGENCY ADDRESS **2389 Gateway Oaks Drive, Suite 100**	CITY **Sacramento**	STATE **CA**	ZIP **95833**	DS SP
PRINTED NAME OF PERSON SIGNING **Chris Vail**	TITLE **Chief Financial Officer**			
CONTRACTING AGENCY AUTHORIZED SIGNATURE Signed by: 7538DB7C3224437...		DATE SIGNED 11/27/2024		

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CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: **Low-Income Home Energy Assistance (LIHEAP)**

PERIOD: **November 1, 2024 through June 30, 2026**

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 any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, 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 document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Chief Executive Officer	DocuSigned by: Jeremy T. Tobias
Title	**Signature**
Community Action Partnership of Kern	11/26/2024
Agency/Organization	**Date**

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DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete the form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action:	2. Status of Federal Action:	3. Report Type:
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change For Material Change Only: year _____ quarter date of Last report

4. Name and Address of Reporting Entity:	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
☐ Prime ☐ Subawardee Tier _____, *if known:* Congressional District, *if known:*	Congressional District, *if known:*
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, *If applicable:*
8. Federal Action Number, *if known:*	9. Award Amount, *if known:* $
10. a. Name address of Lobbying Entity *(if individual, last name, first, name, MI):*	b. Individuals Performing Services *(including address if different from No. 10a)* *(last name, first name, MI):*

(attach Continuation Sheet(s) SF-LLL-A, *if necessary*)

11. Amount of Payment *(check all that apply)*:	13. Type of Payment *(check all that apply)*:
$ _____ ☐ actual ☐ planned	☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify:
12. Form of Payment *(check all that apply)*: ☐ a. cash ☐ b. in-kind; specify: nature value	

14. Brief Description of Services Performed or to be Performed and Date(s) of Services, including officer(s), employee(s), or Member(s), contacted, for Payment indicated in Item 11:

(attach Continuation Sheet(s) SF-LLL-A, *if necessary*)

15. Continuation Sheet(s) SF-LLL-A attached: ☐ Yes ☐ No

16	
Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1353. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty for not less than $10,000 and not more than $100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____

Federal Use Only:	Authorized for Local Reproductions Standard Form – LLL

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DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ **Page** _____ **of**

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INSTRUCTION FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. **Identity the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.**

2. **Identify the status of the covered Federal action.**

3. **Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.**

4. **Enter the full name, address, city, state and ZIP Code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.**

5. **If the organization filing the report in Item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known**

6. **Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.**

7. **Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.**

8. **Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."**

9. **For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.**

10. **(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.**

(b) Enter the full name of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. **Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.**

12. **Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.**

13. **Check the appropriate box(es). Check all boxes that apply. If other, specify nature.**

14. **Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.**

15. **Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.**

16. **The certifying official shall sign and date the form, print his/her name, title, and telephone number.**

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budgets. Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

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Department of Community Services and Development
CSD 279 (Rev. 4/2022)

Community Services and Development
Federal Funding Accountability and Transparency Act Report Form

Return with the Contract

As of October 1, 2010, CSD is required to comply with sub-award reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). CSD must file the FFATA sub- award report by the end of the month following the month in which CSD awards funds greater than or equal to $25,000 to any agency/service provider. In accordance with terms of the CSD agreement, agencies are required to provide the information requested in this form on or beforethe above due date. Failure to timely submit the completed form may result in "high-risk" designation and/or imposition of additional special terms and conditions on the agency's eligibility for CSD funds.

Please e-mail completed report form to the program e-mail address listed below:

Department of Energy Weatherization Assistance Program: Wx@csd.ca.gov

Community Services Block Grant: csbg.div@csd.ca.gov

Low Income Home Energy Assistance Program: Wx@csd.ca.gov

AGENCY/SUB-AWARDEE INFORMATION

Agency Name	Community Action Partnership of Kern	
Program Type **(Check One)**	☐**CSBG** ☒**LIHEAP** ☐**DOE WAP** ☐**OTHER** _____	
Contract Number	25B-3012	
Performance Period(s) (mm/dd/yy - mm/dd/yy)	11/01/2024 - 06/30/2026	
Agency Unique Entity ID (SAM.gov) **NEW**	MH2JA4FK2WK1	
Agency Primary Contact Information *(person responsible for completing thisform)*	Name:	Wilfredo Cruz
	Title:	Energy Program Administrator
	E-Mail:	wcruz@capk.org
	Phone:	661-336-5236
Location of Agency	Mailing Address:	1300 18th St., Suite 200
	State:	California
	Zip + 4 Digits (+4 digit is required)	93301-4510
	U.S. Congressional District:	22nd Congressional District - David Valadao
	State Assembly District:	District 35 - Jasmeet Kaur Bains, MD
	State Senate District:	District 16 - Melissa Hurtado

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Department of Community Services and Development
CSD 279 (Rev. 4/2022)

Place of Performance *(where program funds are primarily spent, if different from agency location above)*	Mailing Address:	
	State:	
	Zip + 4 Digits (+4 digit is required)	
	U.S. Congressional District:	
	State Assembly District:	
	State Senate District:	
Agency (Sub-Awardee) Executive Compensation Reporting	Is more than 80% of your agency's annual gross revenue from the Federal government? ☐ Yes ☒ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Does your agency's total annual federal funding exceed $25 million? ☐ Yes ☐ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Is your agency one of the entities described below? ☐ Yes ☐ No ▪ A tax-exempt nonprofit entity required to file an annual Form 990 return with the Internal Revenue Service (IRS). ▪ A publicly owned corporation required to file annual reports with the Securities and Exchange Commission (SEC).	
	(If NO, please list the names and compensation of your agency's top five highest compensated employees in the spaces below. If YES, you are now finished completing this form.)	
Five Highest Compensated Executives/Employees	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	

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Description of Information Requested

Place of Performance

Address represents where the prime recipient is performing the majority of work funded. If the award fundsmultiple projects in different locations, then an address such as a city hall or county seat may be the most appropriate if it represent where the majority of funds are being used.

Agency/Sub-Awardee Executive Compensation Reporting

Sub-awardees must report the total compensation and names of the top five executives in the organization if:

a) More than 80% of the annual gross revenues are from the Federal government, and those revenues aregreater than $25 million annually; and

b) Compensation information is not readily available through reporting to the to the IRS on a Form 990 (section6104 of the Internal Revenue Code of 1986), or through reporting to Securities and Exchange Commission (SEC).SEC reporting is required for publicly owned/traded corporations.

Exemptions: Refer to 2 CFR
Part 170 for exemption criteria. http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part170.pdf

Additional Resources

Unique Entity ID (UEI Number)	
On April 4, 2022, the D-U-N-S® Number will be removed and the Unique Entity ID (SAM) will be the authoritative identifier. This ID is used within SAM.gov and other government award and financial systems to identify a unique entity. The transition to the Unique Entity ID (SAM) is a federal governmentwide initiative.	https://sam.gov/content/home https://gsa.gov/entityid
Zip Code + 4 Digit Zip	
Use the United States Postal Service website to identify your +4 digit zip	https://tools.usps.com/go/ZipLookupAction!input.action
Congressional District	
Use the following sites to identify your congressional district	
U.S. Congressional District	http://www.house.gov/representatives/find/
State Assembly and Senate District	http://findyourrep.legislature.ca.gov/
Reporting Requirement Regulations	
The Federal Funding Accountability and Transparency Act of 2006	http://www.gpo.gov/fdsys/pkg/PLAW-109publ282/html/PLAW-109publ282.htm
FFATA Subaward Reporting System (FSRS) website	https://www.fsrs.gov/

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SUBVENTION CONTRACT

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SUBVENTION CONTRACT

PREAMBLE

This subvention contract, for the implementation of the Low Income Home Energy Assistance Program (LIHEAP) in program year 2025 ("Contract"), is entered into between the Department of Community Services and Development ("CSD" or "Department") and the contractor named on Form STD. 213, the face sheet of this document ("Contractor") and shall be enforceable on the date last signed.

NOW THEREFORE, in consideration of the promises and of the mutual agreements and covenants hereinafter set forth, CSD and Contractor hereby agree as follows:

ARTICLE 1 - SCOPE OF WORK

1.1 General

1.1.1 Contractor shall provide services under the weatherization (WX) program, Home Energy Assistance Program (HEAP), and Energy Crisis Intervention Program (ECIP) to eligible participants residing in the service area described in Section 1.2, pursuant to all applicable federal and state statutes and regulations. Contractor shall provide crisis services and activities to the low-income community within its service area through at least March 15, 2025.

1.1.2 The LIHEAP Assistance Listing Number is 93.568. The award is fully funded through the United States Department of Health and Human Services (HHS).

1.2 Service Area

1.2.1 The services shall be performed in the Service Territory comprised of the following service area(s):

The 2025 LIHEAP NUMBERS, CONTRACTORS, AND SERVICE AREAS listing may be accessed at CSD's Local Agencies Portal (CSD LAP) under the Supporting Documents section at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

1.2.2 Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Codes Listing on the CSD LAP to determine the zip codes for their respective area.

1.3 Term and Amount of Contract

1.3.1 The term of this Contract shall be the period represented on Standard Agreement STD. 213. Contractor shall perform all work under this Contract in accordance with Article 10.5 section 10.5.2, regardless of the contract term end date.

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1.3.2 The contract amount as represented on Standard Agreement STD. 213 consists of Contractor's total allocation to include the "Direct Services" and "Utility Assistance" portions attributable to Contractor's service area(s).

1.3.3 Direct Services and Utility Assistance funding, as defined in Article 13, Definitions, that are allocated to Contractor, shall be expended, reported, and accounted for in accordance with the provisions of this Contract.

1.4 Service Area Expenditure Requirements

Contractor shall be subject to special expenditure requirements as provided in Article 5, Section 5.7 of the Contract, if any of the following pertain:

1.4.1 Any criteria listed in Article 5, Section 5.7.2 apply; or

1.4.2 Contractor has additional contracts with CSD for the provision of LIHEAP or United States Department of Energy Weatherization Assistance Program (DOE WAP) or United States Department of Energy Bipartisan Infrastructure Law (DOE BIL) services in counties or service areas other than the county or service area to which this Contract applies.

1.5 Program Authorities – Requirements, Standards and Guidance

1.5.1 All services and activities are to be provided in accordance with applicable federal, state, and local laws and regulations, which may be amended from time to time, including but not limited to, the following:

1.5.1.1 The Low-Income Home Energy Assistance Act of 1981 (42 United States Code (USC) § 8621 et seq.), and the Low Income Home Energy Assistance Program regulations (45 Code of Federal Regulations (CFR) Part 96, Subpart H);

1.5.1.2 The California Government Code (Cal. Gov. Code) § 16367.5 et seq., as amended, and Low Income Home Energy Assistance Program Regulations (Title 22 of the California Code of Regulations (CCR) § 100800 et seq.); and

1.5.1.3 The Single Audit Act (31 USC § 7501 et seq.), and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards ("Uniform Administrative Requirements") (45 CFR Part 75).

1.5.2 Conflict of Laws.

Contractor shall comply with all applicable laws, regulations, requirements,

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standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, regarding procurement, administrative, and other costs claimed under this Contract, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines in this Contract directly conflict with any State law or regulation at Government Code §16367.5 et seq. or 22 CCR §100800 et seq., or any provision of this Contract, then federal law or regulation shall take precedence, and then state law; unless, under specified circumstances, a provision of federal law applicable to block grants, such as 45 CFR § 96.30, allows for the application of state law.

1.5.3 CSD shall provide Contractor with specific program guidance which shall be binding on the Contractor as a condition of the Contractor's participation in LIHEAP, and as a condition of receipt of funds under the program, PROVIDED:

1.5.3.1 That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN)" or "CSD Program Advisory (CPA)" posted on the CSD Local Agencies Portal (LAP);

1.5.3.2 Such guidance shall be issued by CSD in the most timely and expeditious manner practicable;

1.5.3.3 Such guidance shall be reasonably necessary to realize the purposes of LIHEAP;

1.5.3.4 Major and material changes in the program and requirements which substantially affect the Contractor's and CSD's ability to fulfill their obligations or otherwise serve to create a substantial hardship on either the Contractor or CSD shall be subject to an amendment to this Contract;

1.5.3.5 Contractor shall notify CSD within 10 business days of issuance of a CPN or CPA, if Contractor is unable to fulfill its obligations under the new guidance;

1.5.3.6 That the parties' failure to execute a mutually acceptable amendment or CPN or CPA, as contemplated in subsection 1.5.3.4 and 1.5.3.5, in a reasonable period of time, shall result in this Contract being without force and effect subject only to such provisions contained herein as are intended to survive the Contract in accordance with the express and implied provisions of applicable federal and state law; and

1.5.3.7 That upon CSD's good faith determination, delivered to the Contractor by written notice that this Contract between the parties to any necessary

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amendment CPN, or CPA as contemplated in subsection 1.5.3.4 and 1.5.3.5 cannot be achieved, then this Contract shall be "closed out" and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.

1.5.4 The federal and state laws, regulations, and other authorities referenced in this Section are hereby incorporated by reference into this Contract and may be accessed on the CSD LAP.

1.5.5 Contract Elements Integral to Contract and Enforceability Conditions

1.5.5.1 Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with an executed copy of this Contract before CSD executes and returns the Contract to Contractor for implementation:

1.5.5.1.1 Federal Funding Accountability and Transparency Act Report (CSD 279);

1.5.5.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

1.5.5.1.3 Contractor Certification Clauses (CCC-04/2017);

1.5.5.1.4 Current Insurance or Self-Insurance Authority Certification;

1.5.5.1.5 Board Resolution authorizing execution of this Contract;

1.5.5.1.6 Agency Local Plan (referenced in Article 7.1);

1.5.5.1.7 LIHEAP Production Plan (CSD 622) (referenced in Article 5.7); and

1.5.5.1.8 Agency Staff and Board Roster (CSD 188).

1.5.5.2 The Agency Local Plan and forms must be completed by Contractor before CSD will execute the Contract and Contractor is authorized to commence work. CSD may execute this Contract pending its review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the documents submitted pursuant to Section 1.5.5.1. All documents submitted pursuant to Section 1.5.5.1 shall become part of this Contract.

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1.6 Duplication of Services

Dwellings that have received Low-Income Weatherization Program (LIWP) funded energy efficiency measures do not qualify for additional energy efficiency measures under this Contract, except for the following:

1.6.1 Assessment and installation of Health and Safety measures not installed through LIWP;

1.6.2 Reweatherization in accordance with LIHEAP requirements;

1.6.3 Call-backs in accordance with LIHEAP requirements; or

1.6.4 Emergency Heating and Cooling Services in accordance with the LIHEAP requirements.

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ARTICLE 2 - CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Contractor's Option of Termination

2.1.1 Notwithstanding the provisions of Section 1.5.3, Contractor may elect to terminate this Contract rather than adhere to the procedures set out in Section 1.5.3, should Contractor determine that any subsequent program guidance or proposed amendment to the Contract is unjustifiably onerous or otherwise counter to Contractor's legitimate business interests and ability to implement the Contract in an effective and reasonable manner, provided:

2.1.1.1 The notice of termination is in writing, delivered by U.S. Certified Mail, Return Receipt Requested.

2.1.1.2 The notice of termination shall be effective 30 calendar days after receipt by CSD; and

2.1.1.3 The notice of termination contains a statement of the reasons for termination with reference to the specific provision(s) in the program guidance or proposed amendment in question.

2.1.2 Contractor shall be entitled to reimbursement for all allowable costs incurred prior to Contract termination. Such reimbursement shall be in accordance with the program guidance and contract provisions in effect at the time the cost was incurred.

2.1.3 Contractor shall, within 60 calendar days of termination, close-out the contract in accordance with contractual close-out procedures.

2.1.4 CSD may at its option procure a temporary replacement provider, and may at its option, designate a permanent replacement provider for Contractor's service area in accordance with federal and state law.

2.2 Budget Contingencies

2.2.1 Federal Budget Contingency

2.2.1.1 Because of uncertainty in the federal budget process, this Contract may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The obligations of the parties under this Contract are expressly contingent on adequate funding being made available to CSD by the United States government.

2.2.1.2 If federal funding for any fiscal year is reduced to such degree that CSD

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reasonably determines that the program cannot be implemented effectively, CSD shall at its sole discretion have the option either to terminate this Contract upon written notice to Contractor or, in the alternative, to offer an amendment addressing the reduced funding. If the parties fail to reach an agreement on such amendment, CSD may, at its option, give written notice of termination without further obligation by either party except for contract close-out obligations and final settlement.

2.2.1.3 If federal funding authorities condition funding on any obligations, restrictions, limitations, or conditions not in existence when this Contract was executed, this Contract shall be amended by mutual agreement for compliance with such obligations, restrictions, limitations, or conditions. Failure of the parties to reach an agreement on such amendment shall render this Contract without force and effect.

2.2.1.4 Subject to the provisions of subsection 2.2.1.2, CSD shall authorize expenditures of funds under this Contract based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.2.2 State Budget Contingency

2.2.2.1 If funds are not appropriated for implementation of LIHEAP through the State budget process or otherwise, whether in the current year and/or any subsequent year covered by this Contract, this Contract shall be of no further force and effect. Upon CSD's written notice to Contractor that no funds are available for contract implementation, the Contract shall be terminated, CSD shall have no obligation to pay Contractor or to furnish other consideration under this Contract, and Contractor shall not be obligated for performance.

2.2.2.2 If program funding for any fiscal year is reduced to such degree that CSD reasonably determines that the program cannot be implemented effectively, CSD shall at its sole discretion have the option either to terminate this Contract upon written notice to Contractor or, in the alternative, to offer and negotiate an amendment addressing the reduced funding. If the parties fail to reach an agreement on such amendment, CSD may at its option give written notice of termination without further obligation by either party except for contract close-out obligations and final settlement.

2.3 Miscellaneous Provisions

2.3.1 Assignment. Neither this Contract nor any of the rights, interests, or obligations

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under this Contract shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by CSD to another State agency. In the event of such transfer, this Contract is binding on the agency to which the program is assigned.

2.3.2 Merger/Entire Contract. This Contract (including the attachments, documents and instruments referred to in this Contract) constitutes the entire Contract and understanding of the parties with respect to the subject matter of this Contract and supersedes all prior understandings and contracts, whether written or oral, among the parties with respect to such subject matter.

2.3.3 Severability. If any provision of this Contract is found to be invalid or unenforceable in any respect for any reason, the validity and enforceability of any such provision in any other respect and of the remaining provisions of this Contract will not be in any way impaired and shall remain in full force and effect.

2.3.4 Notices. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

2.3.4.1 To Contractor’s address of record; and

2.3.4.2 To CSD at:
Department of Community Services and Development
Energy Field Operations
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

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SUBVENTION CONTRACT

ADMINISTRATIVE REQUIREMENTS

ARTICLE 3 - CONTRACT CHANGES

3.1 Amendment

3.1.1 Changes to this Contract shall be made by formal amendment with exceptions specified in Article 1 subsection 1.5.3 and in Section 3.2, below.

3.1.2 Contractor shall notify CSD in writing when any proposed amendment or guidance will significantly impact Contractor's Program Budget and/or Operations or ability to fulfill its obligations under this Contract. CSD will afford Contractor a reasonable opportunity and sufficient time in which to phase-in the mandated change.

3.2 Minor Modifications

3.2.1 Contractor may request modifications to make minor adjustments during the Contract term. Minor Modifications shall not affect the Maximum Amount payable under this Contract.

3.2.2 Minor Modifications shall not alter the maximum limits established for specific budget line items, e.g., administrative costs, Assurance 16, intake, outreach, and training and technical assistance costs, except as otherwise provided herein.

3.2.3 To request a minor modification, Contractor shall submit a Request for Amendment/Modification Energy (CSD 509), with justification supporting the fund transfer or change request. Contractor may submit the CSD 509 to CSD via email.

3.2.4 Contractor may propose minor modifications for CSD approval, including the following:

3.2.4.1 Transferring funds to increase or decrease the Utility Assistance total allocation;

3.2.4.2 Transferring funds to increase or decrease the Wood, Propane and Oil (WPO) total allocation (ECIP WPO or HEAP WPO);

3.2.4.3 Transferring funds between target service areas, which shall be conditioned upon Contractor meeting its target service areas expenditure requirements, as stated in Article 5.7, Section 5.7.3;

3.2.4.4 Changes to the Agency Local Plan; or

3.2.4.5 Changes to Fund Transfer Requirements in Article 5.1, Section 5.1.2.

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ARTICLE 4 -ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, By Laws, Resolution, and Minutes

4.1.1 Contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) listing the current Agency Staff and roster of members of its governing board, including contact information for each board member at a location other than the Contractor's offices, and the most recent version of the organizational bylaws. Contractor is responsible to notify CSD of any changes to the Executive Director, Program Manager, Chief Financial Officer and board roster within 30 calendar days of such occurrence.

4.1.2 Contractor's governing board must authorize the execution of this Contract. Contractor has the option of demonstrating such authority by the signature of a Board member, affixed to the signature page of this Contract, or by any lawful delegation of such authority that is consistent with Contractor's bylaws.

4.1.3 Where Contractor elects to delegate the signing authority to the chief executive officer or designated officials, CSD will accept either a resolution specific to this Contract or a resolution passed by the governing board that applies to any contract entered into by Contractor. Where Contractor provides a general resolution, Contractor shall maintain documentation that the chief executive officer provided timely and effective communication of the execution and terms of this Contract to the Board. Either a specific or current general resolution must be on file with CSD before execution of this Contract by CSD.

4.1.4 If the Contractor's board is both tripartite and advisory to the elected members governing a local government, the Contractor shall submit to CSD the approved minutes from any meeting of the elected officials where matters relating to this Contract are heard, including but not limited to discussions about or decisions affecting LIHEAP. Such minutes shall be submitted to CSD no later than 30 calendar days after the related meeting.

4.2 Internal Controls Requirements

Contractor shall ensure the establishment and maintenance of a system of internal accounting and administrative control. This responsibility includes documenting the system, communicating system requirements to employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. The system of internal accounting and administrative control shall be attested to within the Contractor's independent audit conducted pursuant to this Contract and shall include:

4.2.1 Segregation of duties appropriate to safeguard state assets;

4.2.2 Limited access to agency assets to authorized personnel who require these assets

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in the performance of their assigned duties;

4.2.3 Authorization and recordkeeping procedures adequate to provide effective accounting controls over assets, liabilities, revenues, and expenditures;

4.2.4 Established practices to be followed in the performance of duties and functions;

4.2.5 Personnel of a quality commensurate with their responsibilities; and

4.2.6 Effective internal reviews.

4.3 Record Retention

4.3.1 Contractor shall comply with the record retention requirements contained in the Uniform Administrative Requirements (45 CFR § 75.361 - § 75.370).

4.3.2 Contractor shall maintain all records pertaining to this Contract for a minimum period of three years after submission of the final report or until resolution of all related audit or monitoring findings, enforcement actions, including cost disallowance, legal proceedings, or other pending matters, whichever is later.

4.3.3 Contractor shall retain and secure all employee and client/applicant records and information in compliance with the Federal Privacy Act of 1974, as amended (5 USC § 552a) and Information Practices Act of 1977, as amended (Civ. Code § 1798 et seq.).

4.3.4 To the extent Contractor maintains records in an electronic format, Contractor shall ensure that all records are "backed-up" or copied, utilizing appropriate, secure technology and operational procedures in order to avoid unauthorized access, permanent loss or destruction, occasioned by theft, accident, willful acts or negligence, or by fire, flood, earthquake or other natural disaster.

4.4 Insurance and Fidelity Bond

4.4.1 General Requirements

4.4.1.1 Contractor shall maintain the effective insurance policies and bonds, specified below at all times during the term of this Contract.

4.4.1.2 Contractor shall provide CSD with written notice at least 30 calendar days prior to cancellation or reduction of insurance coverage to an amount less than that required in this Contract and, prior to any lapse or reduction in coverage, provide CSD with documentation, as specified in subsection 4.4.1.3, showing substitute coverage has been obtained or alternative measures have been taken to ensure compliance with the

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requirements of this Contract.

4.4.1.3 In the event insurance coverage expires during the term of this Contract Contractor shall provide within 30 calendar days of the expiration date, a new Certificate of Insurance (ACORD 25) for not less than the remainder of the term of this Contract. The new Certificate of Insurance (ACORD 25) shall evidence no lapse in coverage. The Certificate of Insurance (ACORD 25) shall identify and name CSD as the Certificate Holder.

4.4.1.4 New Certificates of Insurance are subject to review for content and form by CSD. Certificates of Insurance must be submitted electronically via email to: BNCS@csd.ca.gov.

4.4.1.5 In the event Contractor fails to keep in effect at all times the specified insurance and bond coverage as herein provided, CSD may, in addition to any other remedies it may have, suspend this Contract.

4.4.1.6 With the exception of workers' compensation and fidelity bond, CSD shall be named as an additional insured on all certificates of insurance required under this Contract.

4.4.1.7 The issuance of other CSD contracts, as well as reimbursement payments, to the Contractor may be suspended until evidence of the required current insurance coverage has been submitted to CSD.

4.4.1.8 Should Contractor utilize a subcontractor(s) to provide services under this Contract, Contractor shall indemnify and hold CSD harmless against any liability incurred by that subcontractor(s).

4.4.2 Self-Insurance

4.4.2.1 When Contractor is a self-insured governmental entity, CSD, upon receipt of satisfactory proof of the entity's self-insurance authority, may waive the insurance requirements. A duly authorized county or city risk manager shall provide signed certification of the governmental entity's ability to cover any potential losses under this Contract.

4.4.2.2 Governmental contractors shall specify in writing a list of which coverage(s) will be self-insured under this Contract and shall list all applicable policy numbers, expiration dates, and coverage amounts for coverage which is not self-insured.

4.4.2.3 If a governmental contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed

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by authorized personnel, stating that no changes have occurred from the previous year. Contractor shall submit this letter at the time of contract execution or within 30 calendar days of the start of coverage.

4.4.3 Workers' Compensation Insurance

4.4.3.1 During the term of this Contract, Contractor shall maintain legally sufficient workers' compensation insurance issued by an insurance carrier licensed to underwrite workers' compensation insurance in the State of California.

4.4.3.2 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD either a Certificate of Insurance (ACORD 25) or a Certificate of Consent to Self-Insure, issued by the Director of the Department of Industrial Relations, as evidence of compliance with the workers' compensation insurance requirement.

4.4.4 Commercial or Government Crime Coverage (Fidelity Bond)

4.4.4.1 Contractor shall maintain commercial crime coverage. If Contractor is a public entity that elects to self-insure, Contractor shall make provision for adequate coverage to insure against crime risks. The commercial crime policy or government crime self-insurance coverage (hereinafter "fidelity bond") shall include the following coverage or the substantial equivalent: Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud.

4.4.4.2 Contractor's fidelity bond coverage limits shall not be less than a minimum amount of 4% of the total contract amount, excluding Utility Services, as set forth under this Contract.

4.4.4.3 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25) as evidence of compliance with the fidelity bond requirement.

4.4.5 General Liability Insurance

4.4.5.1 Contractor shall maintain for the term of this Contract general liability and property damage insurance for a combined single limit of not less than $500,000 per occurrence.

4.4.5.2 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25), designating CSD as an additional insured as

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evidence of compliance with general liability insurance requirements.

4.4.6 Vehicle Insurance

4.4.6.1 Contractor shall maintain for the term of this Contract vehicle insurance in the amount of $500,000 for each person and each accident for bodily injury and in the amount of $500,000 for each person and each accident for property damage.

4.4.6.2 When employees use their own vehicles to perform duties within the scope of their employment, Contractor shall have and maintain for the term of this Contract non-owned and hired-auto liability insurance in the amount of $500,000 for each person and each accident for bodily injury and $500,000 for each person and each accident for property damage. Driving to and from work shall not be considered to be within the scope of employment.

4.4.6.3 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance (ACORD 25), designating CSD as an additional insured, to CSD as evidence of compliance with the stated vehicle insurance requirements.

4.5 System Security Requirements

Contractor shall, in cooperation with CSD, institute measures, procedures, and protocols designed to ensure the security of data and to protect information in accordance with the Information Practices Act of 1977 (Civ. Code §1798 et seq.), and such other State and Federal laws and regulations as may apply. In the event there are different system security standards that may be applied to this Article, Contractor shall endeavor to use the strictest security standard that complies with state and federal requirements. The parties hereto agree to the following requirements, obligations, and standards in accordance with regulations set in the State Administrative Manual (SAM) 5100, 5300.5 and 5340.:

4.5.1 Data Protection

4.5.1.1 Data exchanged between CSD and Contractor must be limited to the data fields included in the Data Transfer Rules (DTR) documents posted on the Weatherization Reporting tab located within CSD's LAP at https://agencies.csd.ca.gov/home/Reporting/Pages/WXReporting.aspx. No personal financial information, e.g., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions.

4.5.1.2 Access to the above-mentioned data included in the DTR must only be given to authorized personnel to complete essential duties. Authorized

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personnel are to log into these systems using their own assigned credentials (i.e., no login account sharing). Upon departure of personnel with assigned credentials, the Contractor will remove the employee's access to the systems as soon as possible.

4.5.1.3 To the extent Contractor utilizes tablet or other internet-based or mobile devices for client intake and application purposes ("Electronic Intake") in lieu of paper forms and documents, Contractor shall comply with all federal and state information security requirements and with such guidance and protocols as CSD may from time to time issue for the purpose of ensuring the integrity of Electronic Intake, including, but not limited to, the use of electronic signatures, data privacy, security, transfer, and retention requirements.

4.5.1.4 Data exchanged between CSD and Contractor via email communication must have all personally identifying information (PII) and other sensitive information redacted before the document is sent. Alternately, Contractor must encrypt any attachments that have sensitive data using encryption tools and configurations as required by CSD.

4.5.2 Contractor Systems Security

4.5.2.1 The physical location of the computing and data storage devices (e.g., servers) shall be within access-controlled facilities. Individual users may not have access to the data except through their systems that are specifically credentialed for Contractor business. All access will be controlled by authentication methods to validate the approved users.

4.5.2.2 Standards for secure transmission may be accomplished through such means as certificates, secure socket layer, etc., and storage of the data with encryption.

4.5.2.3 Both CSD and Contractor shall keep security patches and anti-virus and anti-malware software up to date on all systems on which data may be used.

4.5.2.4 Contractor shall securely destroy data by sanitizing media prior to disposal.

4.5.3 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data and the Contractor's application system and users shall protect CSD's application system/data in accordance with the Privacy Act of 1974 (5 USC § 552a), Trade Secrets Act (18 USC § 1905), and the Stored Communications Act

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(18 USC § 2701 et seq.). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without written consent of the owner.

4.5.4 Incident Reporting

Any party discovering a security incident shall report it in accordance with its incident reporting procedures. Contractor shall, within 24 hours of discovery, report to CSD's Information Security Office at ISO@csd.ca.gov any security incident contemplated herein. Examples include, but are not limited to, stolen or lost equipment, malware/ransomware detection, suspected hacking, etc. Contractor further agrees CSD shall have the right to participate in the investigation of a security incident involving CSD's data, and to cooperate fully with CSD and other relevant State entities during independent investigation of the security incident.

4.5.5 Audit Trail Responsibilities

Both parties are responsible for auditing application processes and user activities. Activities that will be recorded include event type, date and time of event, user identification, workstation identification, success or failure of access attempts, and actions taken by system administrators.

4.5.6 Data Sharing Responsibilities

Contractor shall ensure that all primary and delegated secondary organizations that share, exchange, or use personal, sensitive, or confidential data, pursuant to this Contract and subcontracts issued by Contractor, shall adhere to these security requirements and applicable state and federal law, in addition to further data sharing guidance as may be issued by CSD during the term of this Contract. If data sharing is accomplished via interconnectivity of an application system, then data sharing must be certified to be secure by both parties.

4.6 Travel and per diem

4.6.1 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements and are subject to the requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR Part 75, including 45 CFR § 75.474).

4.6.2 Contractor shall complete the LIHEAP Out-of-State Travel Form (CSD 536) and keep on file with back up documentation for compliance monitoring. LIHEAP Out-of-State travel is limited to two staff per event, unless otherwise indicated on the LIHEAP Out-of-State-Travel Form (CSD 536). Contractor must seek pre-

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approval, prior to travel, for non-preapproved conferences when more than two staff are attending.

4.6.3 In the absence of a written travel reimbursement policy, Contractor shall receive reimbursement rates not to exceed federal per diem limits.

4.7 Conflict of Interest

4.7.1 Contractor shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts or subcontracts. No employee, officer, or agent of the Contractor shall participate in the selection, award, or administration of a subcontract supported by Federal funds if a real or apparent conflict of interest is involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the Contractor shall neither solicit nor accept gratuities, favors, or anything of monetary value from subcontractors or parties to sub-contracts. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipients.

4.7.2 Contractor shall not pay Federal funds received from CSD to any entity in which it or one of its employees, officers, or agents, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in the Uniform Administrative Requirements (45 CFR Part 75, including 45 CFR §§ 75.112 & 75.327).

4.7.3 Contractor shall ensure that its employees and the officers of its governing body do not engage in actual or potential conflicts of interest and that no officer or employee who has responsibility for any activity or function with respect to LIHEAP and the implementation of this Contract shall have any personal financial interest in such activity or function or otherwise personally benefit or gain from the activity or function.

4.7.4 Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

4.7.5 Contractor shall not provide LIHEAP services or benefits in situations where an actual or perceived conflict of interest exists, unless the activity is explicitly

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allowed under Contractor's conflict of interest policies and procedures that are compliant with federal requirements. If Contractor provides program services to owner-occupied or rental dwellings that are owned or managed by the Contractor, its employees, or officers, Contractor shall submit the Property Certification form (CSD 678), in advance of providing weatherization and Energy Heating and Cooling Services (EHCS). Contractor shall ensure that other recipients or potential eligible recipients of services are not prejudiced or adversely affected by the receipt of services by Contractor.

4.8 Procurement Standards

4.8.1 Contract Administration

4.8.1.1 *Maintenance of written procurement procedures.* Contractor shall administer this Contract in accordance with all federal and state rules and regulations governing LIHEAP block grants pertaining to procurement, including the Uniform Administrative Requirements and amendments thereto, and pursuant to CPA-A-12-01. Contractor shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards or any subsequent amendments to these standards, and the applicable provisions in this Contract, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.

4.8.1.2 *Eligible Bidders.* Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals or firms that develop or draft specifications, requirements, statements of work, invitations for bids, and/or requests for proposals shall be excluded from competing for such procurements. Contractor shall only award a subcontract to the bidder or offer or whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors relevant to the procurement. Contractor's solicitations shall clearly set forth all requirements that the bidder or offer or must fulfill in order for the bid or offer to be adequately and fairly evaluated by the recipient.

4.8.1.3 All supplies, materials, equipment, or services purchased or leased with funds provided pursuant to this Contract shall be used solely for the activities allowed under this Contract, unless the fair market value for such use is charged to the benefiting program and treated as program

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income earned under this Contract.

4.8.1.4 Contractor shall provide for an open and free competition, to include a cost analysis, in accordance with federal and state law, for the procurement of materials, supplies, equipment, or services.

4.8.1.5 *Non-Competitive bid justification.* If a service or product is of a unique nature, is in response to a public exigency or emergency, or more than one potential vendor/provider cannot reasonably be identified, Contractor shall document adequate justification for the absence of competitive bidding. "Adequate justification" must include but is not limited to:

4.8.1.5.1 Explanation of why the acquisition of goods or services is limited to one vendor or supplier;

4.8.1.5.2 Description of sole vendor/supplier's unique qualifications to provide the goods or services in question; and

4.8.1.5.3 Analysis of cost(s) to demonstrate reasonability.

4.8.1.6 *CSD Lease/Purchase Pre-Approval Requirements*. To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall obtain prior written approval from CSD of capital expenditures for vehicles and equipment with a unit cost of $10,000 or more through the submission of a Request for Pre Approval of Purchase/Lease (CSD 558) to CSD at least 15 calendar days prior to executing transaction. Transactions without CSD's prior written approval may be disallowed.

4.8.1.7 In all procurements, whether requiring CSD pre-approval or not, Contractor is solely responsible for maintaining adequate procurement records demonstrating compliance with Federal and State requirements.

4.8.1.8 Noncompliance with any of the provisions in this section may result in a disallowance of costs related to the procurement transaction.

4.9 Use and Disposition of Vehicles and Equipment

4.9.1 To ensure compliance with the requirements for vehicles and equipment, Contractor shall comply with Uniform Administrative Requirement, Cost Principles, and Audit Requirements for HHS Awards governing the acquisition of equipment with federal funds set forth in 45 CFR Part 75 (including 45 CFR § 75.320 & § 75.439).

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To ensure compliance with the requirements for equipment, vehicles, and the maintenance of equipment and vehicle records, Contractor shall adhere to CPN-A 17-01 or as revised. Contractor shall include information relevant to any purchase/lease pre-approval documented in the CSD 558 submitted to, and approved by, CSD, including the date the request was sent to CSD, the item(s) requested, and date of CSD approval in Contractor's property records.

4.9.2 Contractor shall provide the information specified in CPN-A-17-01, including any supporting documents, to CSD upon request.

4.9.3 *Limitation on Use of Funds.* Contractor shall assure that funds received under this Contract shall not be used for the purchase or improvement of land or for the purchase, construction, or permanent improvement of any building or other facility other than low-income weatherization or energy-related home repairs.

4.10 Subcontracts

4.10.1 Contractor may enter into subcontract(s) to provide services pursuant to this Contract in the service area(s) specified in Section 1.2 of Article 1. Subcontracts must require that parties comply with all applicable provisions of this Contract. Such requirement shall not relieve Contractor from any performance obligation created herein, nor from liability for a subcontractor's failure of performance.

4.10.2 If Contractor elects to subcontract for services, the Contractor's Board authorization and approval must be obtained and communicated to CSD in writing together with notice of execution of the subcontract as provided in Section 4.10.3. Contractor's Board, through a resolution or other official documentation, may elect to delegate the signing authority for the approval of subcontractors to the Chief Executive Officer or designated authority unless such delegation is set forth in the bylaws of the agency and a copy of the provision is communicated to CSD.

4.10.3 Within 60 calendar days of the execution of any subcontract, Contractor shall provide written notification to CSD of the execution of the subcontract as well as identifying information, to include the name of the subcontractor entity, its address, telephone number, contact person, contract amount, and program description of each subcontractor activity to be performed by the subcontractor.

4.10.4 Notification of subcontract execution shall contain certification by Contractor that to the best of Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information available at https://www.sam.gov/SAM/pages/public/index.jsf.

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4.10.5 If CSD determines that Contractor has executed a subcontract with an individual or entity listed as disbarred, suspended, or otherwise ineligible on the Excluded Parties List System as of the effective date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.

4.10.6 Contractor must ensure that funds expended pursuant to this Contract are allowable and allocable. Contractor must adopt fiscal control and accounting procedures sufficient to enable the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Contract. Contractor shall ensure that any subcontracts under this Contract contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any other method sufficient to meet Contractor's responsibility to substantiate costs required by the Uniform Administrative Requirements (45 CFR Part 75).

4.10.7 Contractor shall notify subcontractor(s) in writing within five business days of such action in the event CSD suspends, terminates, and/or makes changes to services to be performed that materially alter the obligation of the subcontractor under this Contract.

4.10.8 Contractor is liable for the failure of performance of the terms, conditions, assurances, and certifications of this Contract, without recourse against CSD over matters involving subcontracts entered into for the implementation of this Contract, including but not limited to disputes, claims, or other legal action for breach of contract, negligence, torts, or criminal acts and other misconduct.

4.10.9 Nothing in this Contract creates or implies a contractual relationship between CSD and any subcontractor or creates any obligation by CSD to any subcontractor. Contractor is liable to CSD for damages to CSD for the acts and omissions of its subcontractors that occur in connection with the implementation of this Contract. Contractor's obligation to pay its subcontractors is independent of any obligation of CSD to pay Contractor, and Contractor shall not represent to subcontractors any such obligation of CSD to pay or ensure payments to subcontractors.

4.10.10 All subcontractors shall be subject to applicable training requirements and shall maintain records of completion and certification in accordance with record-keeping provisions in this Contract.

4.11 Complaint Management Policies and Procedures

4.11.1 Contractor shall establish and maintain policies and procedures for handling

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complaints and provide applicants an opportunity to register a complaint based on their experience with attempts to obtain services under LIHEAP. The policies and procedures shall be in writing and Contractor shall provide the complaint process to interested individuals upon request.

4.11.2 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.

4.11.3 If the Contractor's efforts did not result in a resolution, the Contractor may refer the applicant or client to CSD. The Contractor shall contact CSD and explain the issue, actions taken to resolve the issue, and provide CSD with all supporting documentation that indicates the nature and extent of Contractor's effort to resolve the issue.

4.11.4 Contractor shall immediately notify their CSD Field Representative if the Contractor has reason to believe that the complainant will contact the media, a State or Federal oversight agency, or the Governor's Office regarding the complaint.

4.12 Fair Hearing Process for Applications for Denial of Benefits by Contractor

4.12.1 Contractor shall establish a written appeals process to enable applicants who are denied benefits or services, or who receive untimely response or unsatisfactory performance, the right to appeal the decision or performance to the Contractor. Contractor's process shall include, at a minimum, all of the requirements of 22 CCR § 100805 (b) plus:

4.12.1.1 Provisions that ensure that each applicant is notified in writing of the right to appeal a denial of or untimely response to an application, or to appeal unsatisfactory performance. At the time the applicant applies for services, applicant shall be informed of appeal rights, and appeal procedures, to include the right to appeal to both the Contractor and to CSD;

4.12.1.2 Provisions that ensure that Contractor will make a good faith effort to resolve each appeal;

4.12.1.3 Provisions that ensure that Contractor shall notify the applicant in writing of the Contractor's final decision within 15 business days after the appeal is requested. If the appeal is denied, the written notification shall include instructions on how to appeal the decision to CSD. Whenever Contractor notifies an applicant of a denial of an appeal,

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Contractor shall at the same time provide a copy of the final decision to the Manager of CSD's Energy Services Division; and

4.12.1.4 Provisions to track information on denials and appeals.

4.12.2 Upon receipt of an applicant's appeal of a Contractor's denial of benefits or services, CSD may conduct a hearing in accordance with established procedures. CSD's decision following the appeal and hearing shall be final.

4.13 Fraud, Waste, and Abuse

4.13.1 Contractor shall submit a written report to CSD within 30 calendar days of discovery of incidents and activities, or suspected incidents and activities, involving fraud, waste, and abuse of any LIHEAP funds by Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor, including CSD. Incidents and activities subject to reporting under this section include, but are not limited to, criminal acts and other violations of law constituting a misuse of funds that could result in cost disallowance. Contractor shall inform CSD within 30 calendar days of any reports or complaints submitted to law enforcement officials by Contractor, Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor, concerning the misuse of any LIHEAP funds.

4.13.2 Contractor shall provide Contractor's employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse associated with activities and funding covered by this Contract to the U.S. Department of Health and Human Services Office of Inspector General Fraud hotline. Allegations of improper activities by CSD or its employees may be confidentially reported to the Bureau of State Audit's Whistleblower hotline.

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SUBVENTION CONTRACT

FINANCIAL REQUIREMENTS

ARTICLE 5 - ADMINISTRATIVE AND PROGRAM EXPENDITURES REQUIREMENTS

5.1 Budget Guidelines

5.1.1 Budget and Allocation Forms

5.1.1.1 Upon execution of this Contract, CSD shall release at least 50% of the anticipated annual allocation as reflected in the allocation spreadsheet. The remaining allocation shall be released when CSD receives funds from HHS.

5.1.1.2 If the LIHEAP annual grant award is yet to be determined and CSD must fund this Contract based on Continuing Resolution appropriations, CSD shall amend the Contract and update the allocation spreadsheet to reflect the Final allocation.

5.1.2 Fund Transfer Requirements

Subject to CSD approval, Contractor may transfer funds between each of the LIHEAP components, e.g., Weatherization and ECIP EHCS.

5.1.2.1 Funding transfers that would increase amounts available for Weatherization above the 25% maximum are prohibited.

5.1.2.2 Fund Transfer in Service Territory with Multi-Service Areas

If Contractor transfers funds from Administrative, Intake, Outreach, and other Support costs to Direct Services and/or Utility Assistance for a specific service area, then later transfer funds from the remaining service areas to replenish the Administrative, Intake, Outreach, or other Support costs such transfer of funds should not unduly impair the equitable provision of services or otherwise disadvantage potential recipients of benefits in any Service Area.

Subsequent transfer of funds to replenish the Support line(s) with Direct Service(s) and/or Utility Assistance funds shall be limited to fund transfer from Service Area(s) that benefited from the preceding transfer.

5.1.3 Sufficient Funds for Crisis Services

Contractor must allocate sufficient funds to offer crisis services through at least March 15, 2025, and in accordance with the Agency Local Plan.

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5.1.4 Weatherization Waiver

Unless and until HHS grants CSD a weatherization waiver, Contractor may not expend or be reimbursed for costs in excess of the amount reflected in the initial WX Program Column of the allocation spreadsheet. If the weatherization waiver is granted, Contractor may, upon written notification from CSD, expend and will be reimbursed for expenditures up to 100% of the available allocation, as reflected in the WX Program Subtotal Column of the allocation spreadsheet.

5.2 Utility Assistance Expenditure Requirements

5.2.1 The Utility Assistance portion of Contractor's grant shall be retained by CSD to enable CSD to make direct utility assistance payments to clients and/or to utility companies. Contractor's Administrative and Assurance 16 budget line item shall be based on Contractor's total allocation, including Utility Assistance.

5.2.1.1 Energy Crisis Intervention Program (ECIP): Electric and Gas (Fast Track)

The total amount allocated to the ECIP Fast Track Program shall be administered by Contractor in accordance with the terms of this Contract, with payments to recipients issued by CSD.

5.2.1.2 Home Energy Assistance Program (HEAP): Electric and Gas Allocation

The total amount allocated to the HEAP Electric and Gas Program shall be administered by Contractor in accordance with the terms of this Contract, with payments to recipients issued by CSD.

5.2.2 ECIP Payments - Electric and Gas (Fast Track)

Payment for applicant's electric and/or gas energy bills shall be made by CSD directly to the utility company or in the form of a dual-party warrant, payable to the applicant and the utility company. All payments shall be deducted from Contractor's Utility Assistance allocation.

5.2.3 HEAP Payments - Electric and Gas

Payment for applicant's electric and/or gas energy bills shall be made by CSD directly to the utility company or in the form of either a dual-party warrant, payable to the applicant and utility company; or, in the case where the cost of energy is included in applicant's rent, a single-party warrant shall be issued, payable to the applicant. All payments shall be deducted from Contractor's Utility Assistance allocation.

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5.3 Working Capital Advance and Major Purchase Advances

5.3.1 Working Capital Advance (WCA)

Contractor may, in accordance with applicable law, receive WCA payments of allowable program costs per this Contract, provided Contractor complies with the provisions of this section and guidance issued by CSD as is needed to implement this section. In order to receive a WCA, Contractor's financial management systems shall be compliant with the provisions of this Contract, WCA Requirements, applicable CPNs and CPAs, and the standards for fund control and accountability as established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards.

5.3.1.1 WCA Requirements include the following standards:

5.3.1.1.1 The WCA shall be for the minimum amounts necessary, timed in accordance with Contractor's immediate cash requirements, which will enable Contractor to carry out the purposes of this Contract;

5.3.1.1.2 WCA Requirements issued by CSD to Contractor, while conforming to the requirements of this Section 5.3.1, shall take into account the practical requirements and limitations of efficient administration and the effective implementation of this Contract by both Contractor and the CSD;

5.3.1.1.3 Interest on Advances. Contractor shall deposit all advances in an interest-bearing account. Interest earned, up to $500 per year, may be retained by Contractor for administrative expenses. The account shall be sufficiently segregated to enable the tracking and accounting of WCA funds issued by CSD. Any interest earned on LIHEAP advances shall be accounted for and expended pursuant to 2 CFR § 200.305(b)(9) (45 CFR § 75.305(b)(9)); and

5.3.1.1.4 Non-advance Payments and Offsets. If Contractor elects not to request a WCA, payment for allowable expenses under this Contract shall be made upon approval by CSD of Contractor's monthly Expenditure Activity Report. If Contractor owes CSD any outstanding balances for overpayments under any contract, current or previous, the balance may be offset, based on arrangements made with the Contractor.

5.3.1.2 Contractor shall adhere to the WCA Requirements outlined in CPN-E-

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19-001, which is available online at the CSD LAP.

5.3.1.3 Major Purchase Advances

In the event Contractor needs significant cash outlay for large purchases, a special advance may be requested at any time during the contract term. To request a Major Purchase Advance, the following requirements apply:

5.3.1.3.1 Request must be completed via the Major Purchase Advance Request (CSD 144);

5.3.1.3.2 Limited to purchase of items in excess of $10,000;

5.3.1.3.3 No advance will be issued until the Request for Pre-approval of Purchase/Lease (CSD 558) has been approved by CSD;

5.3.1.3.4 Procurements must comply with the open and competitive bid process, which must be documented through the Request for Pre-approval of Purchase/Lease (CSD 558);

5.3.1.3.5 Advance repayment for major purchases will be liquidated upon the first expenditure reporting period following the date of the purchase of the item or items identified in the Request for Pre-approval of Purchase/Lease (CSD 558). An Advance Request (CSD 144) must reflect 100% liquidation in the month following the expected date of purchase;

5.3.1.3.6 Major Purchase Advance requests will not be granted until such time as no less than 50% of the current WCA has been repaid. The combined total amount of the WCA and Major Purchase advance cannot exceed 25% percent of the Contract or the remaining contract balance, whichever is less; and

5.3.1.3.7 Interest on Major Purchase Advances. Contractor should deposit all major purchase advances in an interest-bearing account. Interest earned, up to $500 per year, may be retained by Contractor for administrative expenses. The account shall be sufficiently segregated to enable the tracking and accounting of Major Purchase Advances funds issued by CSD.

5.3.2 WCA and Major Purchase Advance Limits

Pursuant to 22 CCR § 100840(a), the total amount advanced to Contractor at any

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time, whether in the form of a WCA or Major Purchase Advance, shall not exceed 25% of Contractor's total contract amount, excluding the Utility Assistance allocation amount. If the WCA or Major Purchase Advance request exceeds the remaining balance, then CSD shall only provide Contractor with the amount of the remaining balance. Advance amounts repaid by Contractor may be replaced by additional advances at any time as allowed in this Section 5.3 and corresponding guidance.

5.4 Program Income

5.4.1 Contractor shall maintain records of the receipt and disposition of all "program income" defined in 22 CCR § 100855(c) and pursuant to CPN-A-18-01, as income that is generated or earned as a result of LIHEAP activities.

5.4.2 Determining Net Program Income

5.4.2.1 Except as provided below in Section 5.4.2.2, any costs Contractor incurs in generating program income may be deducted from gross program income to determine net program income.

5.4.2.2 Contractor shall not deduct from gross program income any allowable program expenses for which Contractor has been, or will be, reimbursed from the LIHEAP grant award.

5.4.3 Expenditure, Reporting, and Rollover of Program Income

5.4.3.1 Contractor shall expend program income for allowable program purposes in accordance with the requirements for expenditure of regular LIHEAP funds.

5.4.3.2 Contractor may expend program income during the term of this Contract. Contractor shall report all such expenditures, along with remaining unexpended program income, at the close-out of this Contract or at such other time(s) as CSD reasonably requires.

5.4.3.3 Contractor's unexpended program income at the close-out of this Contract shall roll over to subsequent LIHEAP contract(s).

5.4.3.4 If Contractor has generated program income with leveraged funding source(s) in addition to LIHEAP, the LIHEAP portion of rollover program income must be tracked by Contractor and can be used for allowable LIHEAP expenditures.

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5.5 Wood, Propane and Oil Returned Payments

5.5.1 Contractor shall maintain a tracking-log of returned payments, including Supplemental WPO payments referenced in CPA-E-21-04, for services provided. Returned payments must not be entered into the Expenditure Activity Reporting System (EARS) or CSD's Combined Outcome Reporting Engine (CORE). Upon receipt of the returned payment Contractor shall make the following attempts to contact client:

5.5.1.1 Make every reasonable attempt to contact client within five business days of receiving the returned payment during the contract term. The following shall constitute a reasonable effort and be maintained in the client file:

5.5.1.1.1 One phone call attempt stating the client has the option to reclaim the returned payment and provide Contractor with the updated vendor information to reissue the returned payment amount; or

5.5.1.1.2 One letter to the client stating the option to reclaim the repayment and provide Contractor with the updated vendor information to reissue the returned payment amount.

5.5.1.2 Hold the returned payment for the client for 10 business days subsequent to all attempts to contact the client.

5.5.1.3 If the client does not contact Contractor within the above time frames the returned payment shall be added to the current WPO allocation tracking log.

5.5.1.4 If Contractor is unable to identify the client of the returned payment the payment can be added to the current WPO allocation tracking log.

5.5.2 Contractor may expend returned payments on WPO services during the term of this Contract. Contractor shall report all such expenditures, along with remaining unexpended returned payments, at the close-out of this Contract or at such other time(s) as CSD reasonably requires.

5.5.3 Contractor's unexpended returned payments at the close-out of this Contract shall be returned to CSD.

5.5.4 Returned payments received after the close-out of the contract shall be promptly returned to CSD.

5.5.5 If Contractor is unable to determine whether the returned payment is funded from

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the current contract, the returned payment shall be promptly returned to CSD.

5.6 Allowable Costs

5.6.1 Cost Reporting

5.6.1.1 All costs shall be reported using a "modified accrual" or "accrual" method of accounting.

5.6.1.2 Pursuant to the federal block grant and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs.

5.6.1.3 Contractor shall report all expenditures at actual cost and shall maintain records and source documentation in such a manner as to substantiate all costs reported.

5.6.2 Administrative

5.6.2.1 General

5.6.2.1.1 Administrative costs shall not exceed the amounts as set forth in allocation spreadsheet.

5.6.2.1.2 Administrative Costs shall mean actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, as well as for facilities, utilities, equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program.

5.6.2.2 Contractor shall use Uniform Administrative Requirements as a guide for determining administrative costs.

5.6.2.3 Administrative Equipment More Than $10,000—Acquisition Costs

5.6.2.3.1 Acquisition costs shall mean the actual costs associated with the purchase of equipment over $10,000 per unit used for administrative purposes.

5.6.2.3.2 CSD pre-approval is required for the purchases or lease-purchase option of equipment with a total value greater than $10,000 utilizing the Request for Pre-approval of

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Purchase/Lease (CSD 558).

5.6.2.4 Administrative Out-of-State Travel

Administrative out-of-state travel costs shall mean costs incurred for out-of-state meeting, conferences or training that is critical to administering and/or maintaining LIHEAP. Travel expenses are limited to transportation, subsistence and related items incurred by traveling on official business on behalf of Contractor.

5.6.3 Program Costs

5.6.3.1 General

Program costs are all allowable costs other than Administrative Costs. Program costs include those actual costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by CSD for the purpose of delivering services.

5.6.3.2 Assurance 16

Assurance 16 costs shall not exceed the total amount set forth in the allocation spreadsheet.

5.6.3.3 Intake

Intake shall be allocated at 8% of the Weatherization Budget and 8% of the ECIP/HEAP Direct Services/Utility Assistance Budget based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 8% of Final Allocation. Intake in excess of 8% may be charged as an administrative cost not to exceed allowable administrative cost maximum.

5.6.3.4 Outreach

Outreach shall be allocated at 5% each of the Weatherization, ECIP/HEAP and Direct Service/ Utility Assistance, Assistance budgets based on the Interim Allocations and/or subsequently the Final Allocation. Reimbursement shall be limited to actual cost up to 5% of Final allocation.

5.6.3.5 Training and Technical Assistance

Training and technical assistance shall be allocated up to 5% of the total Weatherization allocation and up to 2% of the total ECIP/HEAP

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allocation based on the Interim Allocations and/or subsequently the Final Allocation. Training and technical assistance shall not exceed these limits and shall be reimbursed at actual cost. Reimbursement shall be limited to actual cost up to 5% of Weatherization allocation, and 2% of ECIP/HEAP allocation.

5.6.3.5.1 If Contractor determines that an increase in the allowable allocation for training and technical assistance is needed to cover the cost of the software database collection system or related automation training as specified below, then Contractor must submit a request to, and obtain prior approval from, CSD.

5.6.3.5.2 Associated training and technical assistance costs may include costs related to travel, admission, materials, client education, and actual salaries/wages. Subcontractor training costs are limited to travel, admission, and materials.

5.6.3.5.3 Training and technical assistance shall include costs associated with the completion of weatherization-related training as specified in the Training Requirement of Section 9.1 of this Contract. Training may include, but not limited to, internal contractor training, safety training, attendance of weatherization-related training to include the software database collection system or other forms of training to aid in the development and skill of staff in utilizing and supporting internal program automation systems, and/or weatherization-related workshops sponsored by utility companies, Department of Energy (DOE), or CSD training. CSD training may include Local Service Provider's Meetings and Association of California Community and Energy Services Roundtable Meetings, and/or other organizations offering a component of weatherization training, and/or is necessary to carry out the direct delivery of services.

5.6.3.5.4 Training for job corps and workforce development trainees shall be limited to required CSD health and safety training sessions, unless otherwise approved by CSD.

5.6.3.5.5 Contractor staff out-of-state travel costs shall mean cost incurred for out-of-state meeting, conferences, or trainings that are critical to carrying out LIHEAP. Travel expenses are limited to transportation, subsistence, and related items incurred by traveling on official business on behalf of the Contractor.

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5.6.3.6 Acquisition Costs

5.6.3.6.1 Minor Vehicle and Field Equipment Less Than $10,000 – Acquisition Costs.

Minor Vehicle and Field Equipment costs under $10,000 per unit must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

5.6.3.6.2 Major Vehicle and Field Equipment costs $10,000 or Greater – Acquisition Costs Must Be Pre-Approved

CSD pre-approval is required for the purchases or lease-purchase option of vehicles and field office equipment with a total value of $10,000 or greater, utilizing the Request for Pre-approval of Purchase/Lease (CSD 558).

5.6.3.7 Other Program Costs:

5.6.3.7.1 Other Program Costs

Other Program Costs shall mean the actual costs associated with field staff wages, program management and support wages, ancillary supplies, disposal fees, and Historic Preservation review costs, lodging and per diem, vehicle and equipment repair, maintenance, and fuel, waste breakage, and solar water heating maintenance.

5.6.3.7.2 Workers' Compensation

Workers' Compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

5.6.3.8 Liability Insurance

Liability Insurance shall mean those actual costs allocated for insurance bonds, general liability, vehicle insurance, and pollution occurrence insurance (if applicable).

5.6.3.9 General Operating Costs

General Operating Costs may be charged to the program and are for costs that are directly allocable to those activities defined as related

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facilities, office and computer equipment, office supplies, telephone, travel, and materials and activities to prevent exposure related to COVID-19 as allowable program costs.

5.6.3.10 Automation Costs

5.6.3.10.1 Contractor can expend funds to the Automation Costs (AC) in an amount not to exceed $50,000, to be used to meet contract program startup requirements such as IT automation needs to comply with the Expenditure Activity Reporting System (EARS), Financial Management Module (FMM), Enterprise Combined Outcome Reporting Engine (eCORE), and Combined Outcome Reporting Engine (CORE) ("CSD System") requirements or contractual reporting requirements programmatic in nature, related to CSD System IT expenses, and with ongoing programmatic IT expenses. AC funds are not limited exclusively to CSD System-related IT expenditures, but any IT expense related to CSD System costs incurred including necessary training on upgrades to Contractor's system.

5.6.3.10.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds and bear the full cost of the conversion to such an alternative system. Contractor may be granted a variance from this requirement provided Contractor's AC plan is appropriately revised and CSD gives its written approval of the plan and request for variance.

5.6.3.10.3 Contractor shall report all automation and IT expenditures related to compliance with the reporting requirements under this Contract in the Automation Costs line item. Such expenditures may include, but is not limited to, computer and IT equipment; approved front-end database acquisition and ongoing subscription costs; IT security implementation costs; and IT systems training. All costs reported in this line item must be directly related to program functions. IT costs related to administrative functions shall be reported as administrative costs pursuant to the Uniform Administrative Requirements.

5.6.3.10.4 Contractors with multiple LIHEAP contracts for the same contract year are limited to reimbursement up to $50,000 per contract. Contractor shall allocate costs among contracts when permitted and may not charge the same costs to more

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than one contract.

5.6.3.10.5 CSD System-related IT costs charged to the AC shall be submitted for reimbursement in accordance with CSD's normal reporting and accounting procedures.

5.6.3.10.6 CSD System-related IT costs that exceed the maximum AC amount of $50,000 may not be reimbursed by CSD.

5.6.3.10.7 Contractors that remain in contract with their front-end vendor are not required to conduct a procurement for ongoing maintenance, updates or process improvements performed by the front-end vendor.

5.6.3.10.8 Upon approval by CSD, Contractor may procure from, Hancock™ or ServTraq©, a new automated reporting system with supplemental functionality beyond basic CSD System reporting requirements. The following provisions apply to, Hancock™ and ServTraq© System Users:

5.6.3.10.8.1 If Contractor elects to procure a new automated IT reporting system, Contractor shall ensure that the system procured is fully compliant with CSD System requirements. CSD's responsibility is limited to providing Contractor or its vendor with the applicable system specifications, interface and security protocols;

5.6.3.10.8.2 If Contractor expended funds in a prior year for a system and now wants to purchase a new system with AC funds, Contractor must utilize unrestricted funds to bear the full cost of the conversion to such an alternative system. Similarly, Contractor may not use future annual AC funding for such conversion. Any alteration to this provision requires prior written approval from CSD and must include the submission of a revised AC plan; and

5.6.3.10.8.3 Systems and services procured by Contractor in order to obtain implement Hancock™ or ServTraq© system shall be conducted in compliance with Contractor's procurement policy and with all applicable LIHEAP contract

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requirements, and federal and state law. Contractor may, at Contractor's option, participate in a consortium of local service providers to procure jointly an automated reporting system from Hancock™ ServTraq©, provided Contractor's procurement policy is not violated in such a manner as to render the process flawed or unfair. Contractor may rely on any local service provider subject to this contract to conduct the procurement on Contractor's behalf provided, however, that: 1) Contractor shall not be absolved from fulfilling applicable procurement obligations and requirements; 2) Contractor shall review all pertinent procurement documentation for sufficiency; and 3) make such documentation available to CSD upon request.

5.6.3.11 Weatherization Program Activities

Weatherization Program Activities shall mean those costs associated with the installation of measures to those dwellings weatherized and reported as completed, to include but not limited to, assessment, diagnostic testing, labor, materials, subcontractors, environmental inspections, permits, Home Energy Rating System (HERS Raters), and Environmental Hazard Work weatherization materials.

5.6.3.12 ECIP Emergency Heating and Cooling Services (EHCS)

ECIP EHCS shall mean those costs associated with emergency heating and cooling, and water heating repair and replacement services and other related costs, including costs associated with labor, materials, subcontractors, permits, HERS Raters, Environmental Hazard Work weatherization materials, and diagnostics all as further defined by the ECIP Policy and Procedures, and the Severe Weather Energy Assistance and Transportation Services (SWEATS) Policy. The ECIP Policy and Procedures is hereby incorporated by reference to this Contract and available on the CSD LAP.

5.7 Service Area Expenditures Requirements

5.7.1 For purposes of this section the following definitions apply:

"Service Area" means the geographical area for which Contractor receives a discrete grant allocation, whether in a contract pertaining to that geographical area

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alone, or in a contract covering multiple geographical areas, as for example, multiple counties.
"Service Territory" means the totality of Contractor's Service Area(s), whether: 1) a single county; 2) a portion of a single county; 3) multiple counties; or 4) a single county in combination with a portion of another county. Accordingly, the single Service Area or combined Service Areas for which Contractor provides services constitutes Contractor's Service Territory.

"Target Allocation" means the sum of money from the LIHEAP state grant designated by CSD for expenditure in a designated Service Area.

"Target Service Area" means the service area for which a grant allocation has been designated on the LIHEAP Allocation Spreadsheet attached to this Contract.

Note: If Contractor provides only some LIHEAP services to a Service Area, e.g., weatherization services only or utility assistance services only and another contractor provides other LIHEAP services in the same Service Area, the contractors are co-service providers with respect to the Service Area in question and each is responsible for that portion of the grant allocation applicable to the services it provides. Contractor's Service Territory includes a Service Area in which the grant allocation is split with another contractor.

5.7.2 This section shall apply to Contractor if any of the following pertain:

5.7.2.1 This Contract involves funding for LIHEAP services provided by Contractor in multiple Service Areas; or

5.7.2.2 Contractor provides only some of the LIHEAP services in multiple Service Areas under the terms of this Contract; or

5.7.2.3 Some combination of 5.7.2.1 and 5.7.2.2 above.

5.7.3 The Target Allocation(s) specified in this Contract shall be used either: a) to provide services within the geographical boundaries of Target Service Area(s) to which the allocation applies; or b) on behalf of the recipients of benefits who reside within the Target Service Area(s), thereby ensuring that the low-income persons in each Target Service Area receive their appropriate share of the grant award and that direct program funds designated for a particular Target Service Area are not expended for services in another Service Area without good cause.

5.7.3.1 Contractor is required to expend at least 90% of the applicable Target Allocation(s) in each Target Service Area(s).

5.7.3.2 Contractor shall, as requested by CSD, submit a LIHEAP Production Plan estimating the number of households served by the designated

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allocation for each Target Service Area and the Agency Local Plan explaining how Contractor will conduct targeted outreach activities, identify service needs in Target Service Areas and track expenditures.

5.7.3.3 At the time of close-out, Contractor shall submit a report comparing Contractor's production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations are anticipated in coming years.

5.7.3.4 Contractor may, subject to CSD's written approval, expend a portion of a Target Allocation in another service area in which Contractor provides services pursuant to this Contract, under the following circumstances:

5.7.3.4.1 When there is no acute need or ready opportunity for full expenditure of direct program funds in the Target Service Area; and

5.7.3.4.2 When Contractor can readily expend direct program funds in an alternate service area to avoid under expenditure or a loss of funding.

5.7.4 Notwithstanding the provisions of Section 5.7.3, Contractor is authorized under the terms of this Contract to combine the Administrative, Intake, Outreach, Assurance 16, and other program support costs, including liability insurance, workers' compensation, and general operating portion of grant allocations for multiple Service Areas for purposes of efficiency and effective contract implementation, provided such combining of funds does not unduly impair the equitable provision of services or otherwise disadvantage potential recipients of benefits in any Service Area.

5.8 Reimbursement Guidelines

5.8.1 Claims for Reimbursement

Pursuant to the federal block grant statute and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs. Contractor shall report actual costs incurred for actual expenditures up to any applicable maximum amounts set by this Contract.

5.8.2 Assurance 16

5.8.2.1 Assurance 16 costs and its related services include those actual costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by the CSD for the purpose of delivering services. Assurance 16 costs shall include needs assessment,

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client education, budget counseling, and coordination with utility companies.

5.8.2.2 Contractor may claim Assurance 16 costs for client education only once when LIHEAP and DOE or DOE BIL funds and services are provided concurrently in the same residential dwelling unit.

5.8.3 Wood, Propane, and Oil Assistance

5.8.3.1 HEAP WPO

Contractor may claim reimbursement for HEAP WPO expenditures and activities expenditures as required in accordance with the terms of this Contract.

5.8.3.2 ECIP WPO

Contractor may claim reimbursement for ECIP WPO expenditures in accordance with the terms of this Contract.

5.8.3.3 Tank Repair

Contractor may claim reimbursement for the cost of tank repair separate from the HEAP WPO, ECIP WPO and Supplemental WPO payment as outlined in CPA E-21-04 WPO Benefit Formula Implementation and subsequent CPA modifications.

5.8.4 Weatherization and EHCS Specific

5.8.4.1 Contractor may claim reimbursement for Weatherization-related activities under the terms of this Contract as documented on the CSD Dwelling Assessment Form (CSD 540) or approved Contractor's equivalent for each eligible household not previously weatherized.

5.8.4.2 Contractor shall ensure that duplicate billings for the same product or service do not occur.

5.8.4.3 All service completed dwellings unit shall be submitted for payment within 90 calendar days of completion or by the due date of the last reporting period of this Contract, whichever is less. A service completed unit shall not be carried over into another contract period, except when there are insufficient funds to cover a portion or the entire cost of rendered services. In the event a completed unit is billed in the subsequent contract, the Contractor must also ensure that the applicant meets the income eligibility requirements.

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5.8.4.4 Contractor may claim reimbursement for labor and material expenses associated with Environmental Hazard Work activities intended to assure the health, safety, and well-being of workers and dwelling occupants during the performance of in-home Weatherization and EHCS services under this Contract. Environmental Hazard Work activities include activities to prevent exposure related to the disturbance of asbestos, lead paint and the COVID-19 virus. Materials shall include items that are disposable or have temporary use, such as Tyvek suits, hand sanitizer, cleaning supplies, disposable face masks, HEPA vacuum cleaner bags/filters, etc. Labor shall include those activities related to prepping and cleaning within the workspace to prevent contamination.

5.8.4.5 For emergency ECIP EHCS provided outside Contractor's normal business hours of operations, Contractor may exceed the maximum cost limits allowed for repair and replacement services. Contractor shall not request reimbursement for more than one heating, cooling, or water heating unit repaired or replaced per household.

5.8.4.6 Measure Reimbursement

5.8.4.6.1 Measure Maximums

5.8.4.6.1.1 For those Weatherization and EHCS measures that have an established maximum rate, the reimbursement amount shall be equal to the actual labor costs of Weatherization or EHCS crew members and the actual cost of the materials, subcontracted services not to exceed the maximum reimbursement allowable.

5.8.4.6.1.2 Weatherization or EHCS measure costs exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure or another CSD program.

5.8.4.6.1.3 When costs for a measure exceed the maximum reimbursement allowed, Contractor shall obtain prior written approval from CSD to exceed the maximum cost reimbursement and/or quantity limit for weatherization and ECIP HCS measures as described in Reimbursement Rates for Weatherization and ECIP EHCS Activities. Otherwise, at the Contractor's discretion, Contractor may elect to not provide the

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weatherization measure/service in the event the total cost exceeds the maximum cost reimbursement.

5.8.4.6.2 Assessments and Diagnostics

5.8.4.6.2.1 Contractor may claim reimbursement for dwelling assessment for each eligible household.

5.8.4.6.2.2 Contractor may claim reimbursement for dwelling assessment for each eligible unit not previously weatherized.

5.8.4.6.2.2.1 For dwellings weatherized under this Contract, Contractor may claim reimbursement for a modified dwelling assessment, as defined in Article 13, to perform reweatherization.

5.8.4.6.2.2.2 If the useful life term has expired for measures previously installed, or other measures meet feasibility criteria, Contractor may claim a full dwelling assessment to perform reweatherization services.

5.8.4.6.2.3 If a dwelling was previously weatherized under a nonfederal program, the dwelling and occupant eligibility must be recertified; therefore, Contractor may claim reimbursement for assessment of dwelling.

5.8.4.6.2.4 In the case of an un-weatherized dwelling where the installation of measures was not feasible, and/or the dwelling was not accessible to install measures, Contractor may claim reimbursement for any related assessments and/or diagnostic checks that were performed.

5.8.4.6.2.5 Contractor may claim reimbursement for dwelling assessment only once when LIHEAP and DOE or DOE BIL funds are used concurrently in the same unit.

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5.8.4.6.2.6 HERS Rater and permit fees are acceptable expenses and may be charged only once per dwelling to ECIP EHCS or LIHEAP weatherization or DOE or DOE BIL weatherization per weatherized dwelling. HERS Rater fee and permit reimbursement include subcontractor cost, staff time on job site, and fees that will be reimbursed based on the actual cost.

5.8.4.6.3 Labor Reimbursement

5.8.4.6.3.1 Contractor shall bill the number of actual labor hours and actual labor cost incurred by weatherization crew members or other persons associated with the installation, assessment and inspection of weatherization measures, removal of debris and appliances, the procurement of permits and services performed by HERS Raters.

5.8.4.6.3.2 Contractor must substantiate all actual labor hours and labor costs charged.

5.8.4.6.3.3 Actual labor hours and costs for weatherization and EHCS services shall not exceed the cumulative number of hours on the job site and shall be substantiated with client file documentation, job schedules, and payroll time records.

5.8.4.6.3.4 When the installation of a measure is subcontracted and there are billable labor hours for weatherization and/or Contractor's crew members who participate in the installation of that subcontracted measure, Contractor may bill, in addition to the subcontracted expenditure, the actual labor hours and labor costs incurred by Contractor's crew members.

5.8.4.6.3.5 Labor expenses for weatherization service delivery shall exclude labor expenses associated with training, travel to weatherization job sites, staff time not associated with the direct installation and/or performance of

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weatherization services and activities on the job site, downtime and general operating expenses as provided in subsection 5.8.4.6.5 Other Program Costs.

5.8.4.6.3.6 Lead Safe Weatherization

Contractor may claim reimbursement for renovator certification, defined as field-related labor costs associated with performing lead renovator certification for ensuring lead paint safety on weatherized dwellings built prior to 1978.

5.8.4.6.4 Heating and Cooling Services (HCS/EHCS)

5.8.4.6.4.1 If, during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to an amount beyond the established limits for repairs, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.

5.8.4.6.4.2 Dwellings in which a single appliance has been both repaired and replaced within the same Weatherization and/or ECIP EHCS component, or under a call-back, Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance.

5.8.4.6.4.3 For multi-unit dwellings with a common system (water heater, heating and/or cooling), Contractor shall prorate the cost of each common system among all dwelling units within that building envelope.

5.8.4.6.4.4 Duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with emergency heating/cooling services performed under EHCS.

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5.8.4.6.5 Other Program Costs

5.8.4.6.5.1 Wages—Field Staff

Contractor may request reimbursement for the actual labor costs including benefits related to weatherization supervisors, assessors, inspectors, and crew members that are allocable to the program but not associated with the direct installation and/or performance of weatherization services/activities on the job site and training, including, but not limited to: job scheduling, job preparation, travel time, disposal of appliances and materials, building and prepping of weatherization materials away from the job site and downtime in accordance with any guidance issued by CSD.

5.8.4.6.5.2 Wages – Program Management and Support

5.8.4.6.5.2.1 Contractor may request reimbursement for the actual labor costs related to program management and support staff directly responsible for the direct management and oversight over the LIHEAP Weatherization and EHCS program activity or providing direct support to ensure the successful delivery of weatherization services.

5.8.4.6.5.2.2 Reported costs may include labor costs associated with performing direct support in coordinating the delivery and tracking of LIHEAP Weatherization and EHCS program activity, including but not limited to: job scheduling, collating and aggregating of weatherization activities and materials, staff time associated with Historic Preservation Review activities, obtaining permits, and coordination of subcontracted services.

5.8.4.6.5.3 Lodging and Per Diem

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Contractor may claim reimbursement for lodging and per diem related to the installation of weatherization measures subject to travel and per diem as described in the Travel and Per Diem Section Article 4.6 of this Contract.

5.8.4.6.5.4 Disposal Fees

Disposal fees are acceptable expenses and may be charged only once to ECIP EHCS, or LIHEAP Weatherization per appliance and building material waste. Disposal fee reimbursement is limited to the actual cost of the fee.

5.8.4.6.5.5 Vehicle and Equipment Repair, Maintenance and Fuel

5.8.4.6.5.5.1 Contractor may claim reimbursement for expenses related to upkeep and maintenance of vehicles and equipment used in the direct delivery of weatherization services and EHCS. Allowable costs shall be limited to expenditures associated with the maintenance of the vehicles and equipment, fuel, and oil.

5.8.4.6.5.5.2 Contractor shall maintain records for fuel expenditures, vehicle maintenance, and vehicle usage to substantiate allowable travel costs related to and allocable to LIHEAP weatherization.

5.8.4.6.5.6 Historic Preservation Reviews

Historic Preservation Reviews means those expenses that are subcontracted to a third-party to perform the collection and reporting of potential weatherization properties subject to Historic Preservation Review requirements.

5.8.4.6.5.7 Waste Breakage

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Waste breakage are those expenses associated with weatherization materials that have been damaged and are part of Contractors' inventory or special-order materials that are allocated to CSD programs. The cost of weatherization materials that are damaged and benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for waste breakage is not allowable for subcontractors.

5.8.4.6.5.8 Ancillary Supplies

Ancillary supplies are additional low-cost materials or supplies (such as nuts, bolts, screws, and washers) necessary to install a weatherization measure and not easily attributable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for subcontractors.

5.8.4.6.5.9 Solar Water Heating Maintenance

Solar Water Heating (SWH) Maintenance are scheduled maintenance service, as established by the manufacture, in order to maintain the SWH system in good working condition.

5.8.4.7 Dwelling Status

5.8.4.7.1 Completed Units

5.8.4.7.1.1 Except as otherwise provided in the CSD Technical Reference Manual (TRM), Contractor shall not report a weatherized dwelling as completed nor shall Contractor request reimbursement for a weatherized dwelling until all weatherization measures identified as

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feasible during the dwelling assessment have been installed, and inspected by a Quality Assurance Inspector, and all inspection fails have been resolved.

5.8.4.7.1.2 Contractor shall not bill for incomplete units or close a unit with outstanding, unfinished weatherization measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crew members after the initial assessment, the reason for the non-feasibility shall be documented in the client file and, the job shall be reported as completed in accordance with subsection 5.8.4.7.1.1.

5.8.4.7.1.3 Contractor shall reimburse CSD for all costs associated with the delivery of weatherization services covered under this Contract to dwellings occupied by households ineligible for weatherization assistance at the time such services were provided.

5.8.4.7.1.4 ECIP EHCS

Dwelling units receiving services under ECIP EHCS may be reported as completed and billed immediately upon the completion of ECIP EHCS measures regardless of the completion status of weatherization measures installed in the same dwelling.

5.8.4.7.1.5 If Contractor is not able to complete weatherization or ECIP EHCS direct services during the Contract term, Contractor may complete the dwelling in the next contract year. If Contractor completes the dwelling in the next contract year, Contractor must verify the client meets the income eligibility requirements for the following year in order for the measures and dwelling to be eligible for reimbursement.

5.8.4.7.2 Building Permits

5.8.4.7.2.1 Contractor shall obtain all required permits in

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accordance with the TRM, prior to the commencement of all work performed, unless work is performed as a result of an emergency requiring immediate action where there is an imminent danger and requesting a permit would hinder the Contractor's ability to resolve the emergency. If an emergency is remedied, Contractor shall apply for a permit as soon as reasonably possible.

5.8.4.7.2.2 Penalties or fines imposed on Contractor or subcontractor by the local authority or building department are not allowable costs.

5.8.4.7.3 Previously Weatherized Dwellings

If the previous weatherization was performed under a nonfederal program or under this Contract, the occupant eligibility must be verified, and Contractor may seek reimbursement for the associated outreach and intake costs.

5.8.4.7.4 Managing Alternative Funding

Contractor may perform services and install energy efficiency and/or other measures in a qualified dwelling as provided herein and in accordance with requirements of any other CSD program and compatible non-CSD funded program, if in the best interest of the client, provided:

5.8.4.7.4.1 Reimbursement for Weatherization or EHCS activities is claimed only once when LIHEAP or any other funding source, are used concurrently in the same unit;

5.8.4.7.4.2 Contractor may divide materials and labor cost of a single measure among LIHEAP, or other CSD programs when the single measure in question is installed in a dwelling where Weatherization or EHCS services are provided concurrently under these programs; and

5.8.4.7.4.3 Contractor shall not bill multiple funding sources for the same product or service unless costs are allocated in such a manner that billing is not duplicative and Contractor receives no

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more than the total cost of the products and services provided. The amount billed under both LIHEAP and the alternative funding source cannot exceed the installation cost and maximum reimbursement rate for the measure.

5.8.4.7.4.4 Individual measure leveraging is allowable involving the use of LIHEAP funds and an alternative funding source in accordance with TRM Appendix D Energy Audit/Priority List Protocol, Section 5.0., Managing Alternative Funding.

5.8.5 SWEATS

5.8.5.1 Reimbursement shall be in accordance with CPN-E-20-01 SWEATS Policy.

5.8.5.2 Public Safety Power Shut-Off Preparedness (PSPS) reimbursement shall be in accordance with CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy and CPN-E-02M3.

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ARTICLE 6 - REPORTING POLICIES AND PROCEDURES

6.1 Reporting Requirements

6.1.1 General

6.1.1.1 Contractor shall submit required client/job detailed data for Weatherization and ECIP EHCS activities to CSD's Weatherization Database on a monthly basis, for the period in which the service activity occurred and for which reimbursement for the service activity is requested.

Similarly, adjustments shall be submitted for the monthly period in which services occurred.

6.1.1.2 Contractor shall request reimbursement for expenditures associated with all Contract activities (excluding ECIP Fast Track and HEAP Electric and Gas) by reporting in the EARS, in accordance with CPN-E-19-002 Energy Reimbursement Policies and Procedures.

6.1.1.2.1 Expenditures for Admin, Assurance 16, Intake, ECIP WPO, HEAP WPO, ECIP EHCS, SWEATS, and EHA-16 program costs shall be reimbursed through the LIHEAP Monthly EHA 16 Expenditure Activity Report via EARS.

6.1.1.2.2 Expenditures for Weatherization Program Costs and Activities shall be reimbursed through the LIHEAP Monthly Weatherization Expenditure Activity Report via EARS.

6.1.1.2.3 Contractor shall submit adjustments in accordance with CPN-E-19-002.

6.1.1.2.4 Payment to Contractor for any given month shall be contingent upon receipt and approval by CSD of the preceding monthly submission.

6.1.1.3 Contractor shall ensure that the data reported in the Weatherization Database and the request for reimbursement reported in EARS, reconcile in accordance with CPA-E-18-005.

6.1.1.4 Contractor shall submit client details electronically to CORE for ECIP Fast Track, HEAP Electric and Gas, ECIP WPO, and HEAP WPO.

Contractor shall submit to CORE, applications that have received a pledge for ECIP Fast Track or HEAP Electric and Gas to CORE, within

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the timeframe specified in the Direct Pay Utility Pledge Timeframe document located on the contract page of the CSD Local Agencies Portal.

6.1.1.5 Contractor shall submit requested client files, records, and documents to the File Transfer Protocol (FTP) Server as requested by CSD. CSD shall use Contractor submitted documents to perform an in-house desk review to verify compliance with financial, administrative, and programmatic requirements.

6.1.1.6 Reporting System Requirements

6.1.1.6.1 CSD will provide Contractor with specifications of minor IT reporting changes or other minor changes, and upon receipt of the specifications, Contractor shall implement system changes in their local system within 30 calendar days. Minor changes are those that are routine in nature to begin performance under the Contract such as but not limited to adjustments to the Expenditure Activity Report layout, adding or deleting measures and adjusting eligibility guidelines.

6.1.1.6.2 Major reporting changes, upon receipt of the specifications, shall be implemented in Contractor's local system as negotiated by CSD. Major IT system changes are those changes made to the business rule validations as listed in the most current Weatherization DTR and/or new field lines as outlined in the Data Transfer Reference Document (Schema-Breakdown). The most current Weatherization DTR and Data Transfer Reference Document (Schema-Breakdown) are located on the CSD Local Agencies Portal on the System Specification website page.

6.1.2 Solar Warranty and Maintenance Reporting

Contractors participating in the Solar Water Heating (SWH) Project shall report to CSD whenever warranty work and/or maintenance are required on any Solar Water Heating Systems installed under the SWH Program and CSD's Low-Income Weatherization Program (LIWP). The SWH Warranty and Maintenance Report shall include a written description of the following:

6.1.2.1 Dwelling address at which warranty and/or maintenance work was provided;

6.1.2.2 Reason for warranty and/or maintenance work (what was the problem);

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6.1.2.3 The date (or dates) on which warranty and/or maintenance work was provided; and

6.1.2.4 List of the costs charged to the LIHEAP contract for the warranty and/or maintenance work.

The SWH Warranty and Maintenance Report shall be submitted no later than 30 calendar days after the month in which reimbursement for the warranty and/or maintenance work is requested.

The SWH Warranty and Maintenance Report shall be submitted, via email, to wx@csd.ca.gov with the words "SWH Warranty and Maintenance Reports" in the Subject line.

Contractor shall retain all warranty and maintenance reports for the life of the warranty.

6.1.3 CSD Review and Approval of Reports

6.1.3.1 CSD shall review and approve Contractor's monthly reimbursement/activity reports before offsets to advances or reimbursement payments are issued. CSD will conduct an ongoing evaluation of Contractor's performance related to program and fiscal operations and its demonstrated ability to effectively utilize all funds available under this Contract.

6.1.3.2 The issuance of other CSD contracts, including reimbursement payments to the Contractor, shall be contingent upon timely receipt of the required reports and/or compliance with the material requirements of this Contract.

6.1.4 Close-out Report

6.1.4.1 Contractor shall submit on appropriate CSD forms, a close-out report, verifying all actual, allowable, and allocable costs earned during the term of this Contract and return all excess reimbursement and unexpended funds to CSD within 90 calendar days of the expiration of this Contract. If Contractor fully expends funds prior to the end of the contract term, all appropriate CSD close-out forms shall be submitted within 90 calendar days of final expenditure.

6.1.4.1.1 Administrative costs, outreach, intake, Assurance 16, Training and Technical Assistance shall not exceed the maximum allowable amounts.

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6.1.4.1.2 Administrative and Assurance 16 costs shall remain proportionate to the cumulative allowable program expenditures for Direct Services and Utility Assistance. Any Administrative and Assurance 16 costs that exceed these limits shall be disallowed.

6.1.4.1.3 Subsequent payments, including advance payments, for LIHEAP or other CSD contracts may be withheld, absent timely receipt of the close-out report of this Contract.

6.1.4.2 The issuance of other CSD contracts, and reimbursement and advance payments for existing contracts, may be withheld, absent receipt of the close-out report which is due no later than 90 calendar days after Contractor fully expends or the end of the Contract term.

6.1.4.3 The close-out report shall include the following:

6.1.4.3.1 LIHEAP Close-out checklist and Certification of Documents Transmitted with authorized signature (CSD 733);

6.1.4.3.2 LIHEAP Close-Out Reconciliation Report (CSD 733F);

6.1.4.3.3 Report comparing production estimates, by Service Area, to actual expenditures, what lessons were learned, and what changes in operations and service delivery are anticipated in coming years; and

6.1.4.3.4 LIHEAP Close-Out Equipment Inventory Schedule (CSD 733G).

6.1.4.4 Interest and Program Income-Earned

Contractor shall use a CSD 733F, LIHEAP Interest and Program Income Earned Close-out Reconciliation, to report actual costs and/or interest income earned and expended. Pursuant to 22 CCR § 100855 and in accordance with CPN-A-18-01 Program Income, program income earned and expended are subject to the expenditure and reimbursement guidelines for the program year in which expenditures occurred.

6.1.4.5 Any weatherization materials purchased with the funds under this Contract and remaining at the Contract expiration shall be credited against Contractor's weatherization materials expenditures under this Contract and charged to whatever other weatherization program Contractor may have in effect. If Contractor has no other weatherization program in effect, CSD shall determine how the materials will be disposed and what, if any, financial adjustments are required.

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SUBVENTION CONTRACT

PROGRAMMATIC REQUIREMENTS

ARTICLE 7 - PROGRAM POLICIES AND PROCEDURES

7.1 LIHEAP Agency Local Plan

7.1.1 Contractor shall submit an annual LIHEAP Agency Local Plan to CSD by a date as determined by CSD. The LIHEAP Agency Local Plan is intended to systematize the gathering of planning information to assist CSD with its obligations under federal statute to provide programmatic assurances to the Secretary of the U.S. Department of Health and Human Services under the LIHEAP block grant and to enable the Contractor to plan and propose an annual budget that is consistent with the purposes of the Low-Income Home Energy Assistance Program and reflective of the needs of the local low-income population.

7.1.2 Contractor shall ensure its LIHEAP Agency Local Plan documents reflect that its proposed services and activities are in compliance with federal and State law governing the LIHEAP block grant, or CSD may require Contractor to amend or supplement the responses or documentation prior to execution of this Contract by CSD.

7.1.3 CSD's approval of Contractor's LIHEAP Agency Local Plan documents does not constitute approval of any costs expended under this Contract. Contractor shall ensure all expenditures comply with federal and state requirements that the actual costs are allowable and allocable in accordance with applicable statutes, regulations, and the provisions of this Contract.

7.2 Program Standards and Regulatory Requirements

7.2.1 Program Standards

7.2.1.1 Contractor shall adhere to all CSD program standards pursuant to the following documents which have been incorporated by reference and made part of this Contract as if attached hereto:

7.2.1.1.1 CSD Technical Reference Manual (TRM);

7.2.1.1.2 ECIP Policy and Procedures;

7.2.1.1.3 Official State and Federal Program Notices and Guidance Documents;

7.2.1.1.4 Current Eligibility and Verification Guide;

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7.2.1.1.5 Weatherization DTR;

7.2.1.1.6 Utility Assistance Data Transfer Business Rules: and

7.2.1.1.7 CSD Training Policies and Procedures Manual (TPPM).

7.2.1.2 In the event of inconsistencies between policies and field protocols contained within the TRM and/or the Weatherization Policies and Procedures and this Contract, Contractor shall abide by the terms of this Contract.

7.2.2 Regulations

7.2.2.1 Standards contained in the most current Uniform Building Code and local city and county codes shall take precedence over the CSD TRM if the code requirement is not included in the manual and/or is more stringent.

7.2.2.2 Contractor shall ensure that all work performed complies with the most current and applicable provisions of the California Energy Commission Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, California Home Energy Rating System (HERS) Program regulations.

7.2.2.3 Services provided to all covered pre-1978 dwellings shall comply with the most current Environmental Protection Agency rules in 40 CFR Part 745 et seq., Lead-Based Paint Poisoning Prevention in Certain Residential Structures, and the Housing and Urban Development rules in 24 CFR Part 35 et seq., and Lead-Based Paint Poisoning Prevention in Certain Residential Structures.

7.2.2.4 All materials utilized for weatherization and ECIP EHCS purposes shall conform with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7.2.2.5 All materials used must comply with TRM material specifications for LIHEAP.

7.2.3 Title 24

7.2.3.1 Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks, cannot be repaired and must be replaced.

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7.2.3.2 Title 24 requirements are applicable only to energy conservation measures and Health and Safety replacement of heating, cooling, and water heating appliances performed in dwellings located within specific California Energy Commission (CEC) Climate Zone areas. Requirements to be applied are those specific to the California Energy Commission (CEC) Climate Zone where the dwelling is located. For a listing of the CEC climate zones, refer to the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx under the Weatherization Resources section.

7.2.3.3 Contractor shall obtain the services of a qualified HERS Rater when required to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Contract.

7.2.3.4 Contractor shall ensure the HERS Rater is an independent entity from the Contractor or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified and has no financial interest in the work performed.

7.2.4 Pre-1978 Dwellings

7.2.4.1 Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.

7.2.4.2 Dwellings not previously certified to be lead-free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services.

7.2.4.3 Contractor shall assure that an Environmental Protection Agency (EPA) Certified Renovator performs the post-weatherization verification after the completion of weatherization services and that the Assessor deems the weatherized meets EPA Renovation, Repair, and Painting Rule lead-safe standards.

7.2.4.4 HUD units not previously certified to be lead free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that a third-party California Certified Inspector/Risk Assessor performs the clearance

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inspection after the completion of weatherization services and that the Assessor deems the weatherized HUD unit as lead-safe.

7.2.4.5 Contractor shall document notification to tenants of multi-unit housing of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent.

7.3 Prioritization of Services

7.3.1 Contractor shall conduct ECIP, HEAP, and Weatherization activities in accordance with the Agency Local Plan in Article 14.

7.3.2 Contractor shall design activities to provide assistance to low-income households in meeting their home energy costs, particularly those with the lowest incomes that pay a high proportion of household income for home energy, and that such methods to be utilized, and shall assure that eligible households, particularly those households with elderly individuals, disabled individuals, or children five years and under are made aware of the assistance available under this Contract.

7.4 Service Priority Guidelines

7.4.1 Contractor shall give first priority for services to those households with the lowest income and highest energy burden. In addition, Contractor shall factor into its first priority for services those households with the following vulnerable populations: young children (ages five years or under), disabled, and elderly persons (ages 60 years or older), in accordance with the Agency Local Plan.

7.4.2 Contractor may give first priority for services to those households whose members have life-threatening emergencies.

For the ECIP Fast Track, HEAP Electric and Gas, ECIP WPO and HEAP WPO program components, Contractor shall assign prioritization points consistent with the Agency Local Plan in Article 14.

7.4.3 Due to limited funding, contractors are discouraged from providing either:

7.4.3.1 Energy assistance benefits to households with substantial credit(s) on its utility bills; and/or

7.4.3.2 Weatherization services to dwellings previously weatherized under LIHEAP within the past four years. Contractors shall prioritize services to previously weatherized dwellings in accordance with the Agency Local Plan in Article 14.

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7.4.4 Equitable Treatment

Contractor shall ensure that owners and renters receive equitable treatment under this program.

7.5 Outreach and Intake Activity Guidelines

7.5.1 Outreach

Contractor shall perform appropriate outreach activities to ensure that households in the service area(s) are informed about all LIHEAP services and have an opportunity to apply for such services.

7.5.2 Intake

Contractor shall use intake program funds for determining eligibility of applicants seeking LIHEAP services. Services include the process of completing an intake application and reviewing applicant documentation. Contractor shall:

7.5.2.1 Establish reasonable hours whereby applicants will have access during regular business hours to seek program information with an assurance that the Contractor shall respond to the applicant's request within a reasonable amount of time;

7.5.2.2 Ensure applicants have access to applications, whether in hardcopy, electronic format, during regular business hours. Contractors whose offices are not staffed Monday through Friday must arrange for alternative points of access to LIHEAP applications. Contractor may satisfy this requirement by posting their application for download on their website or post a link directing applicants to an application posted at CSD's website at www.csd.ca.gov or at alternate location(s) or by mailing applications;

7.5.2.3 Accept applications for assistance during regular business hours;

7.5.2.4 Accept applications for ECIP Fast Track and WPO at sites that are geographically accessible to all households in the area served by Contractor;

7.5.2.5 Provide low-income individuals who are physically infirm with the means to submit applications for HEAP and ECIP without leaving their residences;

7.5.2.6 Ensure that all sites where intake is conducted are accessible to the disabled;

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7.5.2.7 Utilize the Energy Intake Form (CSD 43), or approved Contractor's equivalent, as a multipurpose form for referrals to the LIHEAP Weatherization program, the ECIP EHCS program, HEAP program, and DOE or DOE BIL program; and

7.5.2.8 If Contractor opts to "pre-screen" applicants for benefits by discussing eligibility criteria and by counseling potential clients in advance of their completing and submitting an Energy Intake Form (CSD 43) or approved Contractor's equivalent, Contractor must apply income guidelines and Contractor's Priority Plan when prescreening applicants. If the applicant appears to be ineligible, Contractor must so inform the applicant but must nevertheless notify prescreened applicants of the right to apply for benefits upon changes in the prescreened applicant's circumstances and status. Energy Intake Form (CSD 43) or approved Contractor's equivalent must be provided to a potential client upon request, whether or not a prescreening process is employed.

7.5.3 Applicant Written Notification of Benefits

Within 15 business days of receiving an application Contractor shall provide the applicant written or electronic notification of the application status, indicating whether the application has been approved, denied, deemed incomplete, or is still pending review.

7.5.3.1 If approved, the notice shall indicate the nature and an approximate timeframe in which the utility assistance payment will be provided and when weatherization services may be scheduled or if a referral was made to for weatherization services. The name of the utility company and the amount of the benefits also shall be included in the notification for Utility Assistance.

7.5.3.2 If denied, the notice shall indicate the reason for the denial and information regarding the appeal process.

7.5.3.3 If incomplete, the notice shall indicate what additional information or documentation is required.

7.5.3.4 If pending review, the notice shall provide a revised estimate of when the status of the application will be determined. Contractor must follow-up with a notification when a determination has been made.

7.5.3.5 If added to the waitlist for weatherization and the application is not processed, the notice shall provide the amount of time the application will be kept on file, disclaimer that the applicant is not guaranteed services and how applications are prioritized for services.

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7.6 Assurance 16 Activity Guidelines

Contractor shall use Assurance 16 program funds for services that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance such as needs assessment, client education and budget counseling, and coordination with utility companies. These funds may not be used to identify, develop, and/or demonstrate leveraging programs.

7.6.1 Needs Assessment

Contractor must conduct a needs assessment for each client who submits an application that shall include computing the energy burden of each applicant's household and prioritizing households in accordance with Agency Local Plan in Article 14.

7.6.2 Client Education/Budget Counseling – General Requirements

Contractor shall provide all recipients of energy assistance under this Contract with applicable energy conservation information and budget counseling in accordance with the Contractor's approved Agency Local Plan in Article 14. As a minimum Contractor shall include the following:

7.6.2.1 Information regarding the importance of applying for energy assistance prior to falling behind in utility payments and information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State;

7.6.2.2 Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household; and

7.6.2.3 Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency.

7.6.3 Client Education/Budget Counseling – Weatherization and ECIP EHCS Specific

7.6.3.1 In addition to the above provisions, Contractor shall place in the client's file the Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided with energy conservation, budget counseling, lead-based paint safe, mold and moisture, radon, and asbestos education.

7.6.3.2 Contractor shall provide the EPA pamphlet, "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools."

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7.6.3.3 Contractor shall provide to all clients the EPA pamphlet, "A Brief Guide to Mold, Moisture, and Your Home."

7.6.3.4 Contractor shall provide the client with a description of the benefits that the client can expect to receive as a result of the weatherization measures installed and diagnostic tests performed in the dwelling.

7.6.3.5 Contractor shall provide all clients with the EPA pamphlet, "A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon."

7.6.3.6 Contractor shall provide the California Department of Public Health fact sheet "About Asbestos in the Home and Workplace".

7.6.4 Coordination

7.6.4.1 Contractor shall refer all potentially eligible applicants, including HEAP applicants, to the LIHEAP Weatherization Program, ECIP EHCS, California Alternative Rates for Energy Program (CARE), Reduced Rate Program (RRP), Arrearage Management Payment (AMP) Plan, DOE, DOE BIL, or other energy or conservation programs. Contractor shall coordinate its activities with other federal, state, or local energy conservation programs with the goal of conserving energy, improving thermal efficiency, or defraying energy costs of low-income households.

7.6.4.2 Contractor shall provide assistance in coordinating the payment of client's energy/utility bill with the appropriate energy vendor or utility company. Contractor may also perform other coordinative activities with energy vendors/utility companies to provide input relative to the energy assistance needs of California's low-income households and a proactive educational concept in serving clients. This includes attending the California Public Utilities Commission's Low-Income Oversight Board Committee meetings.

7.7 Leveraging Activities

7.7.1 When ECIP EHCS services are provided, Contractor shall refer, schedule or recommend a subsequent weatherization assessment, in accordance with the CSD TRM.

7.7.2 Leveraging weatherization funds may be used to install feasible measures in accordance with the CSD TRM. Client files shall be documented accordingly.

7.7.3 If Contractor is leveraging with non-CSD funded programs to meet CSD program requirements, then Contractor shall ensure that any non-CSD leveraged-funded

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activity performed in conjunction with the Weatherization and/or the ECIP EHCS program, is in conformance with weatherization guidelines. If permitted by the leveraged-funding source, Contractor shall document within the Weatherization and/or ECIP client file the activity performed, date of the activity performed, and the source of the leveraged funds. If the leveraged-funding source prohibits the disclosure of such information, Contractor shall as a minimum make reference to the leveraged activity within the weatherization and/or ECIP client file.

7.7.4 If Contractor is leveraging with DOE or DOE BIL, all DOE or DOE BIL requirements shall apply.

7.7.5 CSD may use information about leveraged activities paid for with funds from leveraged-funding source for the purpose of verifying the delivery of services. CSD may review and verify or use a third-party inspector to review and verify that the leveraged-funded activities conform to applicable LIHEAP standards and practices.

7.8 Record-Keeping Responsibilities

7.8.1 Contractor shall maintain client intake/needs assessment form(s) for Weatherization, HEAP, and ECIP, together with appropriate supporting documentation and shall maintain separate client files containing supporting documents related to disqualifications, denials, and appeals for each applicant who is not certified as being eligible to receive assistance.

7.8.2 Contractor shall ensure that the ECIP Home Energy Supplier Assurance (CSD 416) or approved Contractor's equivalent is completed by each nonregulated utility company, e.g., propane suppliers, wood suppliers, etc., providing services to clients of this Contract.

7.8.3 Contractor shall make a reasonable effort to collect the completed Account Holder Authorization and Consent Form (CSD 081) to collect energy usage data when the client applying for services is not the person listed as the account holder of the utility bill. Client services shall not be denied if the client or bill account holder refuses to sign the consent form.

7.8.4 All Client Files – General Requirements

Contractor shall maintain a separate file for each applicant by either a hard copy or electronic file, or a combination of both. Contractor must ensure that the method selected to maintain files does not impose unreasonable effort in CSD's ability to review any files. These files shall include, the following documentation, when applicable:

7.8.4.1 For Public Agencies only: Statement of Citizenship or Non-Citizenship

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Status for Public Benefits, (CSD 600), and supporting documents;

7.8.4.2 Energy Intake Form (CSD 43) or approved Contractor's equivalent. Priority points must be written in the designated space on the Intake form;

7.8.4.3 Multi-Family Property Intake (CSD 43 MFP) or approved Contractor's Equivalent;

7.8.4.4 Utility/energy bill(s) for all sources of energy used by qualified households;

7.8.4.5 Documentation supporting eligibility in accordance with the Eligibility and Verification Guide;

7.8.4.6 Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided services in accordance with Assurance 16 requirements;

7.8.4.7 Client denial or approval notification; and

7.8.4.8 Account Holder Authorization and Consent Form (CSD 081) – Only requested when the client is not the account holder of the utility bill.

7.8.5 Client Files - ECIP Fast Track, ECIP WPO, HEAP, and WPO

Contractor shall maintain the following documents for each applicant receiving cash assistance services, as applicable:

7.8.5.1 Documentation that substantiates the requested ECIP Fast Track supplemental payment including the total amount due (at the time of intake) to the utility company, reconnection fees, and any other assessed utility fees/surcharges; it shall provide the condition(s) that establishes eligibility for benefits in accordance with ECIP Fast Track Benefit Determination Section 8.3 in subsection 8.3.3.3; and

7.8.5.2 Documentation that substantiates the requested ECIP WPO and WPO payment and supplemental payment in accordance with CPA-E-21-04 and CPA-E-21-04M WPO Benefit Formula Policy.

7.8.5.3 Documentation substantiating the portion of rent that is allocated toward energy costs.

7.8.6 Client Files - Weatherization and/or ECIP EHCS Specific

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Contractor shall maintain the following documents for each applicant receiving weatherization and/or ECIP EHCS services, if applicable:

7.8.6.1 CSD Dwelling Assessment which includes: Dwelling Assessment (CSD 540), Weatherization Mold Assessment and Release Form (CSD 540A), Customer Assessment Summary (CSD 540B), Mechanical Ventilation Calculation ASHRAE 62.2 (CSD 540C), Mechanical Ventilation Assessment Form (CSD 540D), and CSD Single-Family Refrigerator SIR Calculation Sheet & CSD Weatherization Program – Multi-Family Refrigerator SIR Calculation Sheet/Data Collection Sheet (CSD 540E) or approved Contractor's equivalent;

7.8.6.2 Appliance Safety Inspection (CASIF) series which includes: Combustion Appliance Safety Inspection Form (CSD 700), Combustion Appliance Safety Interim Form (CSD 700B) or Combustion Applicant Safety – Appliance R&R Form (CSD 700C) ;

7.8.6.3 Shell Leakage Data Sheet (CSD 704);

7.8.6.4 Duct Test Data Sheet (CSD 706);

7.8.6.5 CSD Deferral (CSD 542) and other source documentation supporting deferrals and appeals;

7.8.6.6 Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent;

7.8.6.7 ECIP EHCS Assessment Form (CSD 57);

7.8.6.8 Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent;

7.8.6.9 Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent;

7.8.6.10 Energy Service Agreement for Rental Property Owner (CSD 515B) or Contractor's equivalent;

7.8.6.11 Agency Weatherization Inspection Report (CSD 611);

7.8.6.12 Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor's equivalent;

7.8.6.13 Client confirmation of work completed;

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7.8.6.14 Required building permits or buildings permit applications, or documentation of permit cost; and documentary evidence of final permit;

7.8.6.15 Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;

7.8.6.16 Waivers from CSD to exceed maximum costs of weatherization measures;

7.8.6.17 Documentation that substantiates all actual labor hours including a time and activity log associated with each job;

7.8.6.18 Documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;

7.8.6.19 Documentation that substantiates the criteria and basis for replacement of gas and electric appliances, including results of required diagnostic tests, and the non-feasibility of Mandatory Measures not performed or installed;

7.8.6.20 Documentation indicating the manufacturer, manufacture date, make, and model and metering information for all refrigerator replacements;

7.8.6.21 Documentation referring to CSD or non-CSD weatherization;

7.8.6.22 Documentation of HERS inspection report and a copy of the invoice from the HERS Rater, in addition to the Residential Compliance Form (CF-1R, CF-4R and CR-6R);

7.8.6.23 Documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster;

7.8.6.24 All Historic Preservation Online (HPO) review documentation, including copies of the printed Project Description sheet (PDS) and HPO site e-mails;

7.8.6.25 Photographic documentation as required by the CSD TRM;

7.8.6.26 Initial and Final REM/Design Building File Reports (BFR) and Improvement Analysis Reports (IAR) in each client file and retention of electronic audit file;

7.8.6.27 Documentation of attempts to schedule post-weatherization inspection appointments if inspection could not be performed;

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7.8.6.28 Lead-Based Paint Regulatory Compliance Report (CSD 708);

7.8.6.29 Notice of Survey by Electrical Contractor (CSD 543);

7.8.6.30 REM/Design Energy Audit Entry Input Form (CSD 544);

7.8.6.31 Insulation Certificate (CSD 610); and

7.8.6.32 REM/Design Multi-Family Input Sheet (CSD 808).

7.8.7 Client Files – SWEATS Specific

Contractor shall maintain the required documents for each applicant receiving services under SWEATS in accordance with CPN-E-20-01 SWEATS Policy.

7.8.8 Translation of Forms

Contractor shall use a certified translator deemed qualified by the Contractor when translating CSD forms that require a client/customer signature into a foreign language.

7.8.9 Weatherization and ECIP EHCS Specific

7.8.9.1 Labor and Materials

7.8.9.1.1 Contractor shall maintain documentation in such a manner that include job references and total labor hours so that actual costs and actual labor hours billed to the weatherization and ECIP EHCS programs can be substantiated.

7.8.9.1.2 Contractor shall document all costs expended under this Contract with purchase orders, inventory records, and payroll records identifying the funding source.

7.8.9.1.3 Contractor shall maintain documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD TRM and state, county, or local regulations.

7.8.9.2 Training

Contractors who perform weatherization and ECIP EHCS services are required to input, update, and maintain employee data in the CSD Training Portal. CSD will not recognize as valid proof of any training stored outside of this portal. The CSD Training Portal is a learning

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management system that is located and maintained through the CSD Local Agencies Portal. It is a repository for Contractor and their subcontractors to track and monitor employees' completed training records including but not limited to employee legal name, hire date, email, and completion of each training course, the source/location, type/content, completion date, certificates of completion, and completion of training records.

7.8.9.3 Contractor must identify at least one, but not more than two Training Administrators, who will be responsible for adding/editing users, submitting training and on-the job training requests, approving training, monitoring training transcripts, uploading licensing and certifications, and monitoring training expirations.

7.8.9.4 The On-the-Job Training application page will be migrated from a separate link on the CSD Local Agencies Portal to integrate with the CSD Training Portal. CSD will notify agencies through a notice on the Local Agencies Portal when that function of the portal becomes available.

7.8.9.4.1 CSD shall maintain all training records in the CSD Training Portal for trainings completed through the CSD E-Learning, CSD-approved Training Centers, and field or classroom training provided by CSD or its agents.

7.8.9.4.2 Contractor shall upload training certificates (or other proof of training completion or Contractor licensing) in the CSD Training Portal for certifications or trainings provided by third parties. Examples include Contractor licensing from the California Contractors State License Board, and individual employee Building Performance Institute (BPI) certifications, EPA Renovator certification, or other required training as designated by CSD.

7.8.9.4.3 Contractors shall be responsible for maintaining the required training records in the same manner for their subcontractors as for the Contractor employees.

7.8.9.4.4 Contractor and subcontractors must input new field personnel into the learning management system within three days of hire. Contractor and subcontractors shall update the CSD Training Portal in a timely manner, with employee completed course information and/or uploaded certifications on or before the first (1st) day of each subsequent month following the completion of training.

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7.8.9.5 Equipment

7.8.9.5.1 Contractor shall ensure its employees and subcontractors who perform combustion appliance safety tests shall maintain the Carbon Monoxide Analyzer Calibration Log (CSD 785) documenting the calibration of all analyzers as required.

7.8.9.5.2 Contractor shall ensure its employees and subcontractors who perform shell leakage testing and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) documenting the calibration of all manometers as required.

7.8.9.5.3 Contractor shall ensure its employees and subcontractors who keep an inventory of portable appliances for the SWEATS program shall maintain a log documenting the location of all portable appliances on loan and in reserve. The log shall document the retirement or loss of the equipment.

7.8.9.6 Energy Audits

7.8.9.6.1 Contractor shall maintain electronic records generated from the REM/Design and/or Targeted Retrofit Energy Analysis Tool (TREAT) energy audit software for the required period of three years from submission of final report or until resolution of all related audit or monitoring findings, enforcement action, including cost disallowance, legal proceedings, or other pending matters, whichever is later in accordance with Section 4.3.

7.8.9.6.2 Contractor shall make all records generated from the REM/Design and/or TREAT audit software accessible to CSD, or a third-party inspector acting on CSD's behalf, for the purpose of an inspection or monitoring.

7.8.9.6.3 Contractor shall submit all energy audits through the Energy Audit Dashboard, including the initial audit submittal and resubmittals reflecting changes based on CSD feedback. A final audit shall also be submitted to address one or more of the following:

7.8.9.6.3.1 Changes in measure cost between initial work scope estimates and actual installation cost;

7.8.9.6.3.2 Input of final duct and/or shell leakage readings

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to replace estimated leakage used for the initial improvement analysis;

7.8.9.6.3.3 Changes to the final scope of work; including any decisions related to full or partial measure leveraging.

7.8.10 Automation

7.8.10.1 Contractor shall use an automated application system capable of supporting LIHEAP's (Weatherization, ECIP EHCS, ECIP WPO, and HEAP WPO) data collection, reporting requirements, and client data transmission to CSD. No database transfer will be accepted prior to the completion of successful data file transfer testing to CSD. Contractor shall submit the data in accordance with CSD's Weatherization DTR layout found at the Weatherization Reporting tab on the CSD Lap found here: https://agencies.csd.ca.gov/home/Reporting/Pages/WXReporting.aspx. Contractor shall exercise best practice and perform a daily backup of all client data/application systems that capture LIHEAP service detail. Contractor shall assure that adequate files are maintained as required in Section 7.8.

7.8.10.2 Contractor shall also be responsible for monitoring the CORE online reports and for resolving payment issue(s) related to the delivery of benefits. The Agency Allocations/System Maintenance screen shall display historical and current detail level of program allocation information, summarizing Contractor's annual program allocation, expenditures, and returned benefits eligible for reissuance, if any. The Variance Report shall display the detail level of benefit information whereby the eligible benefit amount differs from the paid benefit amount. For resolution of partial credit returns, Contractor shall be responsible for following up with the client to resolve payment issue(s) and for providing CSD with the necessary information to reissue benefit(s). For full credit returns and warrant redeposits, Contractor shall be responsible for resolving and updating client data in CORE to reissue benefit(s).

7.8.10.3 Utilizing reporting options available within the CORE On-Line System, Contractor shall be responsible for generating HEAP and ECIP (Fast Track) reports to attain data specific to the following: rejected records, intake data, client and payment status, expenditures, and current allocation balance, returned benefits, summarized county energy costs and burden, and a year-to-date goal status.

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ARTICLE 8 - PROGRAM IMPLEMENTATION

8.1 HEAP/WPO Activity Guidelines

8.1.1 Applicant Eligibility

8.1.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or

8.1.1.2 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.

8.1.1.3 Income verification must be for one month. For acceptable types of documentation and processing timeframes, refer to the current LIHEAP Eligibility and Verification Guide at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

8.1.1.4 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for WPO to determine the client's energy burden.

8.1.2 Contractor may only provide eligible households with one ECIP Fast Track/WPO, or HEAP/WPO payment per program year. However, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition to providing one ECIP (Fast Track/WPO) or HEAP/WPO payment and/or supplemental program income benefit payment, Contractor may provide eligible households with ECIP EHCS services and/or other weatherization services.

8.1.3 Contractor must ensure that the issuance of HEAP WPO benefits are in accordance with CPA-E-21-04 WPO Benefit Formula Implementation.

8.1.4 Contractor must ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur during the term of this Contract.

8.1.5 Once applicants meet the eligibility and prioritization criteria and funds are available:

8.1.5.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required;

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8.1.5.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil;

8.1.5.3 CSD will not make payments to clients for WPO assistance; and

8.1.5.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.

8.1.6 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.

8.1.7 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

8.2 Weatherization Activity Guidelines

8.2.1 Applicant Eligibility

8.2.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 60% of the State median income; or

8.2.1.2 Assistance shall be provided to households that are categorically eligible, if any member of the household is receiving CalFresh or CalWORKs at the time of application, regardless of income level.

8.2.1.3 Income verification must be for one month. For acceptable types of documentation, refer to the current LIHEAP Eligibility and Verification Guide at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

8.2.1.4 Contractor shall certify a household's income eligibility prior to the delivery of energy program services.

8.2.1.5 The income certification shall remain in effect for a period of 120days from the date applicants are deemed eligible for services.

8.2.1.6 Contractor shall recertify household's income eligibility by obtaining updated income verification documentation if the dwelling assessment has not been completed within 120 days from the income certification date.

8.2.1.7 In the event the Contractor is unable to perform all weatherization

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services within the 180 days from dwelling assessment date, Contractor shall obtain updated income verification documentation to recertify the household's income eligibility.

8.2.1.8 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for wood, propane, and oil to determine the client's energy burden.

8.2.2 Dwelling Eligibility

8.2.2.1 Contractor shall perform the assessment of weatherized dwellings within 120 days of the income certification date to receive weatherization assistance services.

8.2.2.2 Contractor shall complete the post-combustion appliance safety test within 60 days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within the 60-day period, Contractor shall perform another pre-test for the dwelling prior to commencing the delivery of any form of weatherization assistance services.

8.2.2.3 Contractor shall complete weatherization services within 180 days from the date of the original assessment of a dwelling.

8.2.2.4 Permission to Provide Services

8.2.2.4.1 Contractor shall obtain written permission of the owner-occupied dwelling from the tenant and the owner (or owner's agent) to perform any weatherization services. Such permission shall be recorded on the Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent or the Service Agreement for Rental Property Owner (CSD 515B) or approved Contractor's equivalent.

8.2.2.4.2 If during the course of performing weatherization services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur, Contractor shall re-obtain written permission of the owner-occupant dwelling from the owner of a rental unit prior to continuing with the scheduled work.

8.2.2.5 Rent Increase Restrictions

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8.2.2.5.1 For a period of two years after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed.

8.2.2.5.2 Contractor shall provide tenants a written summary of these conditions with the current telephone number of the Contractor and instructions on how to file a complaint should these conditions not be met. Contractor shall investigate all complaints filed and shall forward a copy of all written complaints to CSD or, if a verbal complaint has been made, contact CSD with the details of the complaint-including date complaint was made, date investigations began, and results.

8.2.2.5.3 CSD will evaluate the merits of the complaint and all supporting documentation. If CSD determines a complaint is valid, CSD may pursue collection activities against the landlord in the amount equal to the weatherization work performed on that unit and/or building.

8.2.2.6 Multi-Unit Dwellings

8.2.2.6.1 In accordance with 10 CFR § 440.22(b) (2), Contractor may weatherize the whole building containing rental dwelling units when 66% (50% for duplexes and four-unit buildings) or more of the dwelling units in the building are income eligible:

8.2.2.6.1.1 Are eligible dwelling units, or

8.2.2.6.1.2 The dwelling units will become eligible (occupied by eligible low-income tenants) within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvement to the building.

8.2.2.6.2 If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program is required in the master job file.

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8.2.2.6.3 Contractor shall complete a Multi-Unit Dwelling Eligibility Certification (CSD 75P) or approved Contractor's equivalent for each building and shall maintain a copy in each individual client file.

8.2.2.6.4 Contractor shall certify unit eligibility by completing Energy Intake Form (CSD 43) or approved Contractor's equivalent for each dwelling unit in each building. Certification of eligibility by the owner/manager of the occupants of the building is not acceptable.

8.2.2.6.5 No undue or excessive enhancement shall occur to the value of the dwelling units.

8.2.2.7 Previously Weatherized Dwellings

8.2.2.7.1 Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization, unless the work performed is for a call-back as specified in 8.2.2.8 below.

8.2.2.7.2 A previously applied measure may be reinstalled during its useful life term, as described in the Reimbursement Rates for Weatherization and EHCS Activities, due to premature failure or if the measure was destroyed by the prior-occupying household. Justification for the replacement must be documented in the client file.

8.2.2.7.3 Unoccupied multi-unit dwellings previously weatherized in accordance with this Contract, and which receive appliance repair and/or replacement services upon occupation by an eligible tenant, shall be deemed re-weatherized dwellings.

8.2.2.7.4 If a dwelling has been previously weatherized under a CSD or another federal or non-federal program, Contractor may provide previously unapplied mandatory and optional measures.

8.2.2.8 Call-back

Services provided in a previously weatherized dwelling to correct a previously installed measure within the warranty period or as a result of a CSD inspection finding is a call-back and is allowable. Demographics for a callback are not included for reporting purposes.

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8.2.2.9 Ineligible Dwellings

8.2.2.9.1 Contractor shall not weatherize a dwelling unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date of completion of the proposed weatherization.

8.2.2.9.2 Contractor shall not weatherize any dwelling under this Contract unless the property owner agrees to all the terms and conditions of the CSD Dwelling Assessment Form (CSD 540) and signs the Energy Service Agreement for Occupant (CSD 515A) or Service Agreement for Rental Property Owner (CSD 515B).

8.2.2.9.3 No institutional or commercial building including, but not limited to, universities, schools, nursing homes, or hospital, may be weatherized under this Contract.

8.2.2.9.4 Group Homes

The maximum reimbursement for a group home shall be equal to the current maximum average allowed for single family and multi-unit dwellings. If the building does not qualify as a multi-family structure, income eligibility is based on all occupants as a group, and the building must be weatherized as a single dwelling unit.

8.2.2.9.5 Shelters/Homeless Individuals

Maximum reimbursement will be based on the unit otherwise qualifying as a multi-unit structure. For the purpose of determining how many dwelling units exist in a shelter, a grantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit. Eligibility of the occupants may be assumed if the owner/operator will certify in writing that occupancy is temporary and that admittance criterion complies with CSD contract eligibility guidelines, whether or not rent is paid has no effect on eligibility.

8.2.3 Minimum Requirements for Weatherization Services

8.2.3.1 Contractor must install all feasible weatherization measures in accordance with the CSD TRM.

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8.2.3.2 Single-family detached and other single-story dwellings that have not been previously weatherized under a CSD program or another program may be weatherized under this Contract only if:

8.2.3.2.1 Ceiling Insulation plus two additional Mandatory Measures are installed, or

8.2.3.2.2 In the event Ceiling Insulation is already installed or otherwise not feasible, at least three Mandatory Measures are installed.

8.2.3.3 Multi-unit dwellings that have not been previously weatherized under a CSD program or other program may qualify for weatherization services only if ceiling insulation plus two additional Mandatory Measures are installed or, in the event ceiling insulation is already installed or otherwise not feasible,-at least three Mandatory Measures are installed.

8.2.3.3.1 Installation of ceiling insulation shall be counted as a ceiling insulation measure for each unit within that building envelope.

8.2.3.3.2 Installation of a common water heater shall qualify as a Mandatory measure for each unit served by the same water heater.

8.2.3.4 If the required minimum number of weatherization measures cannot be installed due to the deferral of measures, then the entire unit shall be deferred in accordance with the CSD TRM.

8.2.3.5 The minimum number of weatherization measures may be leveraged or cost-shared with alternative funding as defined in Section 5.8.4.7.4. All leveraged measures used to fulfill the minimum number of required weatherization measures shall meet CSD installation standards.

8.2.3.6 Contractor may complete weatherization services on agriculture housing units or multi-family units if each unit is separately metered and the services will result in a cost savings to the tenant.

8.2.4 Dwelling Assessments

8.2.4.1 Contractor shall assess the dwelling of each eligible applicant to determine if the unit is structurally sound and not in need of extensive repairs.

8.2.4.2 Contractor shall determine whether the dwelling meets the criteria for a

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Historic Preservation Review pursuant to subsection 8.2.4.7.2.

8.2.4.3 Contractor shall ensure that all dwelling assessments are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.

8.2.4.4 Contractor shall ensure job separation between staff performing dwelling assessments and the crew personnel responsible for performing the actual installation of weatherization measures. Assessors may not install weatherization measures in the same dwelling where the assessor performed the assessment for weatherization services.

8.2.4.5 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the dwelling assessment. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the dwelling assessments.

8.2.4.6 Contractor shall provide written documentation or notification to the owner-occupant and the owner of a rental unit or owner's agent and inform the tenant of any significant structural and engineering changes required to complete the weatherization work before the specified work commences.

8.2.4.7 Dwelling Assessment Performance

8.2.4.7.1 Dwelling assessments shall include the following required activities:

8.2.4.7.1.1 The visual assessment of the eligible dwelling to identify safety and structural hazards conditions present within the dwelling that may limit ability to perform any or all of the required weatherization services in accordance with CSD weatherization guidelines and terms of this Contract. Assessor shall disclose all noted safety and structural hazard conditions to the property owner and tenant, where applicable;

8.2.4.7.1.2 The visual inspection and pre-CAS diagnostic testing of all combustion appliances as to identify the presence of combustion appliance safety conditions within the occupied living space and requiring immediate attention and the

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offering of prescribed list of health and safety measures needed to remedy noted conditions; and

8.2.4.7.1.3 The visual inspection of dwelling to identify any structural deficiencies and/or barriers inhibiting the ability for required pressurized diagnostics to occur. Assessor shall also inform client of the various types of diagnostic testing to be performed within the dwelling, including the general nature and benefits of each form of required diagnostic testing.

8.2.4.7.2 Historic Preservation Review of Dwellings

8.2.4.7.2.1 To ensure compliance with Section 106 of the National Historic Preservation Act (54 USCS § 100101 et seq. & § 300101 et seq., former 16 USCS § 470 et seq.), CSD will establish appropriate procedures for historic property review standards as outlined by a Programmatic Agreement with the State Historic Preservation Office. The established review standards will be utilized for weatherization activities conducted under the LIHEAP on dwellings that are 45 years or older. For purposes of this Contract, the historic review shall be known as the Historic Preservation Review.

8.2.4.7.2.2 Contractor shall ensure that a Historic Preservation Review is completed on a dwelling that is either: (1) 45 years or older, (2) located within a historic district, or (3) considered to be of exceptional importance under the National Register Criteria for Evaluation pursuant to 36 CFR § 60.4.

8.2.4.7.2.3 When a dwelling assessment is performed and the dwelling is determined to meet any of the criteria specified in subsection 8.2.4.7.2.2, Contractor shall initiate the Historic Preservation Review process pursuant to DOE WAP ARRA No. 010.

8.2.4.7.3 Combustion Appliance Safety (CAS) Diagnostic Testing

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8.2.4.7.3.1 The completion of the entire combustion appliance safety (CAS) test is required on all dwellings with combustion appliances.

8.2.4.7.3.2 If it is determined during the CAS test that the dwelling unit contains a condition that is hazardous to the occupants, proper steps must be taken to alleviate the hazard. In these cases, infiltration reduction measures may not be installed until the hazard has been corrected; however, Contractor may install non-infiltration measures in the interim, until the CAS condition is corrected.

8.2.4.7.4 If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced, and Contractor should refer the applicant to the local Housing and Community Development Department, or other similar organizations or programs.

8.2.4.7.4.1 Documentation of such ineligibility due to the need for extensive repairs shall be recorded on the CSD Deferral (CSD 542).

8.2.4.7.4.2 If the applicant can obtain the necessary repairs to make the dwelling unit eligible for weatherization services, weatherization activities may be accomplished following the repair work.

8.2.4.8 Contractor shall ensure the health and safety of weatherization personnel in carrying out activities funded under this Contract. In the event the weatherization of a dwelling threatens the general health and safety of weatherization field personnel, Contractor shall take measures to ensure the safety of the personnel and thoroughly document the incident(s) utilizing the CSD Deferral (CSD 542). The deferral form does not need to be signed by the client where weatherization personnel construe the client or occupants of the dwelling to be threatening and hostile. If unable to get a signature, a certified letter shall be sent to the owner, along with the tenant if the residence is a rental.

8.2.5 Duct and Shell Diagnostic Testing

8.2.5.1 Contractor shall perform the shell leakage diagnostic testing only for shell sealing purposes on a minimum of 20% of the total SFD (one to

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four units) including mobile homes**,** and a minimum of 5% of MUD (five or more units) weatherized under this Contract. Shell leakage diagnostic testing shall be proportionate to the number of completed units for each quarterly period.

8.2.5.2 Following a determination that no combustion byproduct hazards exist, Contractor shall perform pressure diagnostic guided infiltration reduction using a pre-weatherization shell leakage test.

8.2.5.3 Duct Blaster diagnostic testing shall be required on all dwellings with forced-air systems.

8.2.5.4 Contractor shall ensure that all dwelling diagnostic tests are performed by trained individuals possessing all the required skill and training as specified in Section 9.1, Training Requirements.

8.2.5.5 If an unvented space heater is being utilized, infiltration reduction measures shall not be applied unless venting is installed, or the unit is replaced.

8.2.6 Health and Safety Measures

8.2.6.1 Prior to the performance of any heating/cooling service, a qualified technician must perform a diagnostic inspection of the primary heating/cooling appliance to assess operational performance.

8.2.6.2 Contractor is authorized to mitigate health and safety hazards in accordance with the CSD TRM.

8.2.6.3 Health and Safety Measures and Mandatory Insulation Measures must be installed in priority order. Other Mandatory Measures must be installed before optional measures, and no measure shall be excluded, unless the:

8.2.6.3.1 Shell leakage and/or pressurized duct diagnostic test indicates that installation of the measure is not necessary;

8.2.6.3.2 Dwelling already has that measure in place;

8.2.6.3.3 Measure cannot be properly installed;

8.2.6.3.4 Client refuses installation (client refusal is to be documented and placed in file); or

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8.2.6.3.5 Measure is not needed or required.

8.2.6.4 After Health and Safety Measures have been addressed, Insulation Measures, if feasible, must be installed prior to the installation of any other Mandatory and Optional Measures. Optional Measures need not be installed in priority order.

8.2.6.5 If a health and safety hazard is found to exist that requires replacing or repairing a combustion appliance, the cost of which will preclude the installation of the required number of Mandatory Measures for a unit to be weatherized, the dwelling may qualify for weatherization under the following conditions:

8.2.6.6 The combustion appliance is repaired or replaced; and

8.2.6.7 All remaining feasible Mandatory Measures shall be installed.

8.2.6.8 Once feasible Mandatory Measures are installed, Contractor may install optional measures.

8.2.6.9 Health and Safety Measures

8.2.6.9.1 The following guidelines are restricted to occupied SFD and/or MUD units:

8.2.6.9.1.1 A residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source; and

8.2.6.9.1.2 A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners, and evaporative coolers.

8.2.6.9.2 Any and all health and safety heating/cooling appliance services shall be performed in accordance with the following guidelines:

8.2.6.9.2.1 All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exists, however, for those dwellings without a

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heating and cooling appliance and there are no means to provide adequate heating and/or cooling during a climatic season that would cause imminent harm to the health and wellbeing of individuals or the household.

8.2.6.9.2.2 For those conditions where a true crisis exists, and the heating and/or cooling needs cannot be remedied by the installation of a permanent repair or new appliance installation, Contractor shall provide such dwellings with temporary portable devices to support the means of providing adequate cooling and/or heating to occupants of the residence to alleviate the crisis situation and to meet basic heating/cooling needs.

8.2.6.9.2.2.1 Occupant shall be advised of the higher energy consumption associated with portable heating/cooling devices.

8.2.6.9.2.2.2 Occupant shall certify that all of the manufacturer's safety instructions will be abided by.

8.2.6.9.2.2.3 Contractor shall make all attempts to purchase Energy Star-rated portable devices if available.

8.2.6.9.2.3 The age of a heating/cooling appliance shall not be used as a basis for replacement.

8.2.6.9.2.4 When repair, replacement, or installation of a primary heating appliance is required in accordance with the conditions and requirements above but cannot be completed for any reason, the entire dwelling shall be deferred.

8.2.6.9.3 Contractor shall repair a defective primary heating appliance when the cost to assess and repair is estimated at less than 50% of the cost of installing a new replacement unit.

8.2.6.9.4 If during the course of repairing the defective unit additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs, the unit may be

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replaced.

8.2.6.9.5 When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.

8.2.6.9.6 Fuel switching or replacement of a heating/cooling appliance for an alternate type shall only be allowed when justified by an energy audit as described in TRM Appendix D *Energy Audit/Priority List Protocol*.

8.2.7 Energy Audit Requirements

8.2.7.1 If all feasible measures classified under Health and Safety, Infiltration Reduction and other Mandatory Measures have been assessed, Contractor may assess additional measures utilizing the Energy Audit Requirements by conducting a REM/Design or Targeted Retrofit Energy Analysis Tool (TREAT) audit in accordance with CSD Single-Family/Small Multi-Family Energy Audit Protocol, CSD Multi-Family Energy Audit Protocol.

8.2.7.2 Energy audits shall be conducted as specified in the CSD Single-Family/Small Multi-Family Energy Audit Protocol (CSD TRM) incorporated by reference to this Contract and available on the CSD LAP.

8.2.7.2.1 REM/Design energy audit tool may be applied to single-family dwellings, mobile homes, and multi-unit dwellings containing 24 or fewer dwelling units where each unit is independently heated and/or cooled.

8.2.7.2.2 Targeted Retrofit Energy Analysis Tool (TREAT) may be applied to all multi-unit dwellings except for those multi-unit dwellings that are qualified to use REM/Design.

8.2.8 Occupant Notification

If, in accordance with the provisions of this article, any notice to an occupant is required, a copy of the written notice shall be given to the owner of the unit, when the unit is occupied by a non-owner occupant, or when the unit is vacant.

8.3 Energy Crisis Intervention Program (ECIP) Services Activity Guidelines

8.3.1 Purpose of ECIP Funds

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ECIP funds may only be used to resolve an emergency as defined in 42 USC § 8622(1), including:

8.3.1.1 A natural disaster (whether or not officially declared),

8.3.1.2 A significant home energy supply shortage or disruption,

8.3.1.3 An official declaration of a significant increase in:

8.3.1.3.1 Home energy costs;

8.3.1.3.2 Home energy disconnections;

8.3.1.3.3 Enrollment in public benefit programs; or

8.3.1.3.4 Unemployment and layoffs.

8.3.1.4 An official emergency declaration by the Secretary of Health and Human Services.

8.3.1.5 In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

8.3.2 Capacity and Responsibility to Provide Emergency Assistance

8.3.2.1 In accordance with federal and state law and ECIP Policy and Procedures, Contractor must be qualified and capable of carrying out an energy crisis intervention program that provides timely and effective emergency assistance, not later than the timeframes stated in 42 USC § 8623(c), that resolves the energy crisis. Contractor must meet minimum program requirements for timing and ensuring accessibility to eligible applicants as further defined at 42 USC § 8623(c).

Once applicants meet the eligibility and prioritization criteria and funds are available, Contractor shall:

8.3.2.1.1 Within 48 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO payment that will resolve the energy crisis; and

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8.3.2.1.2 Within 18 hours after a household applies and is determined to be eligible for ECIP, provide assistance in the form of a payment guarantee to the appropriate gas or electric vendor or a WPO that will resolve the energy crisis if such household is in a life-threatening situation.

8.3.2.2 Contractor shall provide all reasonable information requested by CSD during the term of this Contract in order to enable CSD to assess the adequacy of Contractor's current energy crisis intervention program and Contractor's ability to implement the program.

8.3.2.3 Federal and state law permit the allowability of costs to the ECIP only where the costs are used to provide emergency assistance in an energy crisis. In addition to all other provisions in this Contract permitting, restricting, or otherwise relating to ECIP costs, such costs are allowable only upon adequate demonstration by the Contractor that the related activities meet the definition of "emergency" as specified in federal law and this Contract.

8.3.3 ECIP Fast Track and WPO

8.3.3.1 Contractor shall provide ECIP Fast Track and WPO Services in accordance with the Agency Local Plan in Article 14.

8.3.3.2 Applicant Eligibility

8.3.3.2.1 Contractor shall provide assistance only to households with incomes that do not exceed an amount equal to 60% of the State median income.

8.3.3.2.2 Income verification must be for one month and current within six weeks of the application intake date or an annual award letter. For acceptable types of documentation, refer to the LIHEAP Eligibility and Verification Guide. Contractor shall retain appropriate documents in each applicant's file establishing applicant eligibility.

8.3.3.2.3 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for (WPO) to determine the client's energy burden.

8.3.3.2.4 Conditions for ECIP services must meet the criteria for an emergency as defined in 42 USC §8622(1), ECIP Policy and Procedures and Article 13, Definitions.

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8.3.3.2.5 ECIP Fast Track Utility Assistance

8.3.3.2.5.1 The applicant must receive energy services and be billed directly by one of the following energy providers: a utility company and/or a mobile home park that owns its own power source(s) or a submetering billing service with the statutory authority to shut off utility services.

8.3.3.2.5.2 For purposes of the present Section 8.3.3, an emergency energy-related crisis does not exist if the cost of energy is included in the applicant's rent, and Contractor may not make ECIP Fast Track payment(s).

8.3.3.2.6 In addition to the applicant eligibility criteria listed above, services for ECIP Fast Track and ECIP WPO may not be provided unless at least one of the following criteria pursuant to Government Code §16367.5 (e) pertains and is documented or certified by Contractor:

8.3.3.2.6.1 Proof of utility shutoff notice;

8.3.3.2.6.2 Proof of energy termination;

8.3.3.2.6.3 Insufficient funds to establish a new energy account;

8.3.3.2.6.4 Insufficient funds to pay a delinquent utility bill;

8.3.3.2.6.5 Insufficient funds to pay for essential firewood, oil, or propane; or

8.3.3.2.6.6 CSD further defines WPO crisis as 30 days or less of fuel.

8.3.3.3 ECIP Fast Track Benefit Determination

ECIP Fast Track benefits shall be determined using the base benefit amount and, when applicable, a Contractor-determined supplemental benefit amount. Contractors shall issue ECIP Fast Track benefits in accordance with the following:

8.3.3.3.1 Contractor shall ensure that the total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit

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amount) is limited to and does not exceed the total amount due (at the time of intake) to the utility company for energy charges, reconnection fees, and other assessed utility fees/surcharges in order to alleviate the crisis situation.

8.3.3.3.2 When only issuing the base benefit amount (no supplemental payment), Contractor may exceed the total amount due to the utility company in energy charges, reconnection fees, delinquent utility bill establishing arrearages and/or past due balances, and other assessed utility fees/surcharges to alleviate the crisis situation.

8.3.3.3.3 Contractor shall ensure that the maximum total ECIP Fast Track benefit amount (Base benefit amount plus supplemental benefit amount) does not exceed $1,500. If Contractor uses program income to provide a supplemental ECIP Fast Track payment, the total payment cannot exceed $1,500.

8.3.3.3.4 Contractor shall provide full justification for benefits paid by documenting the client file(s) to include the amount of charges and verification by the utility company.

8.3.3.3.5 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 14 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.4 WPO Benefit Determination

8.3.3.4.1 WPO benefits shall be determined in accordance with CPA-E-21-04 and CPA-E-21-04M WPO Benefit Formula Implementation.

8.3.3.4.2 Contractor shall review, check for duplicates, and approve applications in accordance with Contractor's approved Agency Local Plan in Article 14 and the current LIHEAP Eligibility and Verification Guide.

8.3.3.5 ECIP Fast Track/WPO Payment Guidelines

8.3.3.5.1 Eligible households may receive only one ECIP Fast Track/WPO, or HEAP/WPO payment per program year; however, Contractor can use program income to provide a supplemental ECIP Fast Track/WPO or HEAP/WPO for clients experiencing an extenuating circumstance. In addition

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to receiving one ECIP (Fast Track/WPO) or HEAP/WPO payment, eligible households may receive ECIP EHCS services and/or other weatherization services, if needed.

8.3.3.5.2 Contractor shall ensure that the maximum base benefit total for ECIP WPO does not exceed $1,000. If Contractor uses program income to provide a supplemental ECIP WPO payment, the total payment cannot exceed $1,000.

8.3.3.5.3 Contractor shall exercise due care to ensure that duplication of ECIP Fast Track/WPO or HEAP/WPO payments does not occur at any time during the term of this Agreement.

8.3.3.5.4 When a HEAP payment or ECIP Fast Track payment has been made directly to an energy vendor, notification of payment(s) shall be shown as a credit on the utility bill(s).

8.3.3.6 ECIP WPO Payment Guidelines Specific

8.3.3.6.1 Contractor shall complete the ECIP/HEAP Payment Request Confirmation (CSD 415) or approved Contractor's equivalent form or approved Contractor's equivalent process that confirms payment was made to the client's account. If the client does not have an account, confirmation of the delivery of the benefit to the client is required.

8.3.3.6.2 Contractor shall make payments directly to energy vendors on behalf of clients whose energy sources are wood, propane, or oil.

8.3.3.6.3 CSD will not make payments to clients for WPO assistance.

8.3.3.6.4 Before paying energy vendors, Contractor shall verify that charges for the services and goods provided are reasonable and within fair market value.

8.3.3.6.5 Contractor shall notify the applicant of the recipient household, in writing, when payments are made directly to an energy vendor for wood, propane, or oil on their behalf.

8.3.3.6.6 Contractor shall forward payments for WPO on behalf of applicants to corresponding energy vendor within 60 calendar days from the date obligation was incurred, unless a formal contract, approved by CSD, between Contractor and vendor provides for other terms.

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8.3.4 ECIP Emergency Heating and Cooling Services (EHCS)

8.3.4.1 Applicant Eligibility

Eligibility of the applicant shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.2 Dwelling Eligibility

Eligibility of the dwelling shall meet all requirements for eligibility as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3 Dwelling Assessments

8.3.4.3.1 Assessment of the dwelling shall meet all requirements as described in the Weatherization Activity Guidelines specified in Section 8.2.

8.3.4.3.2 Work crews of Contractor who are only performing heating and cooling services shall not be required to perform the entire CAS test and may limit the testing to only the heating and cooling appliances to be repaired or replaced.

8.3.4.4 Allowable Services

ECIP EHCS may be used for the repair, replacement, and new installation of heating/cooling and water heating appliances identified in the ECIP Policy and Procedures and must meet the following criteria:

8.3.4.4.1 The applicant is income eligible and submits the required documentation to complete the eligibility of the dwelling;

8.3.4.4.2 The applicant has insufficient funds to pay the cost of repairing or replacing an eligible heating or cooling appliance or for a new heating or cooling appliance;

8.3.4.4.3 The appliance condition meets one of the appliance repair/replacement criteria as defined in the ECIP Policies and Procedures; and

8.3.4.4.4 The services to mitigate and completely resolve the emergency and satisfy the relevant emergency assistance meet the timeframes as defined in the ECIP Policies and

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Procedures.

8.3.5 Natural Disasters

8.3.5.1 When a dwelling that has been damaged by a natural disaster such as fire, flood, earthquake, hurricane, etc., a scope of work shall be submitted to CSD for approval prior to beginning work related to a natural disaster.

8.3.5.2 The occupant shall be certified as currently eligible and a dwelling assessment shall be performed.

8.3.5.3 Contractor may have damages repaired that are within the scope of the weatherization program if the same services will not be paid for or reimbursed by any other source.

8.4 ECIP Fast Track and HEAP Electric and Gas Pledge Guidelines

8.4.1 Contractor shall pledge all applications where the Contractor has determined the applicant has a qualifying emergency as specified in subsection 8.3.3.2.6 of Section 8.3, regardless if the benefit is issued under ECIP Fast Track or HEAP Electric and Gas, provided that the application meets the eligibility and prioritization criteria and Contractor's Utility Assistance funds are available.

8.4.2 After a pledge has been made, Contractor shall submit the application to CORE as specified in subsection 6.1.1, of Section 6.1.

8.4.3 Contractor shall determine the applicant has met the eligibility requirements prior to pledging. If an eligible applicant is subsequently determined to be ineligible, Contractor shall cancel the ineligible applicant's pledge with the Utility Company within five business days upon such determination.

8.4.4 If the applicant's pledge amount changes, Contractor shall adjust the pledge amount with the Utility Company.

8.5 SWEATS and PSPS Activity Guidelines

8.5.1 The SWEATS Policy was developed by CSD to facilitate the delivery of allowable LIHEAP emergency service provisions during an emergency such as a natural disaster or energy supply shortage or disruption. SWEATS services are further defined in guidance memorandum CPN-E-20-01 SWEATS Policy, and services shall be administered in accordance with guidelines, reimbursement provisions, and other information issued by CSD during a qualifying event. Contractor shall ensure SWEATS implementation and administration is in accordance with CPN-E-20-01.

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8.5.2 The PSPS Policy was developed to facilitate the delivery of allowable services to low-income households medically vulnerable to the effects of energy related emergencies and residing in designated High Fire Risk Areas. Contractor shall ensure that PSPS implementation and administration is in accordance with CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy and CPN-E-20-02M3.

8.6 Quality Assurance

8.6.1 Certification

Contractor, or its designee, shall establish a comprehensive, detailed, and fully documented Quality Control procedure to assess the quality and completeness of Weatherization and ECIP EHCS work performed under this Contract. Such assurance shall be documented on the CSD Dwelling Assessment Form (CSD 540) and CSD Post Inspection Form (CSD 611) or approved Contractor's equivalent and shall be signed and dated by a certifying Contractor representative.

8.6.2 Post-Weatherization Inspections

8.6.2.1 Contractor shall perform Post-Weatherization Inspections on 100% of the dwellings weatherized under this Contract. Weatherization jobs where measures installed are limited to lightbulbs, water measures and alarms are exempt from receiving post-inspections.

8.6.2.2 If Contractor is unable to perform a post-inspection, Contractor must demonstrate that a reasonable attempt was made to schedule or perform the post-inspection. Attempts must be fully documented on the Agency Weatherization Inspection Report (CSD 611) and maintained in the client file. The following shall constitute a reasonable effort:

8.6.2.2.1 One phone call attempt plus one correspondence to client stating an attempt was made to inspect and offering to reschedule; or

8.6.2.2.2 One missed appointment or a client refusal plus one correspondence stating an attempt was made to inspect and offering to reschedule.

8.6.2.3 Post-Weatherization inspections shall be conducted for the purpose of assessing the quality and completeness of performed weatherization services and compliance with CSD TRM. The post-inspection shall:

8.6.2.3.1 Verify that all measures were completely installed in accordance with said terms and conditions of this Contract;

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8.6.2.3.2 Review of installed measures to determine the absence of any feasible Mandatory Measure not installed and the installation of a measure (non-feasible measure) that may not be in compliance with said standards and the terms and conditions of this Contract;

8.6.2.3.3 Verification that the unit received shell leakage, and duct leakage testing, as applicable;

8.6.2.3.4 Verification that required CAS testing of eligible combustion appliances was performed and inspection of combustion appliances to verify the safe operating condition of combustion appliances within the dwelling residence; and

8.6.2.3.5 Verification that an energy audit was performed when required and in compliance with Energy Audit/Priority List Protocol.

8.6.2.3.6 Confirm ECM's installed as part of an energy audit meet energy audit improvement results including but not limited to: accurate reporting of dwelling characteristics, confirmation of pre and post blower door and duct testing results were accurately reported and coincided with the reported data on the Shell Leakage Datasheet (CSD 704)and Duct Leakage Datasheet (CSD 706); measured insulation R-values, accurate reported efficiencies and costs of heating/cooling and water heating appliance efficiency installations; and that the costs billed do not exceed the improvement costs identified in the Improvement Analysis Report.

8.6.2.3.7 Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether pre-existing or resulting from the performance of weatherization services, have been successfully remedied.

8.6.2.4 Contractor shall ensure that Post-Weatherization Inspections are performed by trained staff successfully completing all required training as specified in Article 9.1, Training Requirements.

8.6.2.5 If Contractor subcontracts Post-Weatherization Inspection services, then Contractor must aggregate weatherization jobs to mitigate the cost associated with performing inspections. The maximum allowable cost of each post-inspection by a subcontractor is as follows:

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8.6.2.5.1 Subcontractors awarded a contract through a competitive procurement process shall not exceed the measure maximum per inspection. The inspection rate includes all expenses related to the Post-Weatherization Inspection such as the cost of the inspection, administration, and travel costs of subcontractor.

8.6.2.5.2 Subcontractors that are part of CSD's network of LIHEAP contractors, and performing inspections under a contract, Memorandum of Understanding or similar contract, and not competitively procured in accordance with the Contractor's procurement process and procedure, shall bill actual costs for the Post-Weatherization Inspection and related expenses such as inspector wages, overhead, administration and travel costs of subcontractor. The total cost of all related expenses shall not exceed the measure maximum per inspection.

8.6.2.6 Contractor shall ensure job separation between staff performing post-weatherization inspection activities and weatherization crew personnel performing the physical installation and performance of weatherization measure services funded under this Contract.

8.6.2.7 If Contractor elects to subcontract with entities outside of CSD's network of Local Service Providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the post-weatherization inspection activities. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the post-weatherization inspection.

8.6.2.8 The Quality Assurance Inspector shall certify the performance of Post-Weatherization Inspections of dwelling units by completing and signing Contractor Post-Weatherization Inspection Report (CSD 611). Contractor shall retain a copy of the completed and signed form in the client file.

8.6.3 Third-Party Inspections

8.6.3.1 CSD may use a third-party inspector to review and verify that the weatherization activities performed under this Contract conform to applicable standards and practices.

8.6.3.2 Contractor or a ride-along (designated representative) shall accompany the inspector on client inspection visits and shall provide equipment to the inspector. When possible, Contractor shall make corrections during

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the client inspection visits.

8.6.3.3 Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by CSD or its designee within 20 business days of written notification.

8.6.3.4 Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation in accordance with the TRM. Any Hazard Fails that are not remedied within 18 hours will require completion of the Hazardous Correction Work Plan denoting the reason why the hazardous correction is unable to be resolved within 18 hours and the action that will be taken to resolve the hazard.

8.6.3.5 Contractor must remedy all inspection corrections identified on the Comprehensive Inspection Report including confirmation of correction to CSD's third-party inspector within 20 business days.

8.6.4 Noncompliance

8.6.4.1 Contractor shall be subject to the withholding of any or all reimbursements for failure to completely resolve an identified Fail or Hazardous Condition in accordance with the TRM. The reimbursement sanction will apply to the next fiscal reimbursement request associated with the program of the weatherized unit in question. The reimbursement sanction will remain in effect until Contractor successfully resolves the Fails or Hazardous Condition and confirms the resolution with CSD and the designated Inspection Contractor. The sanction will apply to all subsequent fiscal reimbursement requests of the primary funding source in question so long as the Fails and Hazard Fails remains unresolved.

8.6.4.2 If it is determined that the Contractor has failed to resolve an identified Hazardous Condition in accordance with the Hazardous Correction Work Plan, CSD may utilize the services of the designated Inspection Contractor to successfully resolve the delinquent Hazardous Condition. Contractor will assume responsibility for costs associated with the use of Inspection Contractor's services. The costs will include labor, materials, and travel equal to the Inspection Contractor's training and technical assistance hourly rate and the total amount will be withheld from the Contractor's next request for fiscal reimbursement.

8.6.4.3 If it is determined that the Contractor has incorrectly billed CSD because a measure was not installed, or the quantity installed is less than the quantity billed, Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of

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the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

8.6.4.4 Contractor will be subject to Special Conditions, in accordance with Section 10.4, if it is determined that one or more of the following conditions exist:

8.6.4.4.1 Contractor has a history of unsatisfactory performance;

8.6.4.4.2 Identification of one or more Hazardous Conditions in dwellings weatherized by Contractor;

8.6.4.4.3 Failure to remedy an identified Hazardous Condition in a timely manner; and

8.6.4.4.4 Substantial number of Nonhazardous Conditions and/or identified trends or patterns of nonconformance to installation criteria.

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ARTICLE 9 - TRAINING, LICENSING, AND CERTIFICATIONS

9.1 Training Requirements

9.1.1 CSD's statewide training program is detailed in the CSD Training Policies and Procedures Manual (TPPM). Contractor shall ensure weatherization service activities covered by this Agreement are performed by properly licensed contractors and/or properly trained individuals in accordance with training requirements specified in the TPPM.

9.1.2 Contractor shall maintain and make available for reference to Contractor's employees and subcontractors who perform weatherization services, the following documents:

9.1.2.1 CSD TRM;

9.1.2.2 CSD Training Policies and Procedures Manual (TPPM);

9.1.2.3 Other applicable policies and procedures;

9.1.2.4 Official State and Federal Program Notices;

9.1.2.5 Current CSD Field Forms; and

9.1.2.6 Required Training Materials

9.2 Contractor Licensing

Contractors, unless otherwise exempt or their subcontractors performing basic weatherization services under this Contract shall comply with TRM and the following licensing requirements:

9.2.1 Possess and maintain an active Class "B" General Building Contractor license, issued by the Contractors State License Board (CSLB) in the name of the Contractor/qualifying individual;

9.2.2 Fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act, Section 402 (15 USC § 2601 et seq.; 40 CFR § 745.226 & 227);

9.2.3 Contractor, unless otherwise exempt from the licensing requirement, shall upload and maintain a copy of the current Class "B" CSLB license into the CSD Training Portal.

9.2.4 Contractor is responsible for ensuring that all subcontractors have active licensing

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and are in good standing for the duration of the subcontract; and

9.2.5 Contractor shall immediately notify CSD when any changes in licensing occur.

9.3 Special Licensing - Weatherization

9.3.1 Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Cook Top and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

9.3.2 Specialty subcontractors must possess all applicable licenses as required by the CSLB to carry out installation and/or repairs. Specialty licensing is required for specific measures including: C-10 Electrical Contractor (including electrical wiring upgrade/replacement and knob and tube wiring certification); C-20 Warm-Air Heating, Ventilation and Air-Conditioning Contractor; C-36 Plumbing Contractor; C-46 Solar Contractor; C-47 Mobile Home Contractor; and D-65 Weatherization Energy Conservation.

9.3.3 Contractor is responsible for ensuring that all subcontractors have active licensing and are in good standing with the CSLB for the duration of the subcontract.

9.4 Environmental Protection Agency (EPA) Certifications

9.4.1 All contractors providing services utilizing in-house crews shall be certified as an EPA Certified Firm in accordance with EPA's Renovation, Repair and Painting Program requirements (40 CFR Part 745). Contractors who subcontract all of their weatherization and ECIP EHCS services are required to be certified and shall have at least one EPA Certified Renovator on staff for subcontractor oversight purposes.

9.4.2 Contractors shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.

9.4.3 Any contractor without the required certification will not be allowed to perform weatherization or EHCS services.

9.5 Mandatory Training

Contractor must participate in mandatory training such as eligibility start-up training, TRM training, contract review webinars, monitoring trainings and other trainings CSD deems mandatory. CSD will provide notice of mandatory training to Contractor via announcement posted on the LAP, at least 10 business days prior to the date the mandatory training is scheduled to occur.

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SUBVENTION CONTRACT

COMPLIANCE REQUIREMENTS

ARTICLE 10 - COMPLIANCE POLICIES AND PROCEDURES

10.1 Right to Monitor, Audit, and Investigate

10.1.1 Contractor shall comply with any duly authorized representative of the federal or state government who is conducting a monitoring visit, audit, or an investigation in accordance with 42 USC § 8627 and Gov Code § 16366.7, as amended.

10.1.2 Contractor shall, upon reasonable notice, make available all information and materials reasonably necessary for CSD to substantiate to its satisfaction that expenditures incurred under this Contract are allowable and allocable, including, but not limited to files, books, documents, papers, and records. Contractor agrees to make such information and materials available to the federal government, the State, or any of their duly authorized agents or representatives, for purpose of examination, copying, or mechanical reproduction, on or off the premises of the subject entity.

10.1.3 All contracts entered into by Contractor with audit firms for purposes of conducting independent audits under this Contract shall contain a clause allowing CSD or any duly authorized agent or representative of the federal or state government timely access to the working papers of the audit firm(s).

10.2 Auditing Standards and Reports

10.2.1 Auditing Standards

10.2.1.1 *Applicability.* The standards set forth in 45 CFR Part 75 Subpart F – Audit Requirements are hereby incorporated by reference.

10.2.1.2 *Supplemental Audit Guide.* In addition to the audit requirements specified above, Contractor must follow the most current CSD Supplemental Audit Guide, incorporated into this Contract by reference in Article 14. The Supplemental Audit Guide may be accessed at the CSD LAP.

10.2.2 Audit Reports

10.2.2.1 Funds provided under this Contract shall be included in an audit conducted in accordance with the provisions of 45 CFR Part 75 Subpart F – Audit Requirements, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in The U.S. Government Accountability Office's "Government Auditing Standards," December 2011 Revision, as amended.

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10.2.2.2 *Organizations below audit threshold.* Contractors falling below the federal funding threshold that mandates a single audit may be subject to an audit and/or other fiscal- or program-specific review conducted by CSD or its agents, upon 30-day written notice.

10.2.2.3 The financial and compliance audit report shall contain the following supplementary financial information: a Schedule of Expenditures of Federal Awards (SEFA) in accordance with 2 CFR § 200.510 (45 CFR § 75.510). All LIHEAP grants shall be reported separately on the SEFA by program component, i.e., Weatherization (Wx) and ECIP/HEAP/Assurance 16 (EHA16). In addition, a separate Supplemental Statement of Revenues and Expenditures (SSRE) for each contract whose term ends during the single-audit fiscal year shall be included in that year's single audit. The SSRE shall report revenue and expenditures for CSD funding by contract line item and fiscal year. The SSRE shall cover the entire contract term as required in CSD's Supplemental Audit Guide.

10.2.3 *Submission of Audit Reports.* Contractor shall submit to CSD one electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the Contractor's fiscal year.

10.2.4 *Failure to File IRS Form 990 for Tax-Exempt Organizations* If Contractor fails to file Form 990 timely, Contractor must provide:

10.2.4.1 Evidence of an extension request with an estimated timeframe for submission; or

10.2.4.2 An explanation of why Contractor does not plan to file Form 990.

10.2.5 The audit report(s) and all supplemental financial information must be submitted to the following addresses:

Electronic copy:
audits@csd.ca.gov

Printed copy:
Department of Community Services and Development
Attention: Audit Services Unit
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within 5 to 10 business days. Contractor should verify receipt

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of ASU's confirmation email to ensure your single audit was received.

In accordance with the guidelines of the Division of Audits of the California State Controller's Office (SCO), if Contractor is a local government agency, additional copies of the audit report must be submitted to the following address:

Mailing Address:

State Controller's Office
Division of Audits
Financial Audits Bureau/Single Audits Unit
P.O. Box 942850
Sacramento, CA 94250-5874

Street Address for FedEx:

State Controller's Office
Division of Audits
Financial Audits Bureau/Single Audits Unit
3301 C Street, Suite 700
Sacramento, CA 95816

10.2.6 Failure to Comply with Audit Reporting Requirements

If Contractor fails to comply with Federal statutes, regulations or the terms and conditions of this Contract, CSD may impose additional conditions, as described in 45 CFR § 75.207. If CSD determines that noncompliance cannot be remedied by imposing additional conditions, CSD may take one or more of the following actions, as appropriate in the circumstances, as provided in 45 CFR § 75.371 - § 75.380 *Remedies for Noncompliance*:

10.2.6.1 Temporarily withhold cash payments pending correction of the deficiency by Contractor or more severe enforcement action by the Federal awarding agency;

10.2.6.2 Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;

10.2.6.3 Wholly or partly suspend or terminate the Federal award;

10.2.6.4 Recommending that suspension or debarment proceedings (as authorized under 2 CFR Part 180) be initiated by the Federal awarding agency;

10.2.6.5 Withhold further federal awards; or

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10.2.6.6 Take other remedies that may be legally available.

10.2.7 Collection of Disallowed Costs

10.2.7.1 If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs, CSD shall, after consideration of Contractor's submission issue a final TR, no later than 30 days after receipt of Contractor's information or documentation. If questioned costs are determined to be owning, CSD's Financial Accounting Services Unit (FASU) will send an invoice. Contractor will tender payment to FASU or a repayment plan acceptable to FASU.

10.2.7.2 All statements, notices, responses and demands issued in accordance with this Section 10.2.7 shall be in writing.

10.2.7.3 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section 10.2.7.

10.3 Compliance Monitoring

10.3.1 Contractor shall substantiate that all costs claimed pursuant to this Contract are allowable and allocable under all applicable federal and state laws. To be entitled to reimbursement, Contractor must trace all allowable costs to the level of expenditure, to include providing supporting documentation reasonably necessary to substantiate the validity of such claim.

10.3.2 Contractor shall ensure that funds allocated are expended for the purposes identified in federal law and state law, and for allowable and allocable costs under the applicable rules of the Uniform Administrative Requirements.

10.3.3 Contractor shall comply with CSD's on-site or in-house and follow-up monitoring of Contractor to ensure that Contractor meets the Production Plan, administrative standards, financial management requirements, and other requirements of LIHEAP.

10.3.4 CSD shall provide Contractor reasonable advance notice in writing of on-site and/or in-house monitoring reviews of Contractor's program or fiscal performance.

10.3.5 Compliance monitoring will consist of a questionnaire that Contractor will be required to complete and return to CSD within 30 calendar days from receiving the questionnaire.

10.3.6 CSD will conduct client file reviews to verify compliance with financial and

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program requirements. CSD shall notify Contractor of the client files requested, and Contractor shall provide the client files within five business days.

10.3.7 CSD may increase the number of client files reviewed and frequency of client file reviews based on the severity of non-compliance issues identified during the client file review process.

10.3.8 In accordance with Uniform Administrative Requirements, Contractor shall cooperate with CSD, including its representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Contract. To the extent Contractor maintains records and documents in an electronic format, Contractor must make such records and documents readily available to CSD: 1) for review on an appropriate electronic device provided by Contractor; and/or 2) for reproduction in electronic and/or hard copy format, as is necessary to effect the purposes of this Section 10.3. In order to realize the objectives of this subsection and to ensure that the integrity of the program, the proper expenditure of grant funds, and to prevent fraud, waste, abuse, and unjust enrichment, whether by design or inadvertence, Contractor shall cooperate with CSD as follows:

10.3.8.1 Upon request, provide a list of clients, jobs or properties to or for which LIHEAP services have been provided by Contractor, and to or for which Contractor has provided related services under other federal, State or non-governmental programs such as, but not limited to, public and private utility company programs, collectively "Associated Programs."

10.3.8.2 With respect to such list of clients, jobs, or properties, provide CSD and/ or the investigative entities or persons referenced in Section 10.1.1, access to client files or similar records and documents of the Associated Programs for the purpose of determining whether related services have been provided that result in duplicate billings or any violation of federal or State law, this Contract, or applicable federal and/or State LIHEAP guidelines.

10.3.8.3 For purposes of this Section 10.3.8:

10.3.8.3.1 "Duplicate billing" is defined as receiving reimbursement from more than one funding source for the same expenditures or costs, whether in whole or in part, that Contractor incurs in connection with rendering a service to or for a client, job, or property, resulting in a total reimbursement to Contractor, from all sources, in excess of actual expenditures or costs incurred.

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10.3.8.3.2 To the extent necessary to realize the objectives of this article, the term "Contractor" includes any subcontractor or agent of Contractor in possession of the files, records, or documents or other information bearing on related services under any relevant Associated Program.

10.3.8.4 Contractor has no obligation to provide access to the client files, records, and documents of an Associated Program when no LIHEAP services have been provided and the client, job, or property is not required to be on the list furnished to CSD by Contractor, as provided herein.

10.3.8.5 In the event Contractor is unable to comply with the provisions of subsections 10.3.8.1 or 10.3.8.2 because of restrictions placed on Contractor by law in connection with an Associated Program, or restrictions imposed on Contractor pursuant to a binding written contract between Contractor and the funding source of such Associated Program, then Contractor shall so inform CSD by written declaration and provide supporting documentation for such declaration. Contractor shall, together with any declaration made, certify to CSD in writing that:

10.3.8.5.1 Contractor has not submitted duplicate billings to both LIHEAP and Associated Program; or

10.3.8.5.2 Contractor has not otherwise engaged in similar actions in violation of federal or state law.

10.3.9 CSD will host a File Transfer Protocol (FTP) Server and provide Contractor with specifications, documentation, and sample of FTP file configurations screens, as necessary, to enable Contractor to use the FTP Server to upload client files, records, and documents. Contractor shall submit client files, records, and documents via the FTP to allow CSD to complete an in-house review.

10.3.10 In the event that CSD determines that Contractor is not in compliance with material or other legal requirements of this Contract, CSD shall provide the observations, recommendations, or findings and request for a corrective action plan to Contractor in writing. Contractor shall submit to CSD a specific action plan for correcting the noncompliance.

10.3.11 Collection of Disallowed Costs

10.3.11.1 In the event questioned costs are identified in a final decision on cost disallowance issued by CSD, Contractor shall comply with any demand for repayment, as specified in such final report.

10.3.11.2 *Time for response.* Contractor shall have no less than 30 calendar days

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from receipt of the final decision to tender payment to CSD or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

10.3.11.3 *Notice after review of further supporting evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in subsection 10.3.11.2, CSD shall, after consideration of Contractor's submission, accordingly, issue a revised Notice of Disallowed Costs, if any, no later than 30 days after receipt of Contractor's information or documentation. Contractor shall have 15 days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with subsection 10.4.4 of this Contract, for CSD's final determination of disallowed costs.

10.3.11.4 All statements, notices, responses and demands issued in accordance with this Section shall be in writing.

10.3.11.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section.

10.4 Enforcement Process - Noncompliance with Requirement of this Contract

10.4.1 Tax-Exempt Status Requirement

Nonprofit charitable organizations must maintain their 501(c)(3) tax-exempt status as a requirement for continued LIHEAP grant reimbursements and participation under the current Contract. All 501(c)(3) contractors shall notify CSD within one business day upon revocation of their tax-exempt status and cease all work performed under this Contract. CSD will halt all payments to Contractor while its nonprofit, tax-exempt status is revoked. Work performed prior to the revocation, but billed after such notice is received, shall be timely reimbursed to the Contractor. In addition, CSD may take additional enforcement steps consistent with federal and state law and this Contract.

10.4.2 General

The authority for CSD Enforcement Actions, as defined in Section 10.4.3, for cost disallowances/ recovery of misused funds, and for de-designation of eligible entity status (collectively "Enforcement Process") is found in the Uniform Administrative Requirements, and in state regulations (see 22 CCR § 100875). Contractor agrees that: 1) the present article shall guide, inform and clarify the Enforcement Process; 2) shall establish the procedures to be followed; and 3)

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establish the rights and obligations of the parties with respect to the Enforcement Process, for purposes of implementing the principles set out in the applicable legal authorities.

10.4.3 Enforcement Action, "High Risk" – Determination and Notice

10.4.3.1 If CSD determines that Contractor is not financially stable, and that Contractor's financial condition is so tenuous that its ability to implement this Contract is seriously compromised, or if CSD determines that Contractor has not complied with the requirements of this Contract and that Contractor's noncompliance constitutes a material breach of the Contract, CSD may initiate an Enforcement Action. For purposes of this article, "Enforcement Action" means the imposition of any of the following: a) special conditions and/or sanctions; b) a determination of cost disallowance; c) contract suspension; d) contract termination; or e) termination of Contractor's service provider status.

10.4.3.2 To initiate an Enforcement Action, CSD must provide Contractor with written notice of "high risk" designation, setting forth: 1) the factual and legal basis for the determination of noncompliance, upon which the "high risk" designation is based; 2) the corrective action(s) required; and 3) the date by which the corrective action must be taken and completed.

10.4.3.3 For purposes of this article, "material breach" means any act or omission by Contractor that is in contravention or disregard of Contractor's duties and obligations under the terms of this Contract and under applicable State and federal law, which act or omission:

10.4.3.3.1 Constitutes fraud or gross negligence by Contractor or its agent(s);

10.4.3.3.2 Is likely to result in significant waste and/or abuse of federal funds;

10.4.3.3.3 Has a significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the Contract or a significant portion thereof;

10.4.3.3.4 Violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD;

10.4.3.3.5 May have serious adverse effects and consequences on the Contractor's customers, employees, subcontractors, creditors,

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suppliers, vendors, or other stakeholders; or

10.4.3.3.6 May otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

10.4.4 Special Conditions and Sanctions

10.4.4.1 "High risk" designation may include the imposition of Special Conditions, Sanctions and/or other special requirements with respect to Contractor's performance. CSD may impose Special Conditions and/or Sanctions upon a determination that such steps are reasonably necessary to address acute financial instability or a material breach of contract, as defined in Section 10.4.3, above.

10.4.4.2 Notice of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Notice must contain the following information:

10.4.4.2.1 The nature of the Special Condition(s) and/or Sanction(s) being imposed;

10.4.4.2.2 The reason(s) for imposing Special Condition(s) and/or Sanction(s); and

10.4.4.2.3 The corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

10.4.4.3 Special Conditions may include, but are not limited to:

10.4.4.3.1 Obtaining training and/or technical assistance;

10.4.4.3.2 The imposition of special or additional reporting requirements;

10.4.4.3.3 Special or conditional cost reimbursement requirements and procedures;

10.4.4.3.4 The provision of documentation by Contractor; and/or

10.4.4.3.5 The requirement to amend or modify systems, procedures, and/or policies.

10.4.4.4 Sanctions may include, but are not limited to:

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10.4.4.4.1 The suspension of advances and/or reimbursements; and/ or

10.4.4.4.2 The issuance of stop work orders.

10.4.4.5 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, unless CSD reasonably determines on the basis of credible information that:

10.4.4.5.1 Substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Contract; or

10.4.4.5.2 The associated costs are otherwise very likely to be disallowed; and

10.4.4.5.3 If Sanctions are not immediately imposed, taxpayer dollars are at significant risk and are unlikely to be recovered.

10.4.4.6 Review of Special Conditions and/or Sanctions.

10.4.4.6.1 If Contractor elects to contest the action to impose Special Conditions and/or Sanctions, Contractor shall have five business days following receipt of Notice of Enforcement Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be enforced.

10.4.4.6.2 CSD shall have five business days following receipt of Contractor's response to accept or reject Contractor's objection and to state in writing the consequences of the decision and Contractor's obligations going forward, if any.

10.4.4.6.3 Contractor may, within five business days of receipt of Notice of Enforcement Action, request an informal meeting for the parties to consider the merit of the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines the meeting would be helpful to the process, can be held expeditiously, and will not unduly cause delay or otherwise increase the risk of loss of taxpayer dollars.

10.4.4.6.4 Contractor may, at any time, request in writing that CSD initiate the contract suspension or contract termination processes, to include the requisite hearings, as set out in 22 CCR § 100875.

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10.4.4.6.5 Should Contractor fail to show cause why the Enforcement Action should not go forward, or should Contractor fail to request that CSD initiate either the contract suspension or termination processes, CSD may initiate such action upon its own motion.

10.4.4.6.6 Special conditions and sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that subsection 10.4.4.5 applies.

10.4.5 Cost Disallowance

10.4.5.1 If Contractor's non-compliance with the terms of this Contract results in an enforcement action, and if CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the Enforcement Process as questioned costs have been identified.

10.4.5.2 The Statement of Questioned Costs shall include:

10.4.5.2.1 A description of the costs questioned and the specified amount by type or category of costs;

10.4.5.2.2 The reason the costs are questioned, and the information and/ or documentation required to justify payment of the costs; and

10.4.5.2.3 The timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

10.4.5.3 If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor shall cooperate fully in any audit conducted and to ensure that Contractor's agents, accountants and subcontractors cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response. If Contractor fails to cooperate in the conduct of an audit, initiated pursuant to this subsection, CSD may either impose sanctions, as provided in subsection 10.4.3 or, if feasible, issue a Notice of Disallowed Costs.

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10.4.5.4 After CSD has considered any information and/or documentation submitted by Contractor in response to a statement of questioned costs or in response to an investigative audit report, CSD shall issue a Notice of Disallowed Costs, which notice shall include:

10.4.5.4.1 The amount of disallowed costs to be repaid, if any; and

10.4.5.4.2 The date by which repayment must be made or, in the alternative,

10.4.5.4.3 The date by which Contractor must submit a proposed repayment plan for consideration by CSD.

10.4.5.5 Before the expiry of five business days after receipt of a Notice of Disallowed Costs, Contractor may challenge the Notice of Disallowed Costs by requesting a hearing, conducted in accordance with the procedures set out in 22 CCR § 100875, for the purpose of adjudicating the matter of cost disallowance, provided however that either Contractor or CSD may opt to adjudicate other pending Enforcement Action matters, as provided in subsection 10.4.4.6. of this section, in a combined proceeding.

10.4.5.6 If Contractor fails to request a hearing to adjudicate cost disallowance, as provided in subsection 10.4.5.5, the Notice of Disallowed Costs shall be deemed final and Contractor shall comply with the provisions of the present Section 10.4.5.

10.4.5.7 Contractor will not be deemed to have complied with a Notice of Disallowed Costs until repayment is made or CSD has approved a repayment plan. In determining the acceptability Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to:

10.4.5.7.1 Federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded;

10.4.5.7.2 The exigencies of the grant program and CSD's ability to reallocate the funds repaid or otherwise dispose of the funds in accordance with applicable law;

10.4.5.7.3 The risk of being unable to recover funding and the options for securing Contractor's repayment obligation; and

10.4.5.7.4 Contractor's financial condition and ability to pay.

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10.4.6 Contractor shall remain on "high risk" until CSD reasonably determines that Contractor has complied with the requirements of the Notice of "High Risk" Designation, including verification by CSD that corrective measures have been implemented, that all conditions have been met and that disallowed costs have been repaid or, alternatively, that CSD has deemed Contractor's repayment plan to be acceptable and Contractor has demonstrated it is in compliance with the plan. Upon determination that Contractor has complied with the requirements of the Notice of "High Risk" Designation, CSD shall give Contractor written notice of such determination.

10.4.7 In the event Contractor's non-compliance with the terms and conditions of this Contract are not remedied through imposition of special conditions, and/or sanctions, thereby enabling CSD to remove "high risk" designation, CSD may initiate further Enforcement Actions involving Contract Suspension, Contract Termination and Termination of service provider status, which shall be initiated and conducted in accordance with the applicable provisions found in 22 CCR § 100875 and other applicable State and federal statutes and regulations.

10.4.8 Lien rights

The State retains lien rights on all funds advanced.

10.5 Service Delivery and Expenditure Requirements

10.5.1 Service Delivery and Expenditure of Funds

10.5.1.1 Contractor shall, in accordance with Government Code §16367.5, be afforded maximum flexibility and control, within the parameters of federal and state law, in the planning, administration, and delivery of LIHEAP services. Regardless of the modalities and techniques utilized, Contractor is obligated: a) to ensure that the maximum numbers of persons are served, consistent with the effective and efficient service delivery, with program requirements and with applicable law; and b) to fully expend program funds by the date identified in the contract.

10.5.1.2 A substantial failure to expend funds and provide services to readily available qualified applicants, except for compelling reasons beyond Contractor's control, shall be deemed prima facie evidence of breach of contract and may constitute grounds for "high risk" designation and the applicable remedies as provided in Section 10.4, "Enforcement Process – Noncompliance with the Requirements of this Contract." Such failure of performance may, in accordance with the provisions of this article, result in a reduction in Contractor's grant allocation and the redistribution of future funding to other performing service providers.

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10.5.2 Contractor Expenditure and Reporting Requirements

Contractor shall be at 99% expenditure of the Contract by January 31, 2026.

10.5.2.1 CSD will monitor Contractor's expenditures to evaluate compliance with meeting expenditure requirement by January 31, 2026, for each program category, including capped budget items.

10.5.2.2 Contractor shall submit timely expenditure reports, that allow CSD to evaluate Contractor's ability to meet the January 31, 2026, expenditure date requirement. Based upon these reports, CSD may determine that Contractor has not met the expenditure requirement and is out of compliance with this Contract.

10.5.2.3 Should the Contractor's actual expenditure trend indicate the Contractor is unlikely to expend at least 99% by January 31, 2026, the Contractor will notify the CSD no later than January 10, 2026 requesting to expend beyond January 31, 2026.

10.5.3 Contractor's Upcoming Program Year LIHEAP Performance Allocation Methodology

CSD shall determine Contractor's upcoming program year LIHEAP Contract Allocation Methodology based on performance expenditure requirements in Section 10.5.2. and distributed according to the following criteria:

10.5.3.1 Category A: If Contractor meets the performance requirements of Section 10.5.2 and reported no later than February 28 31, 2026, Contractor will receive their full allocation and a percentage of any redistributed funds not allocated to another contractor that fall into Category C, in Section 10.5.3.3.

10.5.3.2 Category B: If Contractor expends 99 percent of their allocation by February 28, 2026, and reported no later than March 31, 2026, Contractor will receive their full allocation but will not be eligible to receive any redistributed funds.

10.5.3.3 Category C: If Contractor does not expend at least 99 percent of their allocation by February 28, 2026 and reported no later than March 31, 2026, the 2026 LIHEAP allocation will be offset by the balances remaining recorded as of the January 31, 2026 expenditure period reported no later than January 31, 2026.

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SUBVENTION CONTRACT

CERTIFICATIONS AND ASSURANCES

ARTICLE 11 - FEDERAL AND STATE POLICY PROVISIONS

11.1 Certifications

11.1.1 Contractor's signature affixed to this Contract shall constitute a certification that to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:

11.1.1.1 Contractor Certification Clauses (CCC-04/2017)

11.1.1.2 Safeguarding Access to State Data (Department of Finance, Budget Letter 04-35)

11.1.1.3 Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).

11.1.2 The above documents are hereby incorporated by reference into this Contract. To access these documents, please visit the CSD LAP.

11.1.3 Executive Order N-6-22 – Russia Sanctions. On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

11.1.4 GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) - "During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been

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approved by the State. Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such non-disclosure. The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State."

11.2 Provisions for Federally Funded Grants

11.2.1 Contractor certifies that it possesses legal authority to apply to the State for LIHEAP funds and assures compliance with the purposes as set forth in 42 USC § 8621 et seq., as amended.

11.2.2 Eligibility to Receive Federally Funded Public Benefits

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law (Pub. L.) 104-193), as amended, and Executive Order W13596, dated August 27, 1996, while in effect, applicants for federally funded public benefits are required to provide proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status. (8 USC §§ 1611, 1612, & 1642.) Contractor shall verify client eligibility in accordance with CSD Applicant Verification of Eligibility Procedures and Regulations, forms, and other written guidance provided by CSD.

11.2.3 Under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Section 508, and NO VERIFICATION REQUIREMENT FOR NONPROFIT CHARITABLE ORGANIZATIONS, Section 432 (d) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC § 1642 et seq.) as amended, Nonprofit Charitable Organizations are exempt from the requirement to determine, verify, or otherwise require proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status of any applicant for such benefits in providing any Federal public benefit (as defined in 8 USC § 1611(c)) or any State or local public benefit (as defined in 8 USC § 1621(c)). (Pub. L. 104-208, Title V, Section 508; and 8 USC § 1642(d)).

11.2.4 Federal Funding Accountability and Transparency Act reporting requirement (FFATA) (Pub. L. 109-282).

Pursuant to the FFATA, CSD is required to report information regarding contractors (sub-awardees) receiving LIHEAP funds. Contractor must complete CSD form 279 and return with the Contract to enable CSD to comply with

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FFATA reporting requirements including information regarding executive compensation and all subawards, contracts, and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

CSD may issue guidance and/or Amendment(s) to this Contract, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

11.2.4.1 Salary Limitation – Federal Executive Level II. Federal funds for grant programs consistently include a provision as part of the Consolidated Appropriations Act of 2017 (e.g., Pub. L. 115-31, May 5, 2017) from Congress that the amount that "shall be used to pay the salary of an individual, through the grant or other extramural mechanism" including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/executive-senior-level under the "Rates of Pay for the Executive Schedule" link. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entities organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

11.2.5 Human Trafficking Provisions. Contractor is subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC § 7104). The full text of this requirement can be found at https://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons.

11.2.7 Prohibition on Expending HHS Award Funds for Covered Telecommunications Equipment or Services. Pursuant to the "Prohibition on certain telecommunications and video surveillance services or equipment" (2 CFR § 200.216), contractors are prohibited from expending grant funds on "equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities)".

11.3 Federal Certifications Regarding Debarment, Suspension, and Related Matters

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Contractor hereby certifies to the best of its knowledge that it or any of its officers, or any subcontractors:

11.3.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information available at Sam.gov.;

11.3.2 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 performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

11.3.3 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 Section 11.3.2 above of this certification; and

11.3.4 Have not within a three-year period preceding this Contract had one or more public (federal, state, or local) transactions terminated for cause or default.

11.3.5 If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and include it as an attachment to the Contract. Based on the description, CSD in its discretion, may decline to execute this Contract or set further conditions for this Contract. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Contract, and CSD may terminate this Contract for cause immediately pursuant to the termination provisions of State and federal law governing the Low Income Home Energy Assistance Program.

11.3.6 No entity may participate in LIHEAP in any capacity or be a recipient of LIHEAP funds if the organization has been found ineligible for participation in federal assistance programs or activities. (Executive Orders 12549 and 12689, 2 CFR Parts 180 and 376.) All Contractors must obtain a Unique Entity Identifier assigned by the System for Award Management (SAM) if they do not already have one. CSD will check the SAM to verify that the Contractor is not debarred, suspended, or ineligible. See 45 CFR §§ 75.342 and 75.352.

11.4 Affirmative Action Compliance

11.4.1 Each contractor or subcontractor with 50 or more employees and a contract of $50,000 or more shall be required to develop a written Affirmative Action Compliance Program.

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11.4.2 The written program shall follow the Equal Employment Opportunity clause obligations set forth in Title 41 of the Code of Federal Regulations, Subtitle B, Section 60-1.40, Sections 60-2.10 through 60-2.32, and Sections 60-741.1 through 60-741.47.

11.4.3 Each contractor with less than 50 employees shall comply with Executive Order 11246, Part II, Section 202, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full with the requirements thereof.

11.5 Nondiscrimination Compliance

11.5.1 Contractor certifies that it will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

11.5.2 Contractor hereby certifies compliance with the following:

11.5.2.1 Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity;

11.5.2.2 Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 USC §§ 2000d et seq. and 2000e et seq.);

11.5.2.3 The Rehabilitation Act of 1973, as amended (29 USC §§ 701 et seq.);

11.5.2.4 Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC § 4211 et seq.; 41 CFR Subtitle B, Part 60-300);

11.5.2.5 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (41 CFR Subtitle B, Chapter 60, as amended); and

11.5.2.6 Americans with Disabilities Act of 1990 (Pub. L. 101-336; 42 USC § 12101 et seq.).

11.6 Contractor Fair Hearing - Civil Rights Act Violation

11.6.1 In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, (42 USC § 2000d et seq.) Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.

11.6.2 The HHS will conduct such fair hearing in accordance with Title 45, Code of Federal Regulations, Part 81.

11.7 Specific Assurances

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11.7.1 Pro-Children Act of 1994

11.7.1.1 In accordance with Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, subawards, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment.

11.7.1.2 The above language must be included in any subawards that contain provisions for children's services and that all subawards shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day.

11.7.2 American-Made Equipment/Products

Contractor shall assure, pursuant to the Buy American Act of 1933 (41 USC § 8301 et seq.), to the extent practicable, that all equipment and products purchased with funds made available under this Contract shall be American made.

11.7.3 Federal and State Occupational Safety and Health Statutes

Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes: the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health & Safety Code §§ 25249.5 et seq.); Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program) (63 FR 71225, codified at 40 CFR Parts 266 & 273); and California Workers' Compensation laws (Labor Code §§ 3200 et seq.).

11.7.4 Political Activities

11.7.4.1 Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Contract.

11.7.4.2 Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Contract.

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11.7.5 Lobbying Activities

11.7.5.1 Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Contract or any other fund, programs, projects, or activities that flow from this Contract.

11.7.5.2 If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the HHS (45 CFR Part 93, Appendix A).

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SUBVENTION CONTRACT

ARTICLE 12 - GENERAL TERMS AND CONDITIONS GTC 04/2017

The California General Terms and Conditions (GTC 04/2017), hereby incorporated into this Contract by reference, is available at the following web address:

https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language

Click the “GTC 04/2017” link to download the current requirements.

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SUBVENTION CONTRACT

ARTICLE 13 - DEFINITIONS

All terms used in this Contract shall be those as defined in applicable federal and state law (see 42 USC §§ 8621 et seq. and Government Code § 16367.5) and regulation (see 45 CFR Part 96 and 22 CCR § 100800), or as more specifically defined as:

Administrative Costs: Actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, facilities, utilities, office and computer equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program. Includes incurred costs associated with participation and attendance to policy advisory committee meetings and workgroups.

Contract: The complete contents of this contract entered into by and between CSD and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

Amendment: A formal change to the Contract of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Contract.

Authorized Agent: The duly authorized representative of the Board of Directors of Contractor and duly elected or appointed, qualified, and acting officer of CSD. In the case of Contractor, CSD shall be in receipt of board resolution affirming an agent's representative capacity to bind Contractor to the terms of this Contract.

CSD Program Advisory (CPA): The purpose of the CPA is to provide information, correct problems, contradictions and uncertainty. A CPA serves as short-term guidance to inform or direct immediate action to correct a problem or provide relief from an obligation.

CSD Program Notice (CPN): The purpose of the CPN is to supplement contractual requirements and facilitate program implementation. A CPN serves as long term guidance to summarize or interpret regulations or contract requirements.

Call-Back: A call-back is a visit from Contractor that occurs when a measure fails (either during inspection, or later within the warranty period) and must be corrected by the Contractor. The required warranty periods are defined in TRM. Warranty corrections and apply to both the LIHEAP and DOE or DOE BIL weatherization programs.

California Certified Inspector/Risk Assessor Contractor: An individual who is certified by the State of California, Department of Health Services, as a lead-related construction Inspector/Risk Assessor.

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California Energy Commission (CEC) Climate Zone: The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

Categorically Eligible: Certain households will be determined "categorically eligible" to participate in LIHEAP without consideration for income, as long as the household meets all the eligibility criteria. This policy only applies to households receiving CalWORKs and CalFresh.

Certification Date: The date the applicant is deemed eligible and the Contractor commits to provide services. The certification date should not be before the intake date.

Certified Lead-Free: Residential property that has been determined by a California Certified Inspector/Risk Assessor Contractor to be absent from the presence of lead-based paint.

Certified Lead-Safe: Residential property in which lead-painted surfaces are intact and/or have been treated with measures to stabilize and eliminate lead-paint hazards and that, as such, poses no immediate threat to the occupants as determined by a California Certified Inspector/Risk Assessor Contractor.

Certified Translator: A translator that has been certified to translate a specific language and are often members of a professional translation association such as American Translators Association and American Literary Translators Association, etc.

Children: Members of a household who have not attained their 19th birthday.

Client Education/Counseling: Includes, but is not limited to, providing client with written information describing energy-saving behavioral adjustments that will decrease the energy consumption of the household; providing client with resource information, referral, and budget counseling in order to assist clients in achieving self-sufficiency; providing client with mold and lead-safe education and advising client of the benefits of weatherization in their homes.

Client Intake: Includes, but is not limited to, the process of completing an intake form and reviewing applicant documentation in order to verify eligibility.

Client Needs Assessment: The act of acquiring additional and appropriate information from an eligible client to determine the needs that can be served by Contractor and other available programs after eligibility has been established.

Contractor: The entity (partnership, corporation, agency, or association) designated on the face sheet of the Standard Agreement (STD 213) of this Contract.

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CORE: Combined Outcome Reporting Engine (CORE) System: Software used by CSD's Local Service Providers to submit Utility Assistance, Wood, Propane, and Oil transaction records for validation and further processing.

Crisis: Weather-related and/or supply-shortage emergencies and other household energy-related emergencies that negatively impact the energy-related economic conditions of low-income households. A crisis can be caused by:

a. Cold or hot weather-related events, such as flood, earthquake, tornado, hurricane, ice storm/freeze; or events meeting such other criteria as the Governor, and/or the President of the United States, at their discretion, and/or their designee, including CSD, may determine to be appropriate; or

b. Geopolitical events, such as wars, terrorism, civil disturbances, and embargoes, including geopolitical events that negatively impact the energy-related economic conditions of low-income households.

CSD: The State of California Department of Community Services and Development.

Database Transfer: A method wherein contractors utilize a local database platform to provide CSD with downloaded client and other program data.

Di Minimis Levels: The amount of lead paint disturbed in a dwelling is comprised of 2 square feet per room of interior surfaces, or 20 square feet of exterior surface, or 10% of a small component, e.g., windowsill, baseboards, and trim. When calculating the di minimis level, the entire surface of the component must be included in the computation. For example, when replacing a 2 x 3 foot window, the de minimis level would be 6 square feet and would exceed the maximum allowance for interior surfaces and the unit would be subject to HUD Regulation.

Diagnostic Testing: Series of testing protocols performed under the weatherization program involving the use of specialized tools to assess: the operating condition of combustion appliances for general safety and carbon monoxide emission levels, and pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air infiltration. Diagnostic tests shall only be performed by qualified individuals possessing the required skill and training needed to perform diagnostic testing activities.

Direct Services: The portion of the LIHEAP funding to carry out the provisions of LIHEAP services and activities of this Contract, to include: Weatherization, Energy Crisis Intervention Program (ECIP) Services (excluding Utility Assistance), and Wood Propane and Oil (WPO).

DOE:The United States (U.S.) Department of Energy that provides funds for the Weatherization Assistance Program for Low-Income Persons. This program is authorized by Title IV of the Energy Conservation and Production Act (Pub. L. 94-385; 42 USC § 6801). The federal regulations for this program are in 10 CFR Part 440.

Definitions

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Dwelling Assessment: The process used to evaluate the service needs of an eligible dwelling for weatherization services offered under the DOE or DOE BIL and LIHEAP weatherization programs. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Dwelling Unit: A house, including a stationary mobile or manufactured home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

EHA-16:A term used to reference Emergency Crisis Intervention Program, Home Energy Assistance Program and Assurance-16 service components.

Elderly:An individual 60 years of age or older.

Electronic File:A contract or other record created, generated, sent, communicated, received, or stored by electronic means.

Emergency:Meets the federal definition at 42 USC § 8622(1) and shall be defined as being any one or more of the following conditions:

a. A natural disaster (whether or not officially declared);

b. A significant home energy supply shortage or disruption;

c. An official declaration of a significant increase in:

   i. Home energy costs;

   ii. Home energy disconnection;

   iii. Enrollment in public benefit programs; or

   iv. Unemployment and layoffs;

d. An official emergency declaration by the Secretary of Health and Human Services.

   In those situations where there is not an official federal, state, or local declaration of emergency, e.g., an undeclared natural disaster or a significant home energy supply shortage or disruption that affects a low-income individual, an emergency will be deemed to exist by CSD where there is imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Energy Burden: The expenditures of the household for home energy divided by the income of the household.

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Energy Conservation Measures (also known as Weatherization Measures): A wide variety of measures installed in or applied to the dwelling to increase the energy efficiency or to reduce the total energy expenditures of the dwelling.

Environmental Inspection: A visual assessment and sampling which includes asbestos, lead and radon when allowable per the contract. Environmental inspections shall be in accordance with all CSD policies and procedures and in compliance with all Federal and State regulations. Allowable costs include actual labor costs while on the jobsite and testing fees associated with the inspection.

Evaporative Cooler Repairs: Repair or replacement of filter pads, water pumps, belts, motors, or other components that promote efficient operation of the unit.

Final Allocation: The actual amount of funds available to Contractor under this Contract, as calculated pursuant to Title 22, California Code of Regulations, Section 100830 after CSD receives the notice of grant award for the full annual allocation based on the appropriation by Congress for the Federal Fiscal Year, and as publicly announced by CSD's Director or designee, subsequent to the execution of this Contract.

General Operating Costs: Costs that are directly allocable to those costs defined as related facilities, office and computer equipment, office supplies, telephone, travel and materials and activities to prevent exposure to COVID-19 as allowable program costs.

Hazardous Condition: Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance-related hazards, and electrical hazards as defined in the CSD TRM.

Heating/Air Conditioning Appliance Repairs/Replacements: The complete unit replacement, adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation.

Health and Safety Measures: A category of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. These measures include CO alarms, smoke alarms, heating/cooling and water heater repairs and replacements, Environmental Hazard Work weatherization and kitchen cooking appliance repair and replacements.

Highest Home Energy Needs: The home energy requirements of a household determined by taking into account both the energy burden of such household and the unique situation of such household that results from having members of vulnerable populations, including very young children (0-5), individuals with disabilities, and frail, older individuals (60+).

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Home Energy Rating System (HERS) Provider, also referred to as HERS Rater: An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2016 Building Energy Efficiency Standards.

HUD Unit:A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

Infiltration Reduction Measures: A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling. Infiltration reduction is best accomplished with shell leakage technology

Intake Date:The date the Contractor receives or accepts the application.

Interim Allocations: Incremental releases of Continuing Resolution appropriations by CSD to fund LIHEAP Direct Services and Utility Assistance program activity under this Contract.

Interest Income: The interest earned by a Contractor directly generated or earned as a result of unexpended LIHEAP grant funds at the end of a contract term period. The interest earned by a Contractor is income generated as a result of depositing federal funds in an interest-bearing account.

Labor and Material Measures: Those measures where the measure reimbursement is based on the combined total of labor and material and the quantity of the measure itself is not limited to a specific amount per weatherized dwelling.

Labor and Material Single-Quantity Measures: Those weatherization measures where the reimbursement is based on the combined total of labor and material cost and the maximum quantity of the measure is limited to a single item per weatherized dwelling.

Liability Insurance: Insurance coverage to protect against claims alleging one's negligence or inappropriate action resulting in bodily injury or property damage. Related costs shall mean those actual costs allocated for insurance bonds, general liability insurance, and pollution occurrence insurance. Pollution occurrence insurance is optional.

Major Vehicle and Field Equipment Costs: Actual costs associated with the purchases of vehicles, office equipment and field equipment $10,000 or greater per unit used for the purpose of delivery of direct services. Pre-approval from CSD is required. Field equipment means diagnostic equipment and related equipment. Purchases must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

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Materials: Materials are those allowable items that are installed in or on the dwelling. All materials shall be in conformance with the CSD TRM and 10 CFR Part 440 Appendix A – Standards for Weatherization Materials.

Maximum Amount: The dollar amount reflected on line 3 of the face sheet of the Standard Agreement (STD 213) of this Contract, as amended to reflect the Final Allocation for the term of this Contract.

Migrant Farm Worker: A seasonal farm worker who performs or has performed farm work during the eligibility determination period (any consecutive 12 month period within the 24 month period preceding application for program benefits and/or services) that requires travel such that the worker is unable to return to his/her domicile (permanent place of residence) within the same day. Migrant farm worker is not a term used in the contract but is captured for reporting purposes in CSD's Weatherization Database, EARS and Intake Form (CSD 43).

Minor Vehicle and Field Equipment Costs: Actual costs associated with the purchase of vehicle, office equipment and field equipment under $10,000 per unit used for the purpose of delivery of program services. Purchases must follow all federal and state rules and regulations governing LIHEAP pertaining to procurement standards.

Mobile or Manufactured Home: A manufactured home regulated by the California Department of Housing and Community Development (HCD) that is built on a trailer chassis and designed for highway delivery to a permanent location, and it can be a single-, double-, or triple-wide home. To receive weatherization services under a CSD program, a mobile home must be a permanent, full-time residential dwelling, with a floor area of at least 330 square feet.

Modified Dwelling Assessment: The process used to evaluate the limited service needs of an eligible dwelling that has been previously weatherized under the DOE, DOE BIL or LIHEAP weatherization programs. The assessment is limited in scope and does not encompass a re-assessment of the entire dwelling unless measures have exceeded their useful life under LIHEAP. Assessments limited to ECIP EHCS work on dwellings not receiving weatherization services are to be included in the cost of the ECIP measure. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Modification: An immaterial change to this Contract that does not require an Amendment.

Multi-Unit Dwellings (MUD) also known as Multi-Family Buildings (MFB): Defined as residential dwelling structures containing more than one residential unit within a single building, including: duplexes, triplexes, fourplexes, and multi-unit apartments. For purposes of travel reimbursement to Contractors and shell leakage testing, Multi-Unit Dwellings are defined as multi-unit dwellings, e.g., apartments, with five or more attached residential units.

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Natural Disaster: A weather event (relating to cold or hot weather), flood, earthquake, tornado, hurricane, or ice storm, or an event meeting such other criteria as the Secretary of Federal Department of Health and Human Service, in the discretion of the Secretary, may determine to be appropriate. For the purpose of the CSD Disaster Relief Plan, emergency services may be provided to low-income individuals and families affected by a natural disaster when the event is declared by a Presidential or Gubernatorial Order as a Federal or State Emergency.

Nonprofit charitable organization: Is defined by the Internal Revenue Code, Section 501(c) (3) (26 USC § 501(c)(3)). Section 501(c) (3) is a tax law provision granting exemption from the federal income tax to nonprofit organizations. 501(c)(3) exemptions may apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

Outreach and Its Related Costs: Outreach activities are designed to ensure that eligible households, especially households with elderly and/or disabled individuals with high home energy burdens, are made aware of the assistance available. Costs relating to these activities may include: developing outreach materials (flyer/brochure information packets), advertising costs, printing costs, outreach mailers to targeted households, travel to outreach sites and related facilities, site costs, and the referral of eligible households to assistance providers in the community. Intake and assisting with the completion of an intake form are not considered outreach or a related cost.

Parties: CSD on behalf of the State of California, and the Contractor.

Pledge: A guarantee of payment or promise to pay made by the Contractor to the Utility Company via phone, fax, e-mail or webservice and guaranteed by CSD.

Pledge Date: The date in which the Contractor contacts the Utility Company via phone, fax, e-mail or webservice to pledge a payment on behalf of the applicant.

Pledge Timeframe: A set length of time, beginning on the date the Contractor makes the pledge and ends after a fixed number of days.

Program: Weatherization, HEAP, ECIP, and Assurance 16 services provided under 42 USC §§ 8621 et seq., as amended.

Program Income: Program income means gross income earned by Contractor that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 45 CFR § 75.307(f). “During the period of performance” is the time between the time in which the CSD may incur new obligation to carry out the work authorized under the award.

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Reweatherization: Once a dwelling has been submitted to CSD for reimbursement as a completed unit, any subsequent weatherization services provided to the dwelling shall be considered reweatherization.

Ride-along: A representative of the Contractor who accompanies a designated third-party inspector while performing on-site inspections. CSD requires that, when possible, a ride-along be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client and/or require re-inspection in accordance with the CSD TRM.

Seasonal Farm Worker: A person who during the eligibility determination period (any 12 month period within the 24 month period preceding application for program benefits and/or services) was employed at least 25 days in farm work or earned at least $400 in farm work and who has been primarily employed in farm work on a seasonal basis, without a constant year-round salary. Seasonal farm worker is not a term used in the Contract but is captured for reporting purposes in CSD's Weatherization Database, EARS and Intake Form (CSD 43).

Separate Living Quarters: Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Single-Family Dwelling: A dwelling structure containing no more than one dwelling unit. A single-family dwelling is defined as a one-unit, single-family dwelling or a one-unit, single-residential housing dwelling with one to four attached units.

Single Quantity Fixed-Fee Measures: Those weatherization measures with an assigned fixed-fee reimbursement and which limit the maximum quantity of the measure/service to a single item per weatherized dwelling.

State: The State of California Department of Community Services and Development.

Subcontractor: An entity (partnership, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Contract.

Subcontract: A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Contract.

Useful Life: Useful life means the length of time a Weatherization or ECIP HCS measure is expected to be useable.

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Utility Assistance Funding: The portion of LIHEAP funding used to provide utility assistance services under ECIP Fast Track and HEAP Electric and Gas. These funds are administered by Contractor but paid to eligible clients – or to utility companies on the client's behalf – by CSD from Contractor's allocated amount of funding.

Vendor: An individual, sole proprietorship, firm, partnership, corporation, or any other business venture from which materials and goods are supplied and purchased.

Vulnerable Populations: Young children (ages 5 years or under), disabled, and elderly persons (ages 60 or older).

Weatherization Training and Its Related Costs: Costs associated with the training of personnel or subcontractors as specified in Article 9.1 of this Contract. Training may also include internal Contractor training, and attendance at weatherization-related training to include IT system training or other forms of weatherization training sponsored by DOE, CSD, and/or other organizations. Related costs may include salary/wages, materials, fees and travel. Excludes incurred costs associated with participation and attendance at policy advisory committee meetings and workgroups.

Workers' Compensation: Insurance that covers medical and rehabilitation costs and lost wages for employees injured at work. Workers' compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

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SUBVENTION CONTRACT

ARTICLE 14 - FORMS AND DOCUMENTS INCORPORATED BY REFERENCE

The following forms and documents, all of which are hereby incorporated into this Contract by reference, are available on the CSD Local Agencies Portal at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

14.1 Forms to be returned with signed contract:

14.1.1 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

14.1.2 Agency Staff and Board Roster (CSD 188);

14.1.3 Federal Funding Accountability and Transparency Act Report (CSD 279);

14.1.4 2025 LIHEAP Production Plan (CSD 622);

14.1.5 Agency Local Plan; and

14.1.6 Public Website Update Form (CSD Form 251).

14.2 The following documents are hereby incorporated by this reference:

14.2.1 2025 LIHEAP Numbers, Contractors, and Service Areas;

14.2.2 Agency Local Plan;

14.2.3 State Administrative Manual Section 5100, 5300.5 and 5340 at http://sam.dgs.ca.gov/TOC/5300.aspx;

14.2.4 Reimbursement Rates for Weatherization and EHCS Activities;

14.2.5 Supplemental Audit Guide;

14.2.6 CSD Training Policies and Procedure Manual (TPPM); and

14.2.7 Direct Pay Utility Pledge Timeframe.

14.2.8 Technical Reference Manual (TRM)

14.2.9 Eligibility & Verification Guide

14.3 The following CPA's and CPN's are hereby incorporated by reference:

14.3.1 CPA-A-12-01 Program Procedure Guidance with NCB Procurement Worksheet;

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14.3.2 CPA-E-18-005 Expenditure Reconciliation Policy and Procedure;

14.3.3 CPN-A-17-01 Equipment Use and Disposition Requirements;

14.3.4 CPN-A-18-01 Program Income;

14.3.5 CPN-E-19-001 Working Capital Advance;

14.3.6 CPN-E-19-002 Energy Reimbursement Policies and Procedures;

14.3.7 CPN-E-20-01 SWEATS Policy;

14.3.8 CPA-E-20-01E Guidance and Program Relief for LSPs Impacted by COVID-19

14.3.9 CPN-E-20-02 PSPS Emergency Preparedness Pilot Policy;

14.3.9.1 CPN-E-20-02E PSPS Emergency Preparedness Pilot Policy Errata

14.3.9.2 CPN-E-20-02M PSPS Emergency Preparedness Pilot Policy

14.3.9.3 CPN-E-20-02M2 PSPS Emergency Preparedness Pilot Policy Modification

14.3.9.4 CPN-E-20-02M3 PSPS Emergency Preparedness Pilot Policy

14.3.11 CPN-E-20-05 Transferring Funds

14.3.12 CPA-E-21-04 WPO Benefit Formula Policy

14.3.12.1 CPA-E-21-04M WPO Benefit Formula Policy Modification

14.3.13 CPN-E-22-07 Evaporated Cooler Replacement Policy

14.3.14 CPA-E-24-02 Revised Energy Audit Submittal Process

14.3.15 CPA-E-24-01 2024 Blended Rates, DOE WAP Memo 123 Integration, and Related Weatherization Form Updates

14.3.16 CPN-E-24-01 Revised Technical Reference Manual and Related Weatherization Forms

14.3.16.1 CPN-E-24-01E Revised Technical Reference Manual and Related Weatherization Forms Errata

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14.4 The following guidance is incorporated by reference:

14.4.1 ECIP Policies and Procedures (rev. 2/1/08)

14.4.2 DOE WAP ARRA No. 10 – National Historic Preservation Act – SHPO – Historical Review

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RESOLUTION # 2024-19

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2025 LIHEAP Contract

The Board of Directors of Community Action Partnership of Kern located at 1300 18th St, Bakersfield, CA 93301, met on November 25, 2024, in Bakersfield, California 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 State of California Department of Community Services and Development has made available LIHEAP funds for 2025; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2025 LIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2025 LIHEAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership's representative signatory regarding the submission of the 2025 LIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 25th day of November 2024.

Fred Plane
Fred Plane, Chair
CAPK Board of Directors

11/25/24
Date

Docusign Envelope ID: 81C480FD-691A-4DC9-B3E3-E2E12D1E6FC2

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSD 622 (Rev. 11/2024)

2025 LIHEAP PRODUCTION PLAN

Local Service Provider Name:		Contract #:	Date:
Community Action Partnership of Kern		25B-3012	11/5/2024
Prepared By: NAME AND TITLE	Phone #:	E-mail Address:	
Wilfredo Cruz, Program Administrator	(661) 407-2845	wcruz@capk.org	

Weatherization Projections		Total ECIP EHCS (Heating & Cooling) Projections	
Enter the name of each county within your service territory on a separate line	Projected Households	Enter the name of each county within your service territory on a separate line	Projected Households
KERN	145	KERN	65
		0	
		0	
		0	
		0	
		0	
		0	
TOTAL	**145**	**TOTAL**	**65**

Total WPO (ECIP & HEAP) Projections			Total UA (Fast Track & HEAP) Projections	
Enter the name of each county within your service territory on a separate line	Budget Per County	Projected Households	Enter the name of each county within your service territory on a separate line	Projected Households
KERN	$ 50,000	65	KERN	3,500
0			0	
0			0	
0			0	
0			0	
0			0	
0			0	
TOTAL	**$ 50,000**	**65**	**TOTAL**	**3,500**

Docusign Envelope ID: 81C480FD-691A-4DC9-B3E3-E2E12D1E6FC2

Energy & Environmental Services
Public Website Update

Name of Agency Staff Completing This Form:	Date of Update:
Wilfredo Cruz	11/25/2024
Staff Phone:	**Staff Email:**
661-407-2845	wcruz@capk.org

Instructions: The agency contact and application information below will be used by CSD to update our website. Please go to the CSD website to see your current agency contact information that will be viewed by the public to reach your agency for services (Find Assistance (ca.gov)). Please review it carefully and enter any changes in Column B. If the information is correct, please enter "NC" (No Change).

A	B
	Updated Information
Agency	Community Action Partnership of Kern
County(*ies*)	Kern
Address	N/C
Phone	N/C
Office Hours	N/C
Website Link	https://energy.capk.org/
Does your agency offer an Online Intake Application? (YES/NO)	No, in process of establishing this
If your agency wants to provide a link from CSD's website to the Online Intake Application, provide the link here.	
Energy Services Offered	X Utility Assistance X Weatherization Assistance X Energy Crisis Assistance X Lead-Based Paint Hazard Control
How to Apply for Services	N/C
Additional Office Locations *(Address, Phone Number and Hours)*	N/C

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial

Date: Officer October 29, 2025

Subject: *Agenda Item V(d)* Affirmation of Unrestricted Cash Reserve Policy – 30 Days Operating Expenses - **Action Item**

Purpose

This memorandum requests the Board of Directors to formally affirm the organization's unrestricted cash reserve policy requiring a minimum reserve equivalent to 30 days of operating expenses, which currently amounts to approximately $11.1 million.

Background

As CAPK serves vulnerable populations across multiple counties, our operations depend on multiple funding streams, including federal, state, and local grants, many of which operate on reimbursement-based payment structures. This creates inherent cash flow challenges that require careful financial management and adequate liquidity reserves.

Rationale for 30 Day Reserve

1. Cash Flow Management

   Our organization regularly experiences timing gaps between incurring program expenses and receiving reimbursements from funding sources. These delays can range from 30 to 90 days or more. A 30-day operating reserve provides essential working capital to:
   - Meet payroll obligations without interruption
   - Pay vendors and contractors on time
   - Maintain program operations during reimbursement delays
   - Avoid costly short-term borrowing

2. Risk Mitigation

   Maintaining adequate reserves protects CAPK against several operational risks:
   - Delayed federal appropriations or continuing resolutions that postpone grant funding

- State budget delays that impact payment schedules
- Audit holds or compliance reviews that temporarily suspend reimbursements
- Unexpected grant modifications or reductions requiring operational adjustments
- Natural disasters or emergencies affecting revenue or requiring immediate response

3. Fiduciary Responsibility

   As stewards of public and philanthropic funds, the Board has a fiduciary duty to ensure organizational sustainability. Industry best practices and nonprofit financial management standards recommend unrestricted reserves of 3-6 months of operating expenses. Our 30-day reserve represents a conservative minimum threshold that balances:
   - Fiscal prudence and organizational stability
   - Maximizing resources available for program delivery
   - Meeting creditor and funder expectations

4. Creditworthiness and Vendor Relations

   Adequate reserves strengthen CAPK's financial position and reputation:
   - Demonstrates financial stability to current and prospective funders
   - Maintains positive relationships with vendors and service providers
   - Supports favorable terms for contracts and credit arrangements
   - Enhances organizational capacity for strategic opportunities

5. Regulatory and Funder Expectations

   Many federal and state funding agencies expect grantees to maintain sound financial management practices, including adequate working capital. Insufficient reserves may:
   - Raise concerns during financial capability assessments
   - Affect eligibility for certain grant opportunities
   - Trigger enhanced monitoring or oversight requirements

Financial Analysis

Based on CAPK's current annual operating budget, the 30-day operating reserve calculation is as follows:

Annual Operating Expenses:	Approximately $134.6 million
Daily Operating Expenses:	$134.6 million ÷ 365 days = $368,770 per day
30-Day Reserve Requirement:	$368,770 x 30 days = $11.1 million

This reserve represents approximately 8.3% of annual operating expenses, which falls well within the conservative range of nonprofit financial best practices.

Current Status

Current unrestricted cash and investments: $1.6 million
Current reserve adequacy: Below policy target
Projected timeline to achieve fully compliance: 18.9 years with 10% de minimis indirect
3.8 years with 12% de minimis indirect

Recommendation

Management respectfully requests that the Board of Directors:

1. Affirm the unrestricted cash reserve policy requiring maintenance of reserves equivalent to a minimum of 30 days of operating expenses;
2. Acknowledge that the current reserve target is approximately $11.1 million based on present operating levels;
3. Direct management to recalculate the reserve requirement annually as part of the budget approval process to reflect changes in organizational scale and operations;
4. Authorize management to report quarterly on reserve adequacy as part of regular financial reporting to the Board; and
5. Establish a formal Reserve Policy to be included in CAPK's financial policies and procedures manual.

Maintaining an unrestricted cash reserve equivalent to 30 days of operating expenses is essential to CAPK's financial stability, operational continuity, and ability to serve our community effectively. This prudent financial management practice protects the organization, our employees, our programs, and ultimately the thousands of clients who depend on our services.

MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial

Date: Officer October 29, 2025

Subject: *Agenda Item V(e)*: Adjustment of De Minimis Indirect Rate from 10% to 12% - **Action Item**

Summary

Request the Board of Directors approve an increase of our de minims indirect cost rate from 10% to 12% 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.

Our organization 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 up to 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

Proposed Indirect Rate

Staff modeled the change of indirect percentages ranging from 10% to 15%. The goal was to increase the level of indirect revenue while not inhibiting program operation. Each model was evaluated with respect to maintaining program operation at its current robust capacity while streamlining centralized administration. Currently, staff is proposing moving to a 12% indirect rate as this increases the level of indirect without making changes to program operations starting March 1, 2026.

This change of indirect would take place at the beginning of the fiscal year. As each grant is refunded throughout the year, we would modify the indirect rate at the start of the contract period.

Financial Impact

Increasing our de minimis rate from 10% to 12% will have the following positive impacts:

1. Increased Cost Recovery: The additional 2% cost recovery rate will provide approximately $2.2 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.

Impact on Unrestricted Cash Reserve

Presently our audited financial statements reflect that the agency’s goal is to maintain unrestricted cash reserves for 30 days of operating expenses. This amounts to approximately $11.1 million. With the additional recovery of indirect revenue, we expect that it will take approximately 4 years to meet this goal.

Implementation Considerations

1. Compliance: The 12% 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 12% 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 recommends that the Budget and Finance Committee recommend that the Board of Directors approve the adjustment of our de minimis indirect rate from 10% to 12% of MTDC, effective the fiscal year starting March 1, 2026. This change will align our 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 12% 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 our organization's financial foundation while maintaining full compliance with federal requirements.

RESOLUTION # 2025-13

**A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Adoption of De Minimis Indirect Cost Rate of 12%**

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93311, met on May 29, 2024, 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 Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards under 2 CFR Part 200 (Uniform Guidance); and

WHEREAS, 2 CFR §200.414(f) permits any non-federal entity that has never received a negotiated indirect cost rate to elect to charge a de minimis rate of 10% of modified total direct costs (MTDC), which may be used indefinitely; and

WHEREAS, on October 1, 2024, OMB issued amendments to the Uniform Guidance that increased the de minimis indirect cost rate from 10% to 15% of modified total direct costs, effective for fiscal years beginning on or after October 1, 2024; and

WHEREAS, on October 1, 2025, HHS adopted the revised OMB Uniform Guidance that increased the maximum indirect cost rate to 15%, effective for fiscal years beginning on or after October 1, 2025; and

WHEREAS, the Board of Directors of CAPK has determined that adopting the 12% de minimis indirect cost rate is in the best interest of CAPK for purposes of recovering indirect costs on federal awards and other grants that permit such recovery; and

WHEREAS, the Organization has never received a negotiated indirect cost rate and is therefore eligible to use the de minimis rate under 2 CFR §200.414(f);

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby adopts the 12% de minimis indirect cost rate as established under 2 CFR §200.414(f) for all applicable federal awards and other grants that permit use of this rate, effective March 1, 2026. The CAPK Board of Directors authorizes the Chief Executive Officer and the Chief Financial Officer to apply this 12% de minimis rate to modified total direct costs (MTDC) in accordance with federal regulations and individual grant requirements. The CAPK Board of Directors directs the finance and grants management staff to implement all necessary

accounting procedures and systems to properly allocate and track indirect costs using this rate. It is further acknowledged that by electing to use the de minimis rate, CAPK may use this rate indefinitely and must apply this rate consistently across all federal awards until such time as the Organization chooses to develop and negotiate an indirect cost rate proposal. The Board further authorizes the Chief Executive Officer to execute all documents necessary to implement this resolution and to certify CAPK's election of the de minimis rate to federal awarding agencies and pass-through entities as required.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 29th day of October 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

BUDGET AND FINANCE COMMITTEE

OCTOBER 22, 2025

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/25 - 02/28/26	501000	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/25 - 02/28/26	502000	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/25 - 02/28/26	504000	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/25 - 02/28/26	505000	DONATIONS
ENERGY			NOT APPLICABLE	03/01/25 - 02/28/26	524000	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	527000	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/25 - 02/28/26	531000	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	533000	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	534000	DONATIONS
211			NOT APPLICABLE	03/01/25 - 02/28/26	536000	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	541000	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/25 - 02/28/26	545000	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/25 - 02/28/26	595000	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	40,091,425	93.600	09CH012489-02	03/01/25 - 02/28/26	108000/109000/117000	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042305	08/01/24 - 07/31/25	160024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	375,000	21.009	25VITA0313	10/01/24 - 09/30/25 10/01/25 - 09/30/26	149024 149025	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	25F - 6015	01/01/25 - 12/31/25 01/01/26 - 12/31/26	103025 103026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	11,322,591	93.568	25B-3012	11/1/24 - 6/30/26	122025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	325,163	93.568	24Q-2561	05/01/24 - 05/31/25	122095	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	23J-5716	04/1523 - 05/31/25	122093	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, 2025 THROUGH FEBRUARY 28, 2026

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	123022	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	799,779 1,184,616	93.575	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	117,038 105,401	93.596	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	2,138,716	10.561	23-10317	10/01/24 - 09/30/25	145024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	476,918	10.568/.569	15 - MOU - 00118	10/01/24 - 09/30/25	105000/111000	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	105023-2105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	190,056	10.187	15 - MOU - 00118	00/00/00 - 06/30/25	105023-2106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CITY OF BAKERSFIELD HOME REPAIR SLFRF	839,548	21.027	2024-304	11/20/24-12/31/26	128024	US DEPT OF TREASURY, CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, CITY OF BAKERSFIELD
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	996,918	10.182		04/01/25 - 03/31/26	131023	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218		2/20/25 - 03/31/26	138024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824 1,275,824	21.027		07/01/24 - 06/30/25 07/01/25 - 06/30/26	142024 142025	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	535,242	10.565	MOU-20-6003	10/01/24 - 09/30/25	147024	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	10/01/24 - 09/30/25 10/01/25 - 09/30/26	112024/139024 112025/139025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,760 4,671,207	10.557	22 - 10236	10/01/24 - 09/30/25 10/01/25 - 09/30/26	115024 115025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
HOME ARP - CITY OF BAKERSFIELD	248,852	14.239	2024-308	12/01/24 - 11/30/25	162024	US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG	64,693	10.561	22 - CF - SUB - KERN	10/01/24 - 09/30/25	164024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	TBD	84.412	N/A	07/01/25 - 06/30/26	117000-1005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, 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	191023	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
SJCOE HEADSTART	1,998,719	93.600	N/A	02/01/25 - 01/31/26	157025	U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION
KCCD CERF REGIONAL CONVENER	160,000 93,993	N/A		03/06/23 - 10/31/24 11/14/24 - 10/31/25	208023 208024	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	209023	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	218024	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - RAMKABIR HHAP 4	500,000	N/A	2025-048	03/26/25 - 02/28/26	230025	STATE OF CALIFORNIA, DEPARTMENT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231022	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CALIFORNIA SGC - COMMUNITY RESILENCE CENTER (CRC)	988,752	N/A	0650-SGC24126	01/31/25 - 01/30/27	233025	STATE OF CALIFORNIA, GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION (LCI)
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243023	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	247022	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/24 - 06/30/25	248024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	TBD		N/A	07/01/25 - 06/30/26	258025-1005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528 255,528		N/A	07/01/24 - 06/30/25 07/01/25 - 06/30/26	259024 259025	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
MIGRANT ALTERNATIVE PAYMENT	31,802,685 31,802,685		CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,083,653 2,706,453		CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,198,002		CSPP - 4122	07/01/24 - 06/30/25	258024	STATE OF CALIFORNIA, DEPT OF EDUCATION
	7,612,170		CSPP-5118	07/01/25 - 06/30/26	258025	
MIGRANT CHILD CARE	291,239		CMIG - 4004	07/01/24 - 06/30/25	250024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	293,823		CMIG - 5004	07/01/25 - 06/30/26	250025	
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 4004	07/01/24 - 06/30/25	252024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	44,073		CMSS - 5004	07/01/25 - 06/30/26	252025	
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,723,682		21T-1015	12/01/21 - 09/30/25	234023 234024	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,598,400		494-2024	07/01/24 - 06/30/25 07/01/25 - 06/30/26	270024 270025	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	102,384		333-2024	07/01/24 - 06/30/25	271024	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
	102,384		267-2025	07/01/25 - 06/30/26	271025	
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/24 - 06/30/25	275024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
	2,715,812			07/01/25 - 06/30/26	275025	
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276001	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
	200,000		2022-017	08/01/22 - 01/31/24	276002	
	300,000		2023-302	05/01/23 - 06/30/26	276003	
	200,000		645-2023	12/01/23 - 12/31/25	276013	
	150,000		2023-313	06/01/24 - 10/01/26	276023	
	150,000		2023-320	11/01/24 - 06/30/27	276004	
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/24 - 06/30/25	216024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	10,209			07/01/25 - 06/30/25	216025	
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	261,778		MOU-22-00118	07/01/24 - 05/30/25	216024-2087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/25	216024-2088	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	216022-2102	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	216023-2104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CA FARM TO SCHOOL INCUBATOR GRANT PROGRAM	199,243		24-0888-000-SG	01/01/25 - 12/31/26	267025	STATE OF CALIFORNIA, DEPT OF FOOD AND AGRICULTURE (CDFA)
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277024	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/24 - 06/30/25	288024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799 145,000		2020.2.06 2025.2.02	07/01/24 - 06/30/25 07/01/25 - 06/30/26	281024 281025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/24 - 06/30/25	284024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165 155,000		2020.2.18 2025.2.03	07/01/24 - 06/30/25 07/01/25 - 06/30/26	286024 286025	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	293023	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN HELPLINE 211	45,000			07/01/24 - 06/30/25	389024	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/24 - 06/30/25	366000	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410023	DAY ONE FAMILIES FUND
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE
FEEDING AMERICA - LOCAL CONSULTING	20,000		GR-1622	02/01/25 - 01/31/26	423025	FEEDING AMERICA
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482024	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536000-4230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536000-4231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536000-4232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536000-4234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536000-4235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536000-4235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467025	THE WONDERFUL COMPANY FOUNDATION
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550000	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553000	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2025/26

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/25	n/a				
04/30/25	n/a				
05/31/25	n/a				
06/30/25	n/a				
07/31/25	2,600,000	2,602,758	5	$ 2,758.33	0.5304%
08/31/25	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 AUGUST 31, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(267,947.68)
HEAD START/EARLY HEAD START	3,746,081.00
SJCOE Head Start	57,957.79
SUBTOTAL	**3,536,091.11**
CACFP - San Joaquin	(47,135.42)
SAN JOAQUIN COE GENERAL CHILD CARE	(434,429.47)
MIGRANT CHILD CARE	201,132.38
MIGRANT SPECIALIZED SERVICES	3,285.65
GENERAL CHILD CARE	(277,744.06)
STATE PRESCHOOL	1,442,985.70
SJCOE State Preschool (CSPP)	(3,756.55)
Child Care Facilities	114,084.67
MIGRANT A/P	10,197,459.54
Child Development Reserve Fund No. 1	478,928.57
Child Development Reserve Fund No. 2	90,343.84
SUBTOTAL	**11,765,154.85**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(28,168.04)
EF&S	0.00
EFAP	(312,757.09)
USDA Commodities	(1,071.94)
County of Kern Food Distribution	(110,400.27)
FOOD BANK	(547,100.70)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	44,708.37
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	41,003.22
CDFA Healthy Refrigeration Grant Program (HRGP)	(133,016.76)
SUBTOTAL	**(1,141,169.78)**
ENERGY	(156,398.60)
LIHEAP	(644,892.98)
DOE	315,271.57
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	650,803.43
TRANSFER NEGATIVE BALANCE	0.00
SUBTOTAL	**149,062.43**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(21,795.10)
WIC	(665,299.00)
City of Bakersfield Home Repair SLFRF	(153,328.40)
Local Purchase Assistance (LFPA) USDA	(59,815.07)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(390,865.39)
NEOPB CAL FRESH HEALTHY LIVING	(307,120.78)
IRS - VITA	(32,457.25)
HUD-COORDINATED ENTRY SYSTEM	(18,322.24)
HOME ARP - City of Bakersfield	(88,222.70)
CAL FRESH	(16,007.02)
CalCAPA-Diaper Distribution Pilot	(16,399.46)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(2,723.66)
KCCD CERF REGIONAL CONVENOR	(6,620.33)
KCCD CWDB High Road Training Partnership	26,699.72
City of Bakersfield - FHCC Sports Field	(19,688.00)
California SGC - CRC	(17,596.61)
CALEITC	(233,018.58)
City of Bkfd-Cal VIP Outreach	(25,186.85)
CITY OF BAKERSFIELD CAL VIP	(48,597.03)
CA Farm to School Incubator Grant	(2,692.30)
HOME VISIT INITIATIVE (CO OF KERN)	(584,158.90)
POSITIVE YOUTH DEV SVC	(13,534.18)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(631,327.38)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(167,409.74)
ARG III - Warm Handoff	(112,078.17)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(35,124.50)
FIRST 5 HELP ME GROW	762.57
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(29,995.29)
FIRST 5 KERN 211	0.00
BKRHC-Encampment Resolution	(11,956.18)
Day 1 Families Housing Support	5,120,396.46
Kaiser	(4,410.92)
Kaiser 211 Kern	33,503.01
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	(50,571.85)
California Veterans Assistance Foundation	(201,835.97)
GENERAL FUND	(62,138.71)
DISCRETIONARY FUND	1,642,932.90
SHAFTER YOUTH CENTER	44,660.47
FRIENDSHIP HOUSE	(9,663.91)
EAST KERN FAMILY RESOURCE CENTER	27,629.12
OASIS FAMILY RESOURCE CENTER	47,029.22
211	(42,296.02)
M ST NAVIGATION CENTER	20,455.99
TAX ASSISTANCE	17,924.29
CALAIM HOMELESS PREVENTION SERVICES	488,368.36
CalAIM Enhanced Case Management	(537.62)
CalAIM East Kern Family Resource Center	382,045.18
Veterans Services	6,456.57
CAPK FOUNDATION	(74,978.47)
GAAP FUND	0.22
INDIRECT FUND	2,132,940.07
COST POOLS	1,601.17
Facilities Cost Pools	75,359.94
LESS: ENERGY NEGATIVE BALANCE	0.00
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**6,089,672.03**
TOTAL OPERATING CASH	20,398,810.64

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
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 08/31/25		12,520,332.03
LESS: OUTSTANDING CHECKS	688,666.31	
ADJUSTED BANK BALANCE AT 08/31/25		11,831,665.72
GENERAL LEDGER BALANCE AT 07/31/25		4,199,942.11
ADD: DEPOSITS	2,287,186.98	
US TREAS DRAWDOWNS	3,774,868.04	
FUNDS FROM OTHER GRANTS	11,576,914.06	
TRANSFERS FROM WELLS FARGO	-	
ADP /HEALTH EQUITY REFUND	335.70	
REIMBURSEMENT OF ALTERED PAYEE	12,918.28	
LOAN	-	
LESS: CHECKS	1,366,684.83	
ADP PAYROLL 08/08/25	1,801,692.30	
ADP PAYROLL 08/22/25	2,107,419.33	
EFTS FOR HRA/HSA/ STD/403B	416,725.91	
REC LOAN PRINCIPAL/INT EXPENSES		
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	39,033.62	
BANK FEES		
ACH VOUCHERS	4,288,943.46	
GENERAL LEDGER BALANCE AT 08/31/25		11,831,665.72
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 09/24/2025

APPROVED BY: Tracy Webster Tracy Webster (Sep 24, 2025 09:34:06 PDT) TITLE: Chief Financial Officer DATE: 09/24/2025

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**08/31/25**		**1,318,634.57**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**08/31/25**		**1,318,634.57**

BALANCE PER G/L	**07/31/25**		**1,318,613.62**
ADD:	DEPOSITS	0.00	
	INTEREST	20.95	
	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	**08/31/25**		**1,318,634.57**

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: 09/29/25

APPROVED BY: Tracy Webster (Oct 9, 2025 10:14:45 PDT) TITLE: Chief Financial Officer DATE: 10/09/2025

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**08/31/25**		**1,719,429.69**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**08/31/25**		**1,719,429.69**

BALANCE PER G/L	**07/31/25**		**380,345.67**
ADD: DEPOSITS		1,339,075.77	
INTEREST/WAIVE FEE		8.25	
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	**08/31/25**		**1,719,429.69**

DIFFERENCE: 0.00

PREPARED BY: Naoomi Ibarra TITLE: Accountant DATE: 10/06/25

APPROVED BY: Tracy Webster (Oct 6, 2025 09:10:22 PDT) TITLE: Chief Financial Officer DATE: 10/06/2025

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**08/31/25**		**25,115.63**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**08/31/25**		**25,115.63**
BALANCE PER GENERAL LEDGER	**07/31/25**		**25,115.23**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST/ WAIVE FEE		0.40	
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:	**08/31/25**		**25,115.63**

Difference: **0.00**

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/09/25

APPROVED BY: Tracy Webster (Oct 9, 2025 15:01:49 PDT) TITLE: Chief Financial Officer DATE: 10/09/2025

Community Action Partnership of Kern
Journal Entries
08/31/2025

Initiated By Naomi Ibarra 10/9/2025

Approved By 10/9/2025

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	8/31/2025	1125-410023-4000-100-400-100	0.40	
Interest Income	8/31/2025	4310-410023-4000-100-400-100		0.40
Client Analysis Charge	8/31/2025	6695-410023-4000-100-400-100	868.90	
Restricted Bank Account	8/31/2025	1155-410023-4000-100-400-100		868.90
Restricted Bank Account	8/31/2025	1155-410023-4000-100-400-100	17,968.81	
Donation	8/31/2025	4310-410023-4000-100-400-100		17,968.81
TO REC DAY 1 FAMILIES, INT, & FEES FOR August 2025			18,838.11	18,838.11

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**08/31/25**		**244,010.73**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**08/31/25**		**244,010.73**
BALANCE PER G/L	**07/31/25**		**244,006.85**
ADD: DEPOSITS/WAIVE FEE		0.00	
INTEREST		3.88	
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	**08/31/25**		**244,010.73**
		DIFFERENCE:	0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 09/26/25

APPROVED BY: Tracy Webster (Tracy Webster (Sep 26, 2025 16:57:52 PDT)) TITLE: Chief Financial Officer DATE: 09/26/2025

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**08/31/25**		**1,318,634.57**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**08/31/25**		**1,318,634.57**

BALANCE PER G/L	**07/31/25**		**1,318,613.62**
ADD:	DEPOSITS	0.00	
	INTEREST	20.95	
	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	**08/31/25**		**1,318,634.57**

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: 09/29/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 10/09/2025
Tracy Webster (Oct 9, 2025 10:14:45 PDT)

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

BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2025

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 08/31/25		90,296.32
LESS: OUTSTANDING CHECKS	-	
ADJUSTED BANK BALANCE AT 08/31/25		90,296.32
GENERAL LEDGER BALANCE AT 07/31/25		91,122.45
ADD: DEPOSITS	-	
US TREAS DRAWDOWNS	-	
FUNDS FROM OTHER GRANTS	458,118.95	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	-	
LESS: CHECKS	-	
ADP PAYROLL	-	
ADP PAYROLL	-	
EFTS FOR HRA/HSA/ STD/403B	-	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO CBB	458,118.95	
CREDIT CARD	-	
BANK FEES	826.13	
ACH VOUCHERS	-	
GENERAL LEDGER BALANCE AT 08/31/25		90,296.32
	DIFFERENCE:	(0.00)

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 09/26/2025

APPROVED BY: Tracy Webster Tracy Webster (Sep 26, 2025 16:31:29 PDT) TITLE: Chief Financial Officer DATE: 09/26/2025

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED August 1, 2025 - August 30, 2025

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,437.76
Gloria Barbero	Administrator - EHS San Joaquin	1,783.61
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,154.62
Freddy Hernandez	Director of Youth and Community Services	3,727.37
Lisa McGranahan	Director of Human Resources	1,383.91
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,355.40
Pritika Ram	Chief Business Development Officer	6,424.88
Jeremy Tobias	Chief Executive Officer	3,111.10
Emilio Wagner	Chief Facilities and Technology Officer	2,871.29
Tracy Webster	Chief Financial Officer	1,190.40
Rebecca Moreno	Director of Housing Support Services	3,898.83
Susana Magana	Director of Nutrition Services	7,694.45
Sabrina Jones- Roberts	Administrator - 211	-
	Total	$ 39,033.62

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 08/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/29/2025 07/30/2025	SQ *GLOBAL LEADERSHIP NET GOSQ.COM, IL	**$503.90** $503.90	USD	503.90	Leadership Event for C.Anspach and S. Oates
07/29/2025 07/31/2025	ALBERTSONS #3129 BAKERSFIELD, CA	**$45.25** $45.25	USD	45.25	Snacks for Ad Hoc Committee Meeting
07/30/2025 07/31/2025	CKE*NEW VINTAGE BAR & GRI BAKERSFIELD, CA	**$54.87** $54.87	USD	54.87	Lunch meeting with Bakersfield East Rotary
08/07/2025 08/08/2025	PRINTDIRTCHEAP.COM 866-811-4266, CA	**$5.41** $5.41	USD	5.41	Flyers for KGET Drive
08/12/2025 08/13/2025	URBANE CAFE BAKERSFIEL BAKERSFIELD, CA	**$158.59** $158.59	USD	158.59	Food for KGET Meeting
08/14/2025 08/15/2025	SQ *BAKERSFIELD DECALS BAKERSFIELD, CA	**$100.00** $100.00	USD	100.00	Decals for Apple Can Wall
08/19/2025 08/20/2025	SMART AND FINAL 362 BAKERSFIELD, CA	**$143.94** $143.94	USD	143.94	Seasoning for KGET Drive
08/19/2025 08/20/2025	RESTAURANT DEPOT BAKERSFIELD, CA	**$327.35** $327.35	USD	327.35	Supplies for KGET Drive

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/19/2025 08/21/2025	WALMART.COM 8009256278 800-966-6546, AR	**$22.26** $22.26	USD	22.26	Supplies for KGET Drive
08/21/2025 08/22/2025	KERN TROPHIES BAKERSFIELD, CA	**$51.96** $51.96	USD	51.96	New name tags for Foundation staff
08/21/2025 08/22/2025	LOWES #02424* BAKERSFIELD, CA	**$24.23** $24.23	USD	24.23	Buckets for KGET Drive

Activity Totals	Purchases	Payments
$1,437.76	$1,437.76	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/29/2025 07/30/2025	AMERICAN AIR0012262087680 FORT WORTH, TX	**$493.36** $493.36	USD	493.36	Travel ticket for Gloria Barbero attending 2025 NHSA Fall Leadership Conference 9/15-9/18/25
08/04/2025 08/05/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	Site Supervisor registration for the CCL childcare center Application Online Orientation.
08/05/2025 08/06/2025	IN *ECYCLE PROS INC 209-9244385, CA	**$150.00** $150.00	USD	150.00	Payment for the removal/Pickup of the old HP printers from Admin office.
08/20/2025 08/21/2025	HAWAIIAN AI 1732315081032 HONOLULU, HI	**$796.40** $796.40	USD	796.40	Travel ticket for Gloria Barbero attending the HS West 2025 Family Engagement Conference on 10/13-10/17/25
08/20/2025 08/21/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$289.00** $289.00	USD	289.00	Deposit for Hotel stay at the Sherton Maui Resort for Gloria Barbero attending the HS West 2025 Family Engagement Conference on 10/13-10/17/25

Activity Totals	Purchases	Payments
$1,783.61	$1,783.61	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
08/05/2025 08/07/2025	JAKES ORIGINAL TEX-MEX CA BAKERSFIELD, CA	**$1,304.53** $1,304.53	USD	1,304.53	108000@36%=$469.63/109000@64%=$834.90 Lunch for 2025-26 School Year Launch Meeting on 8/5/2025
08/13/2025 08/14/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	117000@100%=$54.85 Registration for CDSS Community Care Licensing CCC Application Orientation for Tina Moua @ Gianone
08/13/2025 08/14/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	117000@100%=$4.85 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Tina Moua @ Gianone
08/13/2025 08/14/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	108000@32%=$17.55/109000@68%=$37.30 Registration for CDSS Community Care Licensing CCC Application Orientation for Shawana Mark @ MJM
08/13/2025 08/14/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	108000@32%=$1.55/109000@68%=$3.30 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Shawana Marks @ MJM
08/14/2025 08/18/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	108000@32%=$1.55/109000@68%=$3.30 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Shawna Marks @ MJM
08/15/2025 08/18/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$289.00** $289.00	USD	289.00	108000@36%=$104.04/109000@64%=$184.96 Lodging Deposit for HS West 2025 Family Engagement Conf. in Maui, HI on 10/13-10/17- Elsa Navarrete
08/15/2025 08/18/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$289.00** $289.00	USD	289.00	108000@31%=$89.59/109000@56%=$161.84/117000@13%=$37.57 Lodging Deposit for HS West 2025 Family Engagement Conf. in Maui, HI on 10/13-10/17- Yolanda Gonzales
08/16/2025 08/18/2025	CANVA* I04610-11865782 CANVA.COM, DE	**$300.00** $300.00	USD	300.00	108000@31%=$93/109000@56%=$168/117000@13%=$39 CANVA Software Support Services Yearly Renewal for Yolanda Gonzales

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
08/21/2025 08/22/2025	AMERICAN AIR0012268390703 FORT WORTH, TX	**$909.97** $909.97	USD	909.97	108000@36%=$327.59/109000@64%=$582.38 AA Flight for NHSA Fall Leadership Institute in Washington, DC on Sept. 15th-18th for Elsa N.
08/21/2025 08/22/2025	AMERICAN AIR0012268373403 FORT WORTH, TX	**$909.97** $909.97	USD	909.97	108000@31%=$282.09/109000@56%=$509.58/117000@13%=118.30 AA Flight for NHSA Fall Leadership Institute in Washington, DC on Sept. 15th-18th for Yolanda G.
08/21/2025 08/22/2025	AMERICAN AIR0010633438027 FORT WORTH, TX	**$27.90** $27.90	USD	27.90	108000@31%=$8.65/109000@56%=$15.62/117000@13%=$3.63 AA Flight Isle seat purchase for NHSA Fall Leadership Institute in Washington, DC on Sept. 15th-18th for Yolanda G.

Activity Totals	Purchases	Payments
$4,154.62	$4,154.62	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/30/2025 07/30/2025	AMERICAN AIR0012262242401 FORT WORTH, TX	**$747.96** $747.96	USD	747.96	Freddy Hernandez will be attending the NASCSP 2025 Annual Training Conference in Chicago Illinois. This charge is for his flight.
08/06/2025 08/07/2025	AMERICAN AIR0012264451125 FORT WORTH, TX	**$547.97** $547.97	USD	547.97	Sulema Garcia will be attending the 2025 Prosperity Summit in Washington DC. This charge is for her flight.
08/06/2025 08/07/2025	AMERICAN AIR0012264457955 FORT WORTH, TX	**$547.97** $547.97	USD	547.97	Jayshree Madeka will be attending the 2025 Prosperity Summit in Washington DC. This charge is for her flight.
08/07/2025 08/07/2025	AMERICAN AIR0012264466802 FORT WORTH, TX	**$547.97** $547.97	USD	547.97	Andrea Chavez will be attending the 2025 Prosperity Summit in Washington DC. This charge is for her flight.
08/12/2025 08/13/2025	ALBERTSONS.COM #1347 877-505-4040, CA	**$35.50** $35.50	USD	35.50	Anna Saavedra purchased water and juice drinks for the children in the First 5 program
08/14/2025 08/15/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Freddy Hernandez will be attending the CalCAPA conference in Indian Wells, Ca. This charge is for the registration.

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/15/2025 08/18/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Jacqueline Guerra will be attending the CalCAPA conference in Indian Wells, Ca. This charge is for the registration.

Activity Totals	Purchases	Payments
$3,727.37	$3,727.37	$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

000211890 01 SP 106481489416879 S
LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
08-06	08-07	77738	EZCATER*WEST COAST SOU 800-488-1803 MA	288.10	Lunch for 08/06/2025 Personnel Committee meeting
08-10	08-11	62372	BIOMETRICS4ALL 714-5689888 CA	10.50	LiveScan for pre-employment
08-15	08-18	42630	SAFETY HOLDINGS 888-9472622 NM	1,085.31	Driver monitoring services

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER
4807-9501-2963-7461

STATEMENT DATE:
08/25/25

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	1,383.91

Cardholder Activity

Name: JERRY MEADE **Account Number:** **3950 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/25/2025 07/28/2025	KAPLAN EARLY LEARNING COM 800-3342014, NC	**$149.00** $149.00	USD	149.00	Kaplan training provided for Partnership Coordinator
08/21/2025 08/22/2025	HAWAIIAN AI 1732315100559 HONOLULU, HI	**$917.40** $917.40	USD	917.40	Airfare for Assistant Director attending 2025 Head Start West Family Engagement Conference
08/22/2025 08/25/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$289.00** $289.00	USD	289.00	Hotel Reservation for Assistant Director attending 2025 Head Start West Family Engagement Conference. one night charged as hold

Activity Totals	Purchases	Payments
$1,355.40	$1,355.40	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
08/06/2025 08/07/2025	GRUBHUB*PANDAEX PRESS GRUBHUB.COM, NY	**$194.46** $194.46	USD	194.46	Audit & Pension Committee Lunch
08/13/2025 08/14/2025	GRUBHUB*SBARRO GRUBHUB.COM, NY	**$216.76** $216.76	USD	216.76	Budget & Finance Committee Lunch
08/15/2025 08/18/2025	GRUBHUB*DEWARSC ANDYSHO GRUBHUB.COM, NY	**$17.18** $17.18	USD	17.18	Accidental Purchase on Tracy's Card- Amount Paid to AR from Glyn
08/22/2025 08/22/2025	AMERICAN AIR0012268442051 FORT WORTH, TX	**$381.00** $381.00	USD	381.00	American Airlines Changed initial fight purchased. We plan to request a refund
08/22/2025 08/22/2025	AMERICAN AIR0012268442053 FORT WORTH, TX	**$381.00** $381.00	USD	381.00	American Airlines Changed initial fight purchased. We plan to request a refund

Activity Totals	Purchases	Payments
$1,190.40	$1,190.40	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 08/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/24/2025 07/28/2025	OFFICEMAX/DEPOT 6235 BAKERSFIELD, CA	**$67.20** $67.20	USD	67.20	Mailing labels for Shafter Youth Center Letters
07/28/2025 07/29/2025	CHEVRON 0373623 DUBLIN, CA	**$143.05** $143.05	USD	143.05	Fuel for car rental to Stockton, CA for Head Start Planning for SJV Ribbon Cutting
07/29/2025 07/30/2025	NENA S MEXICAN CUISINE STOCKTON, CA	**$162.85** $162.85	USD	162.85	Lunch for Head Start Planning SJC Ribbon cutting in Stockton, CA
07/29/2025 07/31/2025	HILTON HOTELS 209-9579090, CA	**$380.92** $380.92	USD	380.92	Hotel stay for Arnoldo Galindo, Stockton, CA Planning for SJV Head Start Ribbon Cutting
07/29/2025 07/31/2025	HILTON HOTELS 209-9579090, CA	**$380.92** $380.92	USD	380.92	Hotel stay for Pritika Ram, Stockton, CA Planning for SJV Head Start Ribbon Cutting
07/29/2025 07/31/2025	HILTON HOTELS 209-9579090, CA	**$380.92** $380.92	USD	380.92	Hotel stay for TiYonna Mitchell Stockton, CA Planning for SJV Head Start Ribbon Cutting
07/29/2025 07/31/2025	HILTON HOTELS 209-9579090, CA	**$380.92** $380.92	USD	380.92	Hotel stay for Savannah Oates, Stockton, CA Planning for SJV Head Start Ribbon Cutting
07/30/2025 07/30/2025	CHEVRON 0380243 BAKERSFIELD, CA	**$93.51** $93.51	USD	93.51	Fuel for car rental to Stockton, CA for Head Start Planning for SJV Ribbon Cutting
07/30/2025 07/31/2025	ENTERPRISE RENT-A-CAR BAKERSFIELD, CA	**$828.31** $828.31	USD	828.31	Car rental to Stockton, CA for Head Start Planning for SJV Ribbon Cutting

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/31/2025 07/31/2025	EZCATER*ALBERTSONS 800-488-1803, MA	**$169.39** $169.39	USD	169.39	City of Bakersfield TCC Partner Meeting
08/02/2025 08/04/2025	SACBEE SUBSCRIPTION 800-284-3233, CA	**$359.99** $359.99	USD	359.99	Annual news channel subscription
08/08/2025 08/11/2025	EZCATER*ALBERTSONS 800-488-1803, MA	**$297.61** $297.61	USD	297.61	Bakersfield Applied Leadership Program Grad Ceremony Food
08/08/2025 08/11/2025	ALBERTSONS #0358 BAKERSFIELD, CA	**$62.53** $62.53	USD	62.53	Bakersfield Applied Leadership Program Grad Ceremony Drinks and Desser
08/08/2025 08/11/2025	ALBERTSONS #0358 BAKERSFIELD, CA	**$86.51** $86.51	USD	86.51	Bakersfield Applied Leadership Program Grad Ceremony Decorations
08/11/2025 08/12/2025	24TH STREET CAFE BAKERSFIELD, CA	**$232.55** $232.55	USD	232.55	Planning Breakfast meeting for 2026 Staff Development Day
08/12/2025 08/13/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Registration fee for Karen Vazquez, CalCAPA conference in Indian Wells Nov.3-Nov. 6
08/12/2025 08/13/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Registration fee for Bradley Fergon, CalCAPA conference in Indian Wells Nov.3-Nov. 6
08/14/2025 08/15/2025	EZCATER*FLAME SKEWERS 800-488-1803, MA	**$280.58** $280.58	USD	280.58	KAN and Consultant Planning meeting hosted by CAPK

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/19/2025 08/21/2025	EXECUTIVE INN AND SUIT OAKLAND, CA	**$369.50** $369.50	USD	369.50	Hotel stay in Oakland, CA for P. Ram. 211 Board Retreat 8/17-8/19
08/20/2025 08/21/2025	FACEBK *AEAZMY4FM2 650-5434800, CA	**$447.62** $447.62	USD	447.62	Social media boost for the KCCD grant and Feeding Families First Event

Activity Totals	Purchases	Payments
$6,424.88	$6,424.88	$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

000211888 01 SP 106481489416877 S
JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
08-02	08-04	79976	CHEVRON 0380243 BAKERSFIELD CA	80.29	
08-07	08-08	29757	CALCAPA* CALCAPA WWW.CALCAPA.O CA	650.00	
08-07	08-08	06252	CALCAPA* CALCAPA WWW.CALCAPA.O CA	650.00	
08-08	08-11	85369	ANDIAMO DETROIT RIVERFRON 877-8144102 MI	350.00	
08-15	08-18	35141	CALCAPA* CALCAPA WWW.CALCAPA.O CA	650.00	
08-15	08-18	84367	CHEVRON 0380243 BAKERSFIELD CA	81.83	
08-20	08-21	75732	PY *FOOD-EX 214-111-1111 CA	541.08	
08-23	08-25	60176	PP*METRO CAB OF GRAND RAP TAYLOR MI	74.91	
08-23	08-25	01761	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:

08/25/25

BILLING OFFICE ACCOUNT NUMBER
4807-9545-5000-8028
BILLING OFFICE CONTACT AND ADDRESS
COMMUNITY ACTION-PYSLC
TRACY WEBSTER
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

ACCOUNT SUMMARY

PURCHASES, FEES & ADJUSTMENTS	0.00
CHECKS/CASH ADVANCES	.00
CREDITS	.00
STATEMENT TOTAL	3,111.10

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

000211891 01 SP 106481489416880 S
EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

MESSAGES:

TRAN DATE	POST DATE	REF #	TRANSACTION DESCRIPTION	AMOUNT	-NOTATION-
08-09	08-11	27086	MICROSOFT-G105838187 800-6427676 WA	1,653.63	**Microsoft Azure Standard Monthly Bill**
08-19	08-19	10204	MINDBODY, INC. WWW.MINDBODYO CA	578.65	**Monthly Subscription**
08-18	08-19	80772	SP PERIGEEDIRECT.COM PERIGEEDIRECT TX	96.99	**Tie-down kit**
08-20	08-21	18629	MSFT * E0400X01CF MSBILL.INFO WA	542.02	**Microsoft Azure Virtual Network Monthly Bill**

ACCOUNTING CODE

SIGNATURE/APPROVAL

CUSTOMER SERVICE CALL

800-344-5696

CARD ACCOUNT NUMBER

4807-9501-3467-0150

STATEMENT DATE:

08/25/25

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	2,871.29

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** Open

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
07/25/2025 07/28/2025	CIBHS 916-556-3480, CA	**$650.00** $650.00	USD	650.00	Conference Reigstration fee for Nicole Roberson to attend Evidence-Based Practices and Community-defined Evidence Practices 6645-277024-4000-100-480-215
07/29/2025 07/30/2025	SQ *HIGHLAND DONUTS BAKERSFIELD, CA	**$35.90** $35.90	USD	35.90	Food for Bakersfield-Kern Regional Homeless Collaborative Meeting 6685-550000-4000-100-480-215
07/30/2025 07/31/2025	SJVHC.ORG WWW.SJVHC.ORG, CA	**$282.43** $282.43	USD	282.43	Conference Registration for Nicole Roberson to attend San Joaquin Valley Affordable Housing Summit 6645-277024-4000-100-480-215
08/09/2025 08/11/2025	SECURCARE SELF STORAGE 661-3227834, CA	**$293.00** $293.00	USD	293.00	Monthly storage fee for Housing and Supporitive Services 6660-550000-4000-120-480-215
08/14/2025 08/15/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Registration fee for Jamie Lujan to attend CalCAPA conference 6645-277024-4000-100-480-215
08/14/2025 08/15/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Registration fee for Raul Jimenez to attend CalCAPA conference 6645-917000-4000-100-480-215
08/14/2025 08/18/2025	0424 - VAGABOND INN - SOU BAKERSFIELD, CA	**$687.50** $687.50	USD	687.50	CalAim client hotel room for R. Elmore for the dates August 14-25, 2025 7137-550000-4000-120-480-215

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/15/2025 08/18/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	Registration fee for Rebecca Moreno to attend CalCAP Conf. 6645-918000-4000-100-480-215

Activity Totals	Purchases	Payments
$3,898.83	$3,898.83	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 08/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/26/2025 07/28/2025	ADTSECURITY MYADT.COM 800-238-2727, FL	**$96.42** $96.42	USD	96.42	Alarm set-up fee, new contract Fresno County 6630-261025-1000-120-180-601
07/28/2025 07/29/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$37.34** $37.34	USD	37.34	Purchase of special diet/milks 7145-112024-2000-120-240-115
07/28/2025 07/29/2025	TARGET 00013847 BAKERSFIELD, CA	**$19.45** $19.45	USD	19.45	Purchase of special diet/milks 7145-112024-2000-120-240-115
07/29/2025 07/30/2025	TEXTEDLY TEXTEDLY.COM, CA	**$317.00** $317.00	USD	317.00	Monthly Text Service subsrciption for CSFP 6605-147024-2000-120-210-135
07/29/2025 07/30/2025	PY *FOOD-EX 214-111-1111, CA	**$589.79** $589.79	USD	589.79	Feeding America/City Serve Lunch 6685-504000-2000-120-210-135
07/30/2025 07/30/2025	ADT MOBILITY/ECOMM 800-238-2727, FL	**$45.05** $45.05	USD	45.05	Alarm fee Fresno County 6630-2610251000-120-180-601
07/30/2025 07/31/2025	DRI*UPRINTING 888-8884211, CA	**$848.33** $848.33	USD	848.33	Regional Breastfeeding Liaison (RBL) printing 6675-115024-2001-171-220-155
07/30/2025 08/01/2025	BCD MEETINGS & INCENTI 312-705-2203, GA	**$695.00** $695.00	USD	695.00	Conference registration for Jeffrey Marsh to attend SONA Conference in Dallas, TX 6645-504000-2001-120-210-135

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
07/31/2025 08/01/2025	AMERICAN AIR0012262718291 FORT WORTH, TX	**$886.27** $886.27	USD	886.27	Airfare for Jeffrey Marsh to attend SONA Conference in Dallas, TX 6120-504000-2001-120-210-135
07/31/2025 08/01/2025	TST*WEST COAST SOURDOUGH 916-812-2515, CA	**$371.45** $371.45	USD	371.45	Purchase of food for Team Training Meeting 6305-261025-1000-120-180-601
07/31/2025 08/04/2025	MARRIOTT DESERT SPRING PALM DESERT, CA	**$695.42** $695.42	USD	695.42	Hotel cost for Jeffrey Marsh while attending SONA Conference in Dallas, TX 6120-504000-2001-120-210-135
08/04/2025 08/05/2025	TARGET 00025247 BAKERSFIELD, CA	**$161.94** $161.94	USD	161.94	Purchase of Special Diet Foods/Milk 7145-112024-2000-120-240-115
08/04/2025 08/06/2025	FOODMAXX #453 BAKER BAKERSFIELD, CA	**$60.10** $60.10	USD	60.10	Purchase of Special Diet Foods/Milk 7145-112024-2000-120-240-115
08/05/2025 08/06/2025	WALMART.COM 8009256278 800-966-6546, AR	**$79.98** $79.98	USD	79.98	Water for outreach events/staff use at Fresno County new MCAP Office 6305-261025-1000-120-180-601
08/05/2025 08/06/2025	WALMART.COM 8009256278 800-966-6546, AR	**$101.76** $101.76	USD	101.76	Purchase of Special Diet Foods/Milk 7145-112024-2000-120-240-115
08/08/2025 08/11/2025	MAGNOLIA HOTEL HOUSTON HOUSTON, TX	**($223.47)** ($223.47)	USD	(223.47)	Credit for hotel cost for Kelly Lowery while attending Community Food Bank Meeting 6120-504000-2001-120-210-135

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/08/2025 08/11/2025	MAGNOLIA HOTEL HOUSTON HOUSTON, TX	**$19.43** $19.43	USD	19.43	Hotel Cost (partial cost for Kelly Lowery while attending SONA Conference in Houston, TX 6120-504000-2001-120-210-135
08/08/2025 08/11/2025	MAGNOLIA HOTEL HOUSTON HOUSTON, TX	**$209.43** $209.43	USD	209.43	Hotel Cost for Kelly Lowery while attending SONA Conference in Houston, TX 6120-504000-2001-120-210-135
08/12/2025 08/13/2025	GLOBAL ONLINE LEARNING 604-681-2153, BC	**$145.00** $145.00	USD	145.00	Registration for Gold Tongue-Tie Symposium for Alahe Yazdanipour 6680-115024-2130-171-220-155
08/12/2025 08/13/2025	GLOBAL ONLINE LEARNING 604-681-2153, BC	**$145.00** $145.00	USD	145.00	Registration for Gold Tongue-Tie Symposium for Marissa Ortiz-Cortez 6680-115024-2130-171-220-155
08/12/2025 08/13/2025	GLOBAL ONLINE LEARNING 604-681-2153, BC	**$145.00** $145.00	USD	145.00	Registration for Gold Tongue-Tie Symposium for Helen Villarino-Wright 6680-115024-2130-171-220-155
08/12/2025 08/14/2025	BCD MEETINGS & INCENTI 312-705-2203, GA	**$465.00** $465.00	USD	465.00	Registration for Feeding America Fall Forum in Chicago, IL for Kelly Lowery 6645-504000-2001-120-210-135
08/15/2025 08/18/2025	HYATT REGENCY DALLAS 2146511234, TX	**$665.10** $665.10	USD	665.10	Hotel Cost for Jeffrey Marsh while attending SONA Conference in Dallas, TX
08/19/2025 08/19/2025	AMERICAN AIR0012267551124 FORT WORTH, TX	**$164.98** $164.98	USD	164.98	Flight for Kelly Lowery to Chicago, IL to attend Feeding America Fall Forum

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
08/19/2025 08/19/2025	AMERICAN AIR0012267558848 FORT WORTH, TX	**$492.18** $492.18	USD	492.18	Return flight for Kelly Lowery from attending Fall Forum Conf in Chicago, IL (traveler is going to Milwaukee, paying for transportation/hotel and flying back to BFL)
08/19/2025 08/20/2025	PAYPAL *CAND 949-683-4143, CA	**$200.00** $200.00	USD	200.00	Cost for posting job listing for WIC Supervisor RD required 6625-115024-2001-120-220-115
08/19/2025 08/20/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$57.99** $57.99	USD	57.99	Purchase of Special Diet Foods/Milk 7145-112024-2000-120-240-115
08/19/2025 08/20/2025	WALMART.COM 8009256278 800-966-6546, AR	**$203.51** $203.51	USD	203.51	Purchase of Special Diet Foods/Milk 7145-112024-2000-120-240-115

Activity Totals	Purchases	Payments
$7,694.45	$7,694.45	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 08/25/2025

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:** _____

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (6 OF 12 MONTHS OR 50.0%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	681,220	41.8%	948,965
Head Start Subsidy	1,405,385	768,715	54.7%	636,670
Total Revenue	3,035,570	1,449,935	47.8%	1,585,635
Expenditures (Note B)				
Salaries	923,953	379,240	41.0%	544,713
Benefits	319,677	140,717	44.0%	178,960
Vehicle Gasoline, Repair/Maintenance	51,300	30,100	58.7%	21,200
Space Costs	121,700	112,265	92.2%	9,435
Supplies - Office & Food Service	156,000	30,685	19.7%	125,315
Equipment Repair/Maintenance & Lease	11,000	12,634	114.9%	(1,634)
Communication	13,000	4,785	36.8%	8,215
Risk Insurance	12,700	16,901	133.1%	(4,201)
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	544,823	47.5%	602,824
Sub Total	2,758,577	1,272,600	46.1%	1,485,977
Adult Meals Prepared	128,794	92,156	71.6%	36,638
Indirect	148,199	85,179	57.5%	63,020
Total Expenditures	3,035,570	1,449,935	47.8%	1,585,635

	Prior Period	AUGUST 2025	Cumulative
Total Meals Prepared and Vended (Note C)	269,649	56,792	326,441
Total Meals Claimed	186,013	33,703	219,716
Difference	83,636	23,089	106,725

Percentage Claimed to Prepared/Vended		59.3%	67.3%

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 2025/26 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/25 - 6/30/26 (2 OF 12 MONTHS = 16.67%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5068)														
Adjusted Days of Enrollment - Certified	10,499	10,062	-	-	-	-	-	-	-	-	-	-	20,561	
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	$ 541,202	$ 518,703	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,059,905	**26.52%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.09%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**99.09%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5118)														
Adjusted Days of Enrollment - Certified	7,002	9,193	-	-	-	-	-	-	-	-	-	-	16,195	
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	$ 387,028	$ 508,094	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 895,122	**11.76%**
Maximum Reimburseable Amount (MRA)													**$7,612,170**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.35%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.35%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
MIGRANT CHILD CARE (CMIG-5004)														
Adjusted Days of Enrollment - Certified	-	-	-	-	-	-	-	-	-	-	-	-	0	
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$293,823**	
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 2025/26 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/25 - 6/30/26 (2 OF 12 MONTHS = 16.67%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5XXX)														
Adjusted Days of Enrollment - Certified	4,676	5,001	-	-	-	-	-	-	-	-	-	-	9,677	
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	$ 228,392	$ 244,230	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 472,622	**15.71%**
Maximum Reimburseable Amount (MRA)													**$3,008,544**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.58%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.58%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5XXX)														
Adjusted Days of Enrollment - Certified	-	2,541	-	-	-	-	-	-	-				2,541	
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	$ -	$ 124,842	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 124,842	**5.55%**
Maximum Reimburseable Amount (MRA)													**$2,250,612**	
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 2025/26 Cooperative Agreement with the San Joaquin County Office of Educatio

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/25 - 6/30/26 (2 OF 12 MONTHS = 16.67%)

Contract CMAP-5000	July 2025	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total	%	% Earned to MRA
Provider Payments	$ 1,799,376	$ 1,954,173	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,753,549		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 1,799,376	$ 1,954,173	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,753,549	80.92%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**12.77%**
Administration & Support Services Revenue															
Provider Payments	$ 1,799,376	$ 1,954,173	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,753,549		
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	$ 478,315	$ 519,464	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 997,780		
Program Administration/Support Services Costs	210,725	256,724	-	-	-	-	-	-	-	-	-	-	467,448	10.08%	
Indirect (10% x MTDC) Costs	198,864	218,963	-	-	-	-	-	-	-	-	-	-	417,827	9.01%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,588	$ 475,687	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	885,275	19.08%	
Revenue Earned Over/(Under) Costs	$ 68,727	$ 43,777	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	112,504		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,208,964	$ 2,429,860	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	4,638,824	100.00%	

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

Provider payments	3,753,549
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	997,780

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%

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

Services: Overall financial and accounting functions of the organization

Activities	August 2025		Year to Date 03/1/25 - 08/31/25	
Description	**Number**	**Amount**		**Amount**
Bank/Wire Deposits	24	2,287,187	427	46,321,621
Vendor Checks Issued	1,584	5,685,956	10,129	44,083,269
Payroll Disbursed		3,909,112		27,143,773
Grant Reports Prepared	40		240	
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	500	50	450	1,993
Contracts	34	3	31	130
Leases	7	1	7	28
Requests for Proposals	15	1	13	51

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	25,377,207
Cash - Vacation Reserve	1,107,758
Petty Cash	-
Accounts Receivable	9,329,530
Travel Advance	6,910
Prepaid Expense	895,466
Inventory	4,851,792
Net Fixed Assets - Unrestricted	9,556,452
Net Fixed Assets - Restricted	41,042,599
Operating lease ROU	4,493,179
Total Assets	96,660,894
LIABILITES AND NET ASSETS	
Accounts Payable	6,164,310
Accrued Expenses	4,101,294
Accrued Vacation	2,201,945
Line of Credit	-
Note Payable	7,629,178
Advance Payable	3,890,350
Deferred Revenue	16,523,054
Operating Lease Liability	4,511,411
Total Liabilites	45,021,542
Total Net Assets	51,639,353
Total Liabilities and Net Assets	96,660,895

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025

REVENUE	
Grant Revenue	137,819,710
Donations	41,364,481
Other Revenue	2,026,996
In-Kind	65,488
Total Revenue	181,276,675
EXPENDITURES	
Salaries	47,593,937
Benefits	15,542,023
Travel	734,942
Space Costs	10,553,941
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	175,754,338
Net Change in Assets	5,522,337
Net Assets, beginning	46,117,016
Net Assets, ending	51,639,353

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF AUGUST 31, 2025

ASSETS	
Cash in Bank	20,398,811
Cash - Vacation Reserve	1,318,591
Petty Cash	-
Accounts Receivable	5,586,299
Travel Advance	29,648
Prepaid Expense	1,075,184
Inventory	4,758,450
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	40,675,798
Operating lease ROU	4,493,179
Total Assets	87,442,573
LIABILITES AND NET ASSETS	
Accounts Payable	3,995,807
Accrued Expenses	(221,417)
Accrued Vacation	1,257,052
Line of Credit	-
Note Payable	7,451,777
Advance Payable	1,012,527
Deferred Revenue	18,536,331
Operating Lease Liability	4,511,411
Total Liabilites	36,543,488
Total Net Assets	50,899,086
Total Liabilities and Net Assets	87,442,573

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2025 TO AUGUST 31, 2025

REVENUE	
Grant Revenue	61,679,812
Donations	251,148
Other Revenue	5,954,432
In-Kind	8,183,274
Total Revenue	76,068,667
EXPENDITURES	
Salaries	23,853,910
Benefits	8,858,430
Travel	465,533
Space Costs	6,299,499
Supplies	2,414,862
Consultant/Contract Services	2,709,567
Other Costs	2,481,186
Program Costs	16,097,392
Capital Expenditures	5,410
Indirect	5,439,871
In-Kind	8,183,274
Total Expenditures	76,808,935
Net Change in Assets	(740,268)
Net Assets, beginning	51,639,353
Net Assets, ending	50,899,086

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,648,986	21,731,508	30,917,478	41%
BENEFITS	16,057,706	8,038,444	8,019,262	50%
TRAVEL	1,169,206	391,724	777,482	34%
SPACE COST	8,189,839	4,272,182	3,917,657	52%
SUPPLIES	2,243,864	1,995,351	248,513	89%
EQUIPMENT	-	5,410	(5,410)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	1,773,454	2,948,543	38%
OTHER COSTS	3,481,549	1,838,445	1,643,104	53%
PROGRAM COSTS	32,585,152	15,996,672	16,588,480	49%
INDIRECT	11,637,040	6,330,532	5,306,508	54%
TOTAL	132,735,339	62,373,723	70,361,616	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	15,998,423	23,001,501	41%
BENEFITS	11,690,857	5,982,066	5,708,791	51%
TRAVEL	836,996	216,733	620,263	26%
SPACE COST	3,757,138	2,508,298	1,248,840	67%
SUPPLIES	1,649,146	1,303,599	345,547	79%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,407,736	703,464	704,272	50%
OTHER COSTS	1,688,881	765,781	923,100	45%
PROGRAM COSTS	28,405,475	14,268,128	14,137,347	50%
INDIRECT	8,755,735	4,766,379	3,989,356	54%
TOTAL	97,191,888	46,512,872	50,679,016	48%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	1,752,769	3,334,080	34%
BENEFITS	1,666,602	607,373	1,059,229	36%
TRAVEL	115,667	115,546	121	100%
SPACE COST	733,727	622,604	111,123	85%
SUPPLIES	199,399	379,902	(180,503)	191%
EQUIPMENT	-	5,410	(5,410)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	441,367	511,537	46%
OTHER COSTS	614,558	329,892	284,666	54%
PROGRAM COSTS	3,061,030	1,070,959	1,990,071	35%
INDIRECT	1,067,671	551,625	516,046	52%
TOTAL	13,498,407	5,877,447	7,620,960	44%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	1,141,352	1,885,278	38%
BENEFITS	966,559	399,425	567,134	41%
TRAVEL	80,650	10,666	69,984	13%
SPACE COST	253,000	198,254	54,746	78%
SUPPLIES	136,000	47,667	88,333	35%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	418,441	1,659,690	20%
OTHER COSTS	563,693	279,893	283,800	50%
PROGRAM COSTS	302,662	190,175	112,487	63%
INDIRECT	740,732	304,066	436,666	41%
TOTAL	8,148,057	2,989,939	5,158,118	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	2,295,418	1,986,692	54%
BENEFITS	1,347,365	806,932	540,433	60%
TRAVEL	66,742	50,584	16,158	76%
SPACE COST	3,195,293	952,681	2,242,612	30%
SUPPLIES	208,638	242,853	(34,215)	116%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	277,476	195,383	82,093	70%
OTHER COSTS	447,277	272,958	174,319	61%
PROGRAM COSTS	812,985	456,355	356,630	56%
INDIRECT	852,469	606,313	246,156	71%
TOTAL	11,490,355	5,879,478	5,610,877	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	392,337	557,975	41%
BENEFITS	282,380	201,932	80,448	72%
TRAVEL	43,851	(2,165)	46,016	-5%
SPACE COST	253,681	98,448	155,233	39%
SUPPLIES	31,831	7,993	23,838	25%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	35	5,715	1%
OTHER COSTS	51,480	29,826	21,654	58%
PROGRAM COSTS	3,000	10,335	(7,335)	345%
INDIRECT	169,042	64,029	105,013	38%
TOTAL	1,791,327	802,770	988,557	45%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 08-31-25 (50.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	151,208	151,953	50%
BENEFITS	103,943	40,716	63,227	39%
TRAVEL	25,300	359	24,941	1%
SPACE COST	(3,000)	(108,103)	105,103	3603%
SUPPLIES	18,850	13,336	5,514	71%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	14,765	(14,765)	Not budgeted
OTHER COSTS	115,660	160,096	(44,436)	138%
PROGRAM COSTS	-	720	(720)	0%
INDIRECT	51,391	38,120	13,271	74%
TOTAL	615,305	311,216	304,089	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 02/28/26 (6 OF 12 MONTHS = 50.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 6,330,532**	**54.4%**	**$ 5,306,508**
Expenditures				
Salaries	6,185,191	2,381,325	38.5%	3,803,866
Benefits @ 23.6% actual	1,946,896	773,149	39.7%	1,173,747
Total Personnel Costs	8,132,087	3,154,474	38.8%	4,977,613
Operating Costs				
Travel	113,200	71,073	62.8%	42,127
Space Costs	459,000	369,300	80.5%	89,700
Supplies	270,486	159,299	58.9%	111,187
Equipment	-	-	0.0%	-
Consultant/Contract	1,254,700	871,486	69.5%	383,214
Other Operating Costs	713,015	435,123	61.0%	277,892
Total Operating Costs	2,810,401	1,906,281	67.8%	904,120
Total Expenditures	**$ 10,942,488**	**$ 5,060,755**	**46.2%**	**$ 5,881,733**
Excess (Deficit) Indirect Revenue	**$ 694,552**	**$ 1,269,777**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,682,171	$ 616,027	36.6%	$ 1,066,144
Operations	3,779,805	1,918,722	50.8%	1,861,083
Executive	749,484	429,124	57.3%	320,360
Finance	3,354,458	1,545,079	46.1%	1,809,379
Community Development	1,376,570	550,320	40.0%	826,250
	$ 10,942,488	$ 5,060,755	46.2%	$ 5,881,733

Prepared Date: 10/13/25

Community Action Partnership of Kern (CAPK)

Check register

Company name: Community Action Partnership of Kern (CAPK)

Report name: Check register

Created on: 10/14/2025

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	8/4/2025	V04750--GABRIELA PAULETTE PERZA	304442	2,168.32
	8/5/2025	V04752--DAVID POGOSYAN	304470	1,800.00
	8/5/2025	V03773--MARIA A VALENCIA	304496	307.44
	8/5/2025	V01819--CENTRAL CAL MANAGEMENT, INC	304459	3,100.00
	8/5/2025	V00160--CALIFORNIA DEPT OF EDUCATION	304453	164,278.00
	8/5/2025	V04752--DAVID POGOSYAN	304469	2,100.00
	8/5/2025	V03098--GEAHI GREEN GARDENS LP	304479	550.00
	8/5/2025	V04596--RENAISSANCE AT BAKER LP	304510	776.40
	8/5/2025	V00864--SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRI	304514	143.00
	8/5/2025	V00103--BAKERSFIELD FALSE ALARM RECOVERY PROGRAM	304449	15.00
	8/5/2025	V00370--FEDEX	304477	56.46
	8/5/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	304499	392.55
	8/5/2025	V01026--VARNER & SON INC	304528	691.69
	8/5/2025	V00799--PRICE DISPOSAL	304506	510.62
	8/5/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	304486	19,833.58
	8/5/2025	V03360--TERESA LARA	304524	30.80
	8/5/2025	V03746--LISETTE VAZQUEZ	304493	25.20
	8/5/2025	V03547--CASSANDRA WORTHY	304457	100.80
	8/5/2025	V04620--ADRIANA AREVALO	304443	240.10
	8/5/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	304529	1,422.40
	8/5/2025	V00801--PRODUCERS DAIRY FOODS INC	304507	2,769.58
	8/5/2025	V00252--COUNTY OF KERN PUBLIC WORKS	304467	4.71
	8/5/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	304490	802.70
	8/5/2025	V00207--CINTAS CORPORATION #668	304461	466.38
	8/5/2025	V01009--ULINE	304525	883.61
	8/5/2025	V00854--SAFEWAY INC VONS DIVISION	304513	115.88
	8/5/2025	V00617--LODI HEALTH WEST OCCUPATIONAL MEDICINE	304494	1,439.73
	8/5/2025	V00493--J & E RESTAURANT SUPPLIES INC	304482	768.58
	8/5/2025	V02935--COUNTRY CLUB SERVICE (DBA BOB'S LUBE & OIL, TIRES & MUFFI	304466	92.01
	8/5/2025	V00178--CATHY DOUMA	304458	2,148.79
	8/5/2025	V02115--THOMAS MORES	304474	3,300.00
	8/5/2025	V03430--SPECTRUM/CHARTER	304521	170.00
	8/5/2025	V04223--ANA TRUJILLO	304444	79.73
	8/5/2025	V03172--OFFICE1 LEASING	304502	216.05
	8/5/2025	V04658--BEAR MOUNTAIN ROOFING INC.	304450	15,400.00
	8/5/2025	V02115--THOMAS MORES	304473	3,150.00
	8/5/2025	V04604--PEGBOARD	304504	3,008.23
	8/5/2025	V04597--BERNARDO SERRATO MOLINA	304451	22.40
	8/5/2025	V03368--KENDRA COBB	304484	158.20
	8/5/2025	V03370--ROSLYN TORRES	304512	117.60
	8/5/2025	V02985--WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	304530	226.18
	8/5/2025	V00601--LASTAND, INC	304492	20.00
	8/5/2025	V00787--PG&E	304505	32,857.83
	8/5/2025	V03165--RAMON TAPIA	304508	1,275.00
	8/5/2025	V00907--SOCALGAS	304516	103.45
	8/5/2025	V00919--SPECTRUM	304520	176.25
	8/5/2025	V02479--RONALD SHELAN	304511	435.73
	8/5/2025	V00092--AT&T	304448	531.79
	8/5/2025	V00914--SOUTHERN CALIFORNIA EDISON	304518	917.58
	8/5/2025	V03413--DENISE BOSHERS	304471	404.60
	8/5/2025	V04575--LOWE'S COMPANIES, INC.	304495	6,214.66

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	8/5/2025	V00682--MCKESSON MEDICAL SURGICAL INC	304498	5,960.88
	8/5/2025	V03351--DOUBLE TREE HOTEL BAKERSFIELD	304472	1,848.35
	8/5/2025	V00229--COMCAST CORPORATION	304464	1,785.99
	8/5/2025	V00948--SUPERIOR SANITATION SERVICE INC	304523	893.06
	8/5/2025	V03157--KERN ISLAND INVESTORS, GP	304487	690.41
	8/5/2025	V00912--SOUTH TULARE RICHGROVE REFUSE INC	304517	460.88
	8/5/2025	V03444--ST. MICHAEL'S EPISACOPAL CHURCH	304522	180.00
	8/5/2025	V00212--CITY OF DELANO	304462	294.84
	8/5/2025	V03172--OFFICE1 LEASING	304501	851.84
	8/5/2025	V00919--SPECTRUM	304519	226.24
	8/5/2025	V03172--OFFICE1 LEASING	304500	455.65
	8/5/2025	V00462--HOWARD'S GARBAGE SERVICE	304481	87.42
	8/5/2025	V00255--COVERALL NORTH AMERICA INC	304468	976.20
	8/5/2025	V00169--CALIFORNIA WATER SERVICE	304454	6,462.71
	8/5/2025	V00094--AT&T	304447	2,501.43
	8/5/2025	V04182--RELIANCE TRUST COMPANY	304509	125.90
	8/5/2025	V03555--CHRISTINA CLAYSON	304460	70.70
	8/5/2025	V00216--CITY OF STOCKTON	304463	83.27
	8/5/2025	V01022--VALLEY PROPANE SERVICE	304527	314.67
	8/5/2025	V00330--EL CONCILIO CALIFORNIA	304475	225.00
	8/5/2025	V01022--VALLEY PROPANE SERVICE	304526	147.29
	8/5/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	304452	1,210.00
	8/5/2025	V00597--LAMONT SANITATION INC	304491	1,845.05
	8/5/2025	V00761--PACIFICA HOST INC / STOCKTON HOSPITALITY LP	304503	192.82
	8/5/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	304480	2,877.07
	8/5/2025	V04201--EMILCE DIAZ	304476	70.00
	8/5/2025	V03628--FRANCIS VEGA	304478	70.00
	8/5/2025	V04195--CARLA DAVILA	304456	70.00
	8/5/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	304485	25.19
	8/5/2025	V04653--MARITZA CAMACHO	304497	79.00
	8/5/2025	V04053--KAYLA LOZA	304483	3,000.00
	8/5/2025	V02570--ARACELI ENCISO	304446	70.00
	8/5/2025	V00077--AQUARIUM OF THE PACIFIC	304445	875.70
	8/5/2025	V04602--SEQUOIA PEST SOLUTIONS	304515	1,660.00
	8/5/2025	V03249--CALYPSO WEST INC. / BAKERSFIELD ICE	304455	531.55
	8/5/2025	V00238--COMMUNITY SERVICES AND DEVELOPMENT DEPARTMENT	304465	364.53
	8/5/2025	V00592--LAKESHORE EQUIPMENT COMPANY	304488	21,225.23
	8/5/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	304489	25,443.13
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006769	37.87
	8/5/2025	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140006768	29,523.57
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006767	161.37
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006766	226.90
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006765	1,482.16
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006764	2,472.16
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006763	20,928.45
	8/5/2025	V00286--DELL TECHNOLOGIES, INC.	122234140006762	4,094.85
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006761	89.25
	8/5/2025	V00559--KAPLAN EARLY LEARNING CO	122234140006760	287.74
	8/5/2025	V00559--KAPLAN EARLY LEARNING CO	122234140006759	584.19
	8/5/2025	V00559--KAPLAN EARLY LEARNING CO	122234140006758	1,459.61
	8/5/2025	V00770--PAPER CONNECTION INC	122234140006757	1,321.18
	8/5/2025	V03174--OFFICE IMAGING, INC	122234140006756	215.94
	8/5/2025	V00770--PAPER CONNECTION INC	122234140006755	172.42
	8/5/2025	V00478--INDOFF INCORPORATED	122234140006754	1,352.24
	8/5/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140006753	252.23
	8/5/2025	V00057--AMERICAN REFUSE, INC.	122234140006752	798.06
	8/5/2025	V03421--REBECCA MORENO	122234140006751	480.80
	8/5/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140006750	122.70

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	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006749	664.44
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006748	471.19
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006747	401.87
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006746	453.52
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006745	14.85
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006744	346.76
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006743	333.28
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006742	301.09
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006741	276.46
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006740	191.04
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006739	100.13
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006738	70.63
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006737	50.00
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006736	50.00
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006735	50.00
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006734	45.47
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006733	44.22
	8/5/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140006732	33.37
	8/5/2025	V00522--JORGE GALINDO	122234140006731	45.00
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006730	55.68
	8/5/2025	V04549--THUY TRANG TRAN	122234140006729	15.40
	8/5/2025	V04525--BRENDA ORTIZ	122234140006728	60.20
	8/5/2025	V04397--SARANYA RAVINDRAN	122234140006727	30.10
	8/5/2025	V04363--MICHELLE RUIZ	122234140006726	29.40
	8/5/2025	V04240--ASHLEY MCALLISTER	122234140006725	96.60
	8/5/2025	V04204--JANELL NICOLE GORE	122234140006724	116.90
	8/5/2025	V04077--RAUL JIMENEZ	122234140006723	401.80
	8/5/2025	V04062--SOPHIN LOCK	122234140006722	230.30
	8/5/2025	V04045--NATALIE BEATRIZ RODRIGUEZ	122234140006721	60.20
	8/5/2025	V04043--ALONDRA MURILLO	122234140006720	142.80
	8/5/2025	V04041--STEPHANIE CORONEL	122234140006719	250.60
	8/5/2025	V03849--NELLY MENDOZA	122234140006718	32.20
	8/5/2025	V03800--Marissa Torres	122234140006717	33.60
	8/5/2025	V03423--Jessica Reyes Gonzalez	122234140006716	168.70
	8/5/2025	V03331--TINA MOUA	122234140006715	38.50
	8/5/2025	V02868--SAFIYA PRICE	122234140006714	23.80
	8/5/2025	V00967--THE BAKERSFIELD CALIFORNIAN	122234140006713	1,360.00
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006712	13,752.64
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006711	1,615.72
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006710	1,443.00
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006709	1,293.42
	8/5/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006708	707.65
	8/5/2025	V04749--PHONTHIP PADICHITH	122234140006707	56.00
	8/5/2025	V04647--TRISHA LOR	122234140006706	134.40
	8/5/2025	V00937--STINSON STATIONERS	122234140006705	596.00
	8/5/2025	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140006704	137.00
	8/5/2025	V03174--OFFICE IMAGING, INC	122234140006703	17.32
	8/5/2025	V00312--DONAHUE TRUCK CENTERS	122234140006702	1,330.55
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006701	834.33
	8/5/2025	V00226--RLH FIRE PROTECTION, INC.	122234140006700	1,023.00
	8/5/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140006699	1,276.00
	8/5/2025	V00128--BRADY INDUSTRIES	122234140006698	14,468.35
	8/5/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140006697	100.67
	8/5/2025	V03804--MARLENE RUIZ HERNANDEZ	122234140006696	47.95
	8/5/2025	V03174--OFFICE IMAGING, INC	122234140006695	197.70
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006694	469.80
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006693	742.25
	8/5/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140006692	5,227.07

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	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006691	194.99
	8/5/2025	V00284--DELK PEST CONTROL	122234140006690	810.00
	8/5/2025	V00522--JORGE GALINDO	122234140006689	90.00
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006688	107.85
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006687	41.06
	8/5/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140006686	207.36
	8/5/2025	V03339--ANGELICA NELSON	122234140006685	42.00
	8/5/2025	V00874--SAVE MART SUPERMARKETS	122234140006684	1,118.44
	8/5/2025	V04034--RINGCENTRAL INC.	122234140006683	16,937.27
	8/5/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140006682	238.69
	8/5/2025	V00721--NARAMA INC. - TREK IMAGING	122234140006681	1,233.89
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006680	99.27
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006679	97.36
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006678	82.77
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006677	40.60
	8/5/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006676	16.23
	8/5/2025	V00053--AMERICAN BUSINESS MACHINES	122234140006675	222.37
	8/5/2025	V00017--ACTION GLASS INC	122234140006674	650.00
	8/5/2025	V03191--VAL-PRO, INC	122234140006673	269.25
	8/5/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140006672	177.00
	8/5/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140006671	4,664.14
	8/5/2025	V03422--LOIS HANNIBLE	122234140006670	381.29
	8/5/2025	V00029--ADVANCED DATA STORAGE, INC	122234140006669	237.60
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006668	54.11
	8/5/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140006667	146.00
	8/5/2025	V01080--YOUNG INNOVATIONS	122234140006666	795.48
	8/5/2025	V00017--ACTION GLASS INC	122234140006665	793.72
	8/5/2025	V01044--W W GRAINGER INC	122234140006664	280.68
	8/5/2025	V00920--SSD ALARM, INC	122234140006663	45.16
	8/5/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006662	471.69
	8/5/2025	V01064--WIPFLI LLP	122234140006661	279.00
	8/5/2025	V03159--JOHN REY	122234140006660	229.22
	8/5/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140006659	28,721.00
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006658	79.00
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006657	79.00
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006656	8.65
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006655	75.75
	8/5/2025	V04180--DIESEL DIRECT LLC	122234140006654	1,505.16
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006653	75.75
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006652	71.42
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006651	9.73
	8/5/2025	V03186--BLUETRITON BRANDS INC	122234140006650	9.64
	8/5/2025	V00087--ARVIN COMMUNITY SERVICE DISTRICT	122234140006649	233.93
	8/5/2025	V03174--OFFICE IMAGING, INC	122234140006648	10.01
	8/5/2025	V03288--OASIS AIR AND SOLAR	122234140006647	8,570.64
	8/5/2025	V04180--DIESEL DIRECT LLC	122234140006646	1,471.14
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006645	2,635.58
	8/5/2025	V03631--GABRIELLE ALEXANDER	122234140006644	114.11
	8/5/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006643	218.73
	8/5/2025	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140006642	921,260.70
	8/5/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140006641	40,000.00
	8/5/2025	V00905--SMART & FINAL	122234140006640	287.02
	8/5/2025	V00812--QUADIENT FINANCE USA INC	122234140006639	6,000.00
	8/5/2025	V04180--DIESEL DIRECT LLC	122234140006638	2,266.48
	8/5/2025	V03718--KELLY LOWERY	122234140006637	241.50
	8/5/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140006636	2,671.51
	8/5/2025	V03915--SANDRA GARCIA	122234140006635	17.50
	8/5/2025	V03648--GREGORIA BENAVIDES	122234140006634	3.50

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	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006633	469.80
	8/5/2025	P02815--VICTORIA GOMEZ CRUZ	122234140006632	2,296.95
	8/5/2025	V00683--MCWILLIAMS & WALDEN INC	122234140006631	1,302.75
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006630	469.80
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006629	866.37
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006628	797.95
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006627	664.61
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006626	638.27
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006625	610.47
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006624	589.56
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006623	572.25
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006622	571.82
	8/5/2025	V00704--MISSION LINEN SUPPLY	122234140006621	469.80
	8/5/2025	V03584--DENISE COOPER	122234140006620	155.85
	8/5/2025	V00224--CLASSIC CHARTER INC	122234140006619	3,978.00
	8/5/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140006618	14,347.52
	8/5/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140006617	840.33
	8/5/2025	V02115--THOMAS MORES	Voided - 304429	-6,450.00
	8/6/2025	V04374--MYRNA PEREZ FRANCO	304533	335.70
	8/6/2025	V04757--JAIME VALLES DBA DWARE PROPERTY	304532	3,150.00
	8/6/2025	V04757--JAIME VALLES DBA DWARE PROPERTY	304531	3,300.00
	8/6/2025	V00744--ODP BUSINESS SOLUTIONS LLC	304534	1,529.67
	8/6/2025	V02115--THOMAS MORES	Voided - 304473	-3,150.00
	8/6/2025	V02115--THOMAS MORES	Voided - 304474	-3,300.00
	8/6/2025	V00744--ODP BUSINESS SOLUTIONS LLC	Voided - 302827	-1,529.67
	8/8/2025	V04759--AARON LUIS CANO	304535	890.15
	8/11/2025	V01077--YOLANDA OCHOA	122234140006770	699.30
	8/12/2025	V04772--KALEB ALEXANDER DOUNSEROUX	304568	1,492.07
	8/12/2025	V03355--CHANTAL QUINO	304546	1,843.97
	8/12/2025	V04126--DEANNA RENICK	304554	488.61
	8/12/2025	V04627--THE RIDGE APARTMENTS LP	304610	1,500.00
	8/12/2025	V04769--MONIQUE CASSANDRA CASTANEDA	304585	2,407.84
	8/12/2025	V04771--ALEJANDRO ASCENCIO	304539	2,625.00
	8/12/2025	V04767--OSCAR A GARCIA	304594	2,775.00
	8/12/2025	V04766--EVAN KELLY	304560	3,957.00
	8/12/2025	V04770--NICOLE DOMINIQUE GONZALES	304587	1,358.02
	8/12/2025	V02116--TNT WESTERN HOMES INC	304611	1,210.00
	8/12/2025	V01845--DESERT OASIS APTS LLC	304555	1,355.00
	8/12/2025	V04563--RIDGECREST FAMILY ASSOCIATES, A CA LP	304600	1,500.00
	8/12/2025	V03314--VESTIS GROUP, INC	304615	72.20
	8/12/2025	V04760--NORMA ST APTS LLC	304588	1,500.00
	8/12/2025	V00992--TOKAY PRESS INC	304612	848.10
	8/12/2025	V00207--CINTAS CORPORATION #668	304548	399.74
	8/12/2025	V04761--MIJOY'S PROMISE LLC	304584	750.00
	8/12/2025	V00801--PRODUCERS DAIRY FOODS INC	304598	2,403.17
	8/12/2025	V01009--ULINE	304613	649.80
	8/12/2025	V00788--PHILADELPHIA INSURANCE COMPANIES	304597	850.76
	8/12/2025	V00015--ACCUCUT, LLC	304537	561.33
	8/12/2025	V00252--COUNTY OF KERN PUBLIC WORKS	304553	25.55
	8/12/2025	V00946--SUKHMANI SHERGILL	304609	150.00
	8/12/2025	V03270--HUNTER FAN COMPANY	304565	2,101.23
	8/12/2025	V00854--SAFEWAY INC VONS DIVISION	304602	1,515.56
	8/12/2025	V00578--KERN VALLEY PRINTING, INC	304572	2,458.80
	8/12/2025	V00562--KEITH C PFEFFER	304570	376.65
	8/12/2025	V00035--ALAMO ALARM CO INC	304538	203.50
	8/12/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	304616	1,355.57
	8/12/2025	V00220--CITY OF WASCO	304551	571.68
	8/12/2025	V00209--CITY OF BAKERSFIELD	304549	11,762.58

Bank	Date	Vendor	Document no.	Amount
	8/12/2025	V03840--NALLELY SANCHEZ	304586	258.30
	8/12/2025	V02687--GUADALUPE A VILLASANA	304563	231.70
	8/12/2025	V04095--KATERINA GONZALEZ-ROSARIO	304569	142.80
	8/12/2025	V04104--LUZ YOUNG	304578	139.30
	8/12/2025	V04094--ANA MARTINEZ	304540	119.00
	8/12/2025	V03745--LISA MORENO	304576	88.20
	8/12/2025	V03810--MARTHA ORDUNA	304582	74.20
	8/12/2025	V04653--MARITZA CAMACHO	304581	66.50
	8/12/2025	V02786--MARIA LAURA GONZALEZ	304580	51.80
	8/12/2025	V04241--Asuncion Gonzalez	304542	26.60
	8/12/2025	V03497--ANGEL PEREZ AREVALO	304541	23.80
	8/12/2025	V00599--LANGUAGE LINE SERVICES INC	304575	152.59
	8/12/2025	V00206--CHRISTOPHER PERCIVAL	304547	485.63
	8/12/2025	V00832--ROBERT B MOSS JR	304601	1,558.80
	8/12/2025	V00370--FEDEX	304561	68.96
	8/12/2025	V04753--KERN COUNTY FARM BUREAU	304571	2,000.00
	8/12/2025	V00215--CITY OF SHAFTER	304550	663.87
	8/12/2025	V00229--COMCAST CORPORATION	304552	337.20
	8/12/2025	V04093--AT&T	304544	90.24
	8/12/2025	V00919--SPECTRUM	304608	220.25
	8/12/2025	V00682--MCKESSON MEDICAL SURGICAL INC	304583	409.96
	8/12/2025	V00919--SPECTRUM	304607	170.25
	8/12/2025	V00787--PG&E	304596	9,967.48
	8/12/2025	V00914--SOUTHERN CALIFORNIA EDISON	304604	5,876.84
	8/12/2025	V00806--PROTECTION 1/ADT	304599	262.71
	8/12/2025	V00642--MANUEL G BARRIOS	304579	75.00
	8/12/2025	V03172--OFFICE1 LEASING	304593	585.26
	8/12/2025	V03172--OFFICE1 LEASING	304592	434.93
	8/12/2025	V00592--LAKESHORE EQUIPMENT COMPANY	304573	2,292.03
	8/12/2025	V00919--SPECTRUM	304606	346.25
	8/12/2025	V03172--OFFICE1 LEASING	304591	1,933.40
	8/12/2025	V03172--OFFICE1 LEASING	304590	302.78
	8/12/2025	V03172--OFFICE1 LEASING	304589	169.83
	8/12/2025	V00092--AT&T	304543	1,213.83
	8/12/2025	V04575--LOWE'S COMPANIES, INC.	304577	3,205.05
	8/12/2025	V04459--SPECIALTY TRIM AND AWNING INC	304605	475.00
	8/12/2025	V04702--DIRECT RESULTS MEDIA, LLC	304557	1,142.40
	8/12/2025	V00014--Accrue Solutions Holding Co, LLC	304536	240.00
	8/12/2025	V00169--CALIFORNIA WATER SERVICE	304545	1,880.68
	8/12/2025	V04305--JEFFREY MARSH	304566	181.00
	8/12/2025	V04754--emPOWERment Dess Perkins Foundation	304559	1,200.00
	8/12/2025	V00374--FERGUSON ENTERPRISES INC #1350	304562	3,312.77
	8/12/2025	V00906--SNIDERS	304603	93.64
	8/12/2025	V04052--DIABLO FENCE COMPANY	304556	14,895.00
	8/12/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	304617	1,297.47
	8/12/2025	V03280--JEREMY MARRS	304567	480.00
	8/12/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	304574	26,167.73
	8/12/2025	V00761--PACIFICA HOST INC / STOCKTON HOSPITALITY LP	304595	11,253.45
	8/12/2025	V03351--DOUBLE TREE HOTEL BAKERSFIELD	304558	28,416.49
	8/12/2025	V04716--UNUM GROUP	304614	7,912.00
	8/12/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	304564	16,146.78
	8/12/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006926	1,358.77
	8/12/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140006925	591.84
	8/12/2025	V00286--DELL TECHNOLOGIES, INC.	122234140006924	8,394.86
	8/12/2025	V00286--DELL TECHNOLOGIES, INC.	122234140006923	4,333.78
	8/12/2025	V00123--BLACKHAWK NETWORK, INC	122234140006922	2,534.07
	8/12/2025	V03174--OFFICE IMAGING, INC	122234140006921	23.00
	8/12/2025	V03174--OFFICE IMAGING, INC	122234140006920	23.00

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	8/12/2025	V00820--RAYMOND'S TROPHY AWARDS	122234140006919	46.55
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006918	2,828.33
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006917	2,955.15
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006916	401.86
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006915	976.85
	8/12/2025	V00226--RLH FIRE PROTECTION, INC.	122234140006914	131.00
	8/12/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140006913	60.00
	8/12/2025	V00322--ECONO WEST INC	122234140006912	8,730.00
	8/12/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140006911	789.40
	8/12/2025	V00312--DONAHUE TRUCK CENTERS	122234140006910	758.91
	8/12/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140006909	8,054.93
	8/12/2025	V00010--ABILA INC	122234140006908	4,266.26
	8/12/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140006907	120.00
	8/12/2025	V00128--BRADY INDUSTRIES	122234140006906	3,245.81
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006905	55.68
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006904	737.37
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006903	1,195.61
	8/12/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140006902	225.40
	8/12/2025	V03174--OFFICE IMAGING, INC	122234140006901	2,518.06
	8/12/2025	V00937--STINSON STATIONERS	122234140006900	177.49
	8/12/2025	V00920--SSD ALARM, INC	122234140006899	2,018.86
	8/12/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140006898	4,531.40
	8/12/2025	V03290--PLANTS FOR YOUR SOLIE	122234140006897	200.00
	8/12/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140006896	846.81
	8/12/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140006895	247.55
	8/12/2025	V03334--Pritika Ram	122234140006894	170.00
	8/12/2025	V03246--YESENIA SALAZAR PENA dba BABIES BLOOM LLC	122234140006893	9,000.00
	8/12/2025	V03239--AMAROK, LLC	122234140006892	5,944.51
	8/12/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140006891	1,576.40
	8/12/2025	V03174--OFFICE IMAGING, INC	122234140006890	132.81
	8/12/2025	V03082--IDEAL SPECIALTIES INC	122234140006889	33,982.20
	8/12/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140006888	20,454.44
	8/12/2025	V03060--JAB COMMUNICATION INC.	122234140006887	1,951.86
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006886	1,853.01
	8/12/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140006885	26,413.92
	8/12/2025	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140006884	4,228.00
	8/12/2025	V03422--LOIS HANNIBLE	122234140006883	23.79
	8/12/2025	V03866--PATRICIA MEXICANO	122234140006882	79.80
	8/12/2025	V03852--NICOLE NINO	122234140006881	51.80
	8/12/2025	V03620--ESTEFANIE VIDAURY	122234140006880	161.70
	8/12/2025	V03601--ELENA GARCIA	122234140006879	100.80
	8/12/2025	V03583--DELORES PATRICIO	122234140006878	196.70
	8/12/2025	V03493--ANDREA MARQUEZ	122234140006877	116.90
	8/12/2025	V03415--STACY MERRIFIELD	122234140006876	2.10
	8/12/2025	V03414--ALMA SANCHEZ	122234140006875	2.80
	8/12/2025	V03344--ANNELISA PEREZ	122234140006874	143.50
	8/12/2025	V03339--ANGELICA NELSON	122234140006873	133.00
	8/12/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140006872	6,909.94
	8/12/2025	V03057--CSG-NAM, LLC	122234140006871	834.00
	8/12/2025	V02955--LOANA LUGO	122234140006870	306.60
	8/12/2025	V02411--MARISELA GONZALEZ	122234140006869	26.60
	8/12/2025	V01040--VILLATORO POWER WASHING	122234140006868	325.00
	8/12/2025	V01033--VERNON SORENSON MD INC	122234140006867	1,554.00
	8/12/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140006866	661.20
	8/12/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140006865	363.66
	8/12/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140006864	270.00
	8/12/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140006863	240.80
	8/12/2025	V01001--TRANS-WEST SECURITY SERVICES, INC.	122234140006862	120.00

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	8/12/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140006861	5.00
	8/12/2025	V00753--ORKIN PEST CONTROL	122234140006860	12,247.29
	8/12/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140006859	5,250.00
	8/12/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	122234140006858	2,483.10
	8/12/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140006857	100,073.21
	8/12/2025	V00029--ADVANCED DATA STORAGE, INC	122234140006856	712.56
	8/12/2025	P02723--ALEXIS SAVEDRA	122234140006855	6,000.00
	8/12/2025	V00905--SMART & FINAL	122234140006854	642.38
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006853	450.00
	8/12/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140006852	475.00
	8/12/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140006851	120.00
	8/12/2025	V03191--VAL-PRO, INC	122234140006850	172.60
	8/12/2025	V04631--Arnoldo Galindo Castro	122234140006849	170.00
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006848	1,450.00
	8/12/2025	V03155--MH 3101 MALL VIEW ROAD, LLC	122234140006847	3,224.56
	8/12/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140006846	1,400.00
	8/12/2025	V03191--VAL-PRO, INC	122234140006845	371.70
	8/12/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140006844	324.66
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006843	81.68
	8/12/2025	V03080--AZUGA, INC.	122234140006842	495.00
	8/12/2025	V03191--VAL-PRO, INC	122234140006841	404.55
	8/12/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006840	25.96
	8/12/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006839	6.49
	8/12/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006838	22.79
	8/12/2025	V00874--SAVE MART SUPERMARKETS	122234140006837	1,155.77
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006836	929.00
	8/12/2025	V00236--COMMUNITY PRODUCTS LLC	122234140006835	3,615.56
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006834	1,800.00
	8/12/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140006833	1,800.00
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006832	28.74
	8/12/2025	V00180--CCI OFFICE TECHNOLOGIES	122234140006831	386.17
	8/12/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006830	122.31
	8/12/2025	V03641--GLORIA BARBERO	122234140006829	117.60
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006828	719.22
	8/12/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006827	125.00
	8/12/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140006826	99.79
	8/12/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006825	32.48
	8/12/2025	V01044--W W GRAINGER INC	122234140006824	2,401.77
	8/12/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140006823	1,036.80
	8/12/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006822	712.50
	8/12/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140006821	9,767.54
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006820	125.14
	8/12/2025	V00721--NARAMA INC. - TREK IMAGING	122234140006819	7,914.43
	8/12/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140006818	446.50
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006817	60.65
	8/12/2025	V00683--MCWILLIAMS & WALDEN INC	122234140006816	832.64
	8/12/2025	V03245--TIMOTHY SEXTON	122234140006815	4,167.35
	8/12/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140006814	800.00
	8/12/2025	V04180--DIESEL DIRECT LLC	122234140006813	1,441.18
	8/12/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006812	6,616.66
	8/12/2025	V02330--JEREMY T TOBIAS	122234140006811	150.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006810	120.00
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006809	469.80
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006808	61.19
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006807	53.61
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006806	360.00
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006805	539.74
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006804	333.24

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	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006803	289.37
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006802	261.63
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006801	215.22
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006800	205.02
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006799	141.64
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006798	97.42
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006797	94.93
	8/12/2025	V03186--BLUETRITON BRANDS INC	122234140006796	78.69
	8/12/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140006795	1,020.80
	8/12/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140006794	1,043.41
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006793	120.00
	8/12/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006792	105.74
	8/12/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140006791	669.51
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006790	290.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006789	190.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006788	380.00
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006787	650.65
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006786	1,920.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006785	885.71
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006784	794.12
	8/12/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140006783	15,316.58
	8/12/2025	V03392--Unum Insurance Company	122234140006782	31,950.07
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006781	270.00
	8/12/2025	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140006780	407.94
	8/12/2025	V00704--MISSION LINEN SUPPLY	122234140006779	655.27
	8/12/2025	V03492--Andrea Chavez	122234140006778	51.66
	8/12/2025	V01064--WIPFLI LLP	122234140006777	9,949.48
	8/12/2025	V01064--WIPFLI LLP	122234140006776	9,915.12
	8/12/2025	V01064--WIPFLI LLP	122234140006775	180.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006774	240.00
	8/12/2025	V00794--PLC SYSTEM SERVICES LLC	122234140006773	180.00
	8/12/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140006772	2,885.71
	8/12/2025	V04690--SAGASER WATKINS & WIELAND PC	122234140006771	888.00
	8/15/2025	V04781--MA DE LOS ANGEL MUNOZ VELAZQUEZ	304619	441.24
	8/15/2025	V04779--CLAUDIA RODRIGUEZ	304618	1,047.43
	8/15/2025	V04780--YOLLANDA F DABBAS	304620	1,486.72
	8/19/2025	V00370--FEDEX	304644	36.09
	8/19/2025	V04575--LOWE'S COMPANIES, INC.	304661	500.32
	8/19/2025	V00432--GUADALUPE PEREZ	304647	179.00
	8/19/2025	V00724--NATIONAL HEAD START ASSOCIATION	304666	505.00
	8/19/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	304706	11,413.46
	8/19/2025	V03429--TiYONNA MITCHELL	304699	327.00
	8/19/2025	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLABORATIVE	304627	500.00
	8/19/2025	V03051--GINA MARTINEZ	304646	179.00
	8/19/2025	V00192--CHARLIE'S DAY & NITE, INC.	304634	67.54
	8/19/2025	V00207--CINTAS CORPORATION #668	304637	381.79
	8/19/2025	V03117--IGNACIO VALDOVINOS OCHOA	304650	3,000.00
	8/19/2025	V04740--RD 102 LLC	304683	2,445.00
	8/19/2025	V01819--CENTRAL CAL MANAGEMENT, INC	304632	850.00
	8/19/2025	V02107--TEHACHAPI HOUSING INVESTORS, LP	304696	4,405.60
	8/19/2025	V04783--PARK PALACE ONE APTS LP	304680	827.00
	8/19/2025	V04782--ADAM JENKINS	304621	3,900.00
	8/19/2025	V00801--PRODUCERS DAIRY FOODS INC	304682	2,909.53
	8/19/2025	V00370--FEDEX	304643	207.33
	8/19/2025	V04010--MARTHA SALAS	304663	70.00
	8/19/2025	V04133--MARIA VILLANUEVA	304662	102.65
	8/19/2025	V03314--VESTIS GROUP, INC	304704	72.20
	8/19/2025	V00565--KERN COMMUNITY COLLEGE DISTRICT	304656	16,285.28

Bank	Date	Vendor	Document no.	Amount
	8/19/2025	V00907--SOCALGAS	304687	101.87
	8/19/2025	V04602--SEQUOIA PEST SOLUTIONS	304686	100.00
	8/19/2025	V00252--COUNTY OF KERN PUBLIC WORKS	304640	11.43
	8/19/2025	V03351--DOUBLE TREE HOTEL BAKERSFIELD	304642	22,044.59
	8/19/2025	V00192--CHARLIE'S DAY & NITE, INC.	304633	174.00
	8/19/2025	V01012--UNITED RENTALS INC	304700	204.70
	8/19/2025	V04718--HARC, INC.	304648	835.00
	8/19/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	304657	25,119.89
	8/19/2025	V01084--ZONES IT SOLUTIONS INC.	304709	4,931.63
	8/19/2025	V00914--SOUTHERN CALIFORNIA EDISON	304688	1,457.32
	8/19/2025	V02985--WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	304705	157.02
	8/19/2025	V03172--OFFICE1 LEASING	304679	1,849.52
	8/19/2025	V03172--OFFICE1 LEASING	304678	614.77
	8/19/2025	V03172--OFFICE1 LEASING	304677	321.58
	8/19/2025	V03172--OFFICE1 LEASING	304676	304.37
	8/19/2025	V03172--OFFICE1 LEASING	304675	260.22
	8/19/2025	V03172--OFFICE1 LEASING	304674	188.11
	8/19/2025	V03172--OFFICE1 LEASING	304673	188.11
	8/19/2025	V03172--OFFICE1 LEASING	304672	187.68
	8/19/2025	V03172--OFFICE1 LEASING	304671	139.54
	8/19/2025	V03172--OFFICE1 LEASING	304670	138.58
	8/19/2025	V03172--OFFICE1 LEASING	304669	137.94
	8/19/2025	V00919--SPECTRUM	304689	211.23
	8/19/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	304693	246.25
	8/19/2025	V00093--AT&T	304626	163.90
	8/19/2025	V00787--PG&E	304681	33,255.61
	8/19/2025	V00216--CITY OF STOCKTON	304638	301.64
	8/19/2025	V03172--OFFICE1 LEASING	304668	824.56
	8/19/2025	V00091--AT&T	304625	26.55
	8/19/2025	V00091--AT&T	304624	15.63
	8/19/2025	V04765--COMCAST CORPORATION	304639	655.53
	8/19/2025	V03430--SPECTRUM/CHARTER	304692	256.00
	8/19/2025	V03430--SPECTRUM/CHARTER	304691	214.00
	8/19/2025	V03430--SPECTRUM/CHARTER	304690	200.00
	8/19/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	304708	605.36
	8/19/2025	V00389--FLYERS ENERGY LLC	304645	946.30
	8/19/2025	V03249--CALYPSO WEST INC. / BAKERSFIELD ICE	304630	602.41
	8/19/2025	V00206--CHRISTOPHER PERCIVAL	304636	615.17
	8/19/2025	V04174--The Open Door Network	304697	671.00
	8/19/2025	V04764--SAMANTHA NUNEZ	304684	70.00
	8/19/2025	V03429--TiYONNA MITCHELL	304698	170.00
	8/19/2025	V00092--AT&T	304623	2,194.36
	8/19/2025	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	304667	140.97
	8/19/2025	V00169--CALIFORNIA WATER SERVICE	304629	693.87
	8/19/2025	V04575--LOWE'S COMPANIES, INC.	304660	8,367.51
	8/19/2025	V00592--LAKESHORE EQUIPMENT COMPANY	304658	11,202.11
	8/19/2025	V04721--MOHAMED J AHMED	304664	327.00
	8/19/2025	V03843--NAOMI IBARRA	304665	179.00
	8/19/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	304694	139.75
	8/19/2025	V04786--VERONICA RAMOS	304703	284.00
	8/19/2025	V01022--VALLEY PROPANE SERVICE	304702	176.42
	8/19/2025	V01022--VALLEY PROPANE SERVICE	304701	189.13
	8/19/2025	V00178--CATHY DOUMA	304631	576.46
	8/19/2025	V04446--INSURICA INSURANCE SERVICES, LLC	304652	7,954.00
	8/19/2025	V00562--KEITH C PFEFFER	304655	202.94
	8/19/2025	V04031--CHILD PLUS SOFTWARE	304635	4,347.00
	8/19/2025	V04763--YESENIA CANELA	304707	450.00
	8/19/2025	V04747--IZABELLA JACOBO	304653	70.00

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	8/19/2025	V00273--DANIELLS PHILLIPS VAUGHAN & BOCK	304641	15,000.00
	8/19/2025	V04150--SAVUTHY YOU	304685	57.85
	8/19/2025	V04018--LAURA MUNOZ	304659	70.00
	8/19/2025	V04745--ANDREA PEREZ	304622	70.00
	8/19/2025	V04746--JOANNA ZAVALA	304654	70.00
	8/19/2025	V00166--CALIFORNIA VETERANS ASSISTANCE FOUNDATION, INC.	304628	5,000.00
	8/19/2025	V04198--INSURICA INSURANCE SERVICES, LLC	304651	1,675.03
	8/19/2025	V00957--TEACHING STRATEGIES INC	304695	3,920.70
	8/19/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	304649	6,964.57
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007048	15.74
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007047	1,299.15
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007046	845.18
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007045	14.18
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007044	341.28
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007043	64.24
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007042	16,073.41
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007041	608.47
	8/19/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007040	93.56
	8/19/2025	V00286--DELL TECHNOLOGIES, INC.	122234140007039	13,419.23
	8/19/2025	V00286--DELL TECHNOLOGIES, INC.	122234140007038	3,239.15
	8/19/2025	V03411--SAVANNAH OATES	122234140007037	296.00
	8/19/2025	V00937--STINSON STATIONERS	122234140007036	235.87
	8/19/2025	V00985--THE WARDENS OFFICE	122234140007035	3,000.00
	8/19/2025	V02330--JEREMY T TOBIAS	122234140007034	253.00
	8/19/2025	V03421--REBECCA MORENO	122234140007033	253.00
	8/19/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140007032	144.90
	8/19/2025	V03174--OFFICE IMAGING, INC	122234140007031	292.50
	8/19/2025	V00979--THE MARCOM GROUP, INC.	122234140007030	95.00
	8/19/2025	V03245--TIMOTHY SEXTON	122234140007029	271.60
	8/19/2025	V00182--CDW LLC	122234140007028	583.06
	8/19/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140007027	26,172.24
	8/19/2025	V00312--DONAHUE TRUCK CENTERS	122234140007026	754.29
	8/19/2025	V00937--STINSON STATIONERS	122234140007025	234.09
	8/19/2025	V03174--OFFICE IMAGING, INC	122234140007024	922.34
	8/19/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140007023	515.00
	8/19/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140007022	160.00
	8/19/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CO INC	122234140007021	12,500.00
	8/19/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140007020	11,245.58
	8/19/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140007019	1,807.33
	8/19/2025	V00704--MISSION LINEN SUPPLY	122234140007018	645.06
	8/19/2025	V00937--STINSON STATIONERS	122234140007017	2,071.96
	8/19/2025	V00704--MISSION LINEN SUPPLY	122234140007016	142.48
	8/19/2025	V00182--CDW LLC	122234140007015	1,549.98
	8/19/2025	V00704--MISSION LINEN SUPPLY	122234140007014	247.22
	8/19/2025	V00704--MISSION LINEN SUPPLY	122234140007013	1,105.21
	8/19/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140007012	179.40
	8/19/2025	V00128--BRADY INDUSTRIES	122234140007011	7,739.87
	8/19/2025	V00053--AMERICAN BUSINESS MACHINES	122234140007010	222.37
	8/19/2025	V00017--ACTION GLASS INC	122234140007009	419.59
	8/19/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILD CARE	122234140007008	459.84
	8/19/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140007007	64.00
	8/19/2025	V00874--SAVE MART SUPERMARKETS	122234140007006	494.91
	8/19/2025	V03174--OFFICE IMAGING, INC	122234140007005	43.21
	8/19/2025	V03191--VAL-PRO, INC	122234140007004	70.50
	8/19/2025	V03191--VAL-PRO, INC	122234140007003	583.00
	8/19/2025	V00759--PACE SUPPLY CORP	122234140007002	2,435.31
	8/19/2025	V03311--TM SIGNS AND GRAPHICS	122234140007001	5,475.06
	8/19/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140007000	32.20

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	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006999	1,517.39
	8/19/2025	V03174--OFFICE IMAGING, INC	122234140006998	21.26
	8/19/2025	V00595--LAMONT GENERAL STORE	122234140006997	10.81
	8/19/2025	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140006996	29,597.36
	8/19/2025	V00683--MCWILLIAMS & WALDEN INC	122234140006995	416.19
	8/19/2025	V01033--VERNON SORENSON MD INC	122234140006994	125.00
	8/19/2025	V03191--VAL-PRO, INC	122234140006993	350.00
	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006992	867.08
	8/19/2025	V03422--LOIS HANNIBLE	122234140006991	35.14
	8/19/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140006990	888.93
	8/19/2025	V00452--HEWLETT-PACKARD COMPANY	122234140006989	346.15
	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006988	5,072.43
	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006987	476.90
	8/19/2025	V03255--CYNTHIA BORJON-COSBY	122234140006986	7,500.00
	8/19/2025	V03191--VAL-PRO, INC	122234140006985	1,171.65
	8/19/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140006984	1,219.62
	8/19/2025	V03191--VAL-PRO, INC	122234140006983	201.30
	8/19/2025	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	122234140006982	83.27
	8/19/2025	V00522--JORGE GALINDO	122234140006981	350.00
	8/19/2025	V03288--OASIS AIR AND SOLAR	122234140006980	3,494.38
	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006979	4,292.06
	8/19/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140006978	83.23
	8/19/2025	V03290--PLANTS FOR YOUR SOLIE	122234140006977	1,210.00
	8/19/2025	V00905--SMART & FINAL	122234140006976	641.54
	8/19/2025	V00704--MISSION LINEN SUPPLY	122234140006975	469.80
	8/19/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140006974	6,459.76
	8/19/2025	V03301--COLLETTE ROYAL	122234140006973	5,250.00
	8/19/2025	V00384--FIVE9 INC	122234140006972	5,428.09
	8/19/2025	V00384--FIVE9 INC	122234140006971	3,595.35
	8/19/2025	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140006970	2,940.00
	8/19/2025	V04528--RELIANCE FENCE COMPANY INC	122234140006969	1,060.00
	8/19/2025	V03188--ACCO ENGINEERED SYSTEMS, INC.	122234140006968	2,352.50
	8/19/2025	V00182--CDW LLC	122234140006967	75.20
	8/19/2025	V00182--CDW LLC	122234140006966	1,066.55
	8/19/2025	V03328--Hometown Plumbing	122234140006965	135.00
	8/19/2025	V03328--Hometown Plumbing	122234140006964	135.00
	8/19/2025	V03334--Pritika Ram	122234140006963	21.15
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006962	9.73
	8/19/2025	V03411--SAVANNAH OATES	122234140006961	170.00
	8/19/2025	V03328--Hometown Plumbing	122234140006960	135.00
	8/19/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140006959	300.00
	8/19/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006958	180.94
	8/19/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140006957	92.51
	8/19/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006956	242.21
	8/19/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140006955	64.16
	8/19/2025	V03328--Hometown Plumbing	122234140006954	135.00
	8/19/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140006953	12,857.14
	8/19/2025	V04180--DIESEL DIRECT LLC	122234140006952	1,460.74
	8/19/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140006951	340.00
	8/19/2025	V03954--TRACY WEBSTER	122234140006950	159.00
	8/19/2025	V03608--EMILIO WAGNER	122234140006949	327.00
	8/19/2025	V04180--DIESEL DIRECT LLC	122234140006948	1,479.74
	8/19/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140006947	4,966.66
	8/19/2025	V03804--MARLENE RUIZ HERNANDEZ	122234140006946	284.00
	8/19/2025	V00123--BLACKHAWK NETWORK, INC	122234140006945	1,000.50
	8/19/2025	V03735--LAURIE HUGHEY	122234140006944	284.00
	8/19/2025	V03692--JOSEPH AGUILAR	122234140006943	284.00
	8/19/2025	V01044--W W GRAINGER INC	122234140006942	660.54

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	8/19/2025	V03316--YESENIA MONTOYA	122234140006941	6,000.00
	8/19/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140006940	1,276.00
	8/19/2025	V00134--BRONCO ELECTRIC INC	122234140006939	1,975.00
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006938	313.26
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006937	584.12
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006936	73.74
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006935	350.44
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006934	172.62
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006933	93.60
	8/19/2025	V03186--BLUETRITON BRANDS INC	122234140006932	922.71
	8/19/2025	V04690--SAGASER WATKINS & WIELAND PC	122234140006931	180.00
	8/19/2025	V00029--ADVANCED DATA STORAGE, INC	122234140006930	124.61
	8/19/2025	V01062--WESTED	122234140006929	13,000.00
	8/19/2025	V00384--FIVE9 INC	122234140006928	129.21
	8/19/2025	V03239--AMAROK, LLC	122234140006927	1,745.00
	8/20/2025	V03464--ALEXIA KING	304771	732.45
	8/20/2025	V04794--CONNIE LEIJA	304770	1,534.61
	8/20/2025	V04793--THOMAS LUNA-CORTES	304710	799.54
	8/20/2025	P02932--SILVIA ELENA ACOSTA RODRIGUEZ	304764	1,077.24
	8/20/2025	P02910--VIRGINIA OSORIO ARANDA	304768	1,794.16
	8/20/2025	P02895--MARIA D LEPE DE CURIEL	304745	1,773.34
	8/20/2025	P01593--MANUELA P MEDINA	304741	5,882.08
	8/20/2025	P01544--MARIA B CRUZ DE PULIDO	304744	10,563.06
	8/20/2025	P02315--CRISTINA SOTO DE MARTINEZ	304723	1,756.14
	8/20/2025	P01298--LETICIA MORALES	304737	7,536.04
	8/20/2025	P01229--MARIA PICOS DE GARCIA	304751	2,781.16
	8/20/2025	P01069--HERLINDA NOLASCO DE GONZALEZ	304733	1,016.12
	8/20/2025	P00801--ROSAURA QUINTERO DE LOPEZ	304762	3,881.27
	8/20/2025	P02242--TERESA LUZ RUIZ	304766	1,067.93
	8/20/2025	P02224--ROCIO JOSEFINA HERNANDEZ	304759	12,309.18
	8/20/2025	P02180--SANDRA ELIZABETH SAMAYOA	304763	4,285.83
	8/20/2025	P02457--MARIA ELENA CORONA DE IBARRA	304746	7,179.00
	8/20/2025	P02431--ROCIO VERONICA MUNIZ CERECEDA	304760	3,146.72
	8/20/2025	P02414--BERTHA NERTO	304717	2,044.78
	8/20/2025	P02408--ALL ABOARD PRESCHOOL	304711	379.72
	8/20/2025	P02407--GUADALUPE ELIZABETH PENUELAS	304731	2,926.95
	8/20/2025	P02396--ANA MARIA RAMIREZ MEJIA	304713	1,937.56
	8/20/2025	P01884--BLANCA NELLY VERA	304718	1,938.70
	8/20/2025	P02386--GREGORIA GALLEGOS	304730	8,228.54
	8/20/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	304743	6,313.04
	8/20/2025	P01805--CONSUELO RAMIREZ DE MAGDALENO	304722	3,498.76
	8/20/2025	P01789--MARIA G AYALA	304748	5,983.66
	8/20/2025	P01775--CECILIA GAYTAN DE ZARATE	304719	2,829.50
	8/20/2025	P01754--VERONICA L ESCOBAR	304767	1,454.62
	8/20/2025	P02923--ARACELI SANTOS PACHECO	304715	2,027.33
	8/20/2025	P02819--JAQUILINA GARCIA OSORIO	304734	622.38
	8/20/2025	P02833--MANUEL VILLAGOMEZ	304740	2,221.30
	8/20/2025	P02494A--MARIA LOURDES MORENO ESQUIVEL	304750	1,972.76
	8/20/2025	P02840--MAURA J CHAVOLLA	304754	2,299.61
	8/20/2025	P02854--FERNANDO MARQUEZ ROMERO	304726	6,155.74
	8/20/2025	P02855--CLAUDIA OROZCO CORONA	304721	1,974.67
	8/20/2025	P02865--JENNIFER REYES	304735	1,047.10
	8/20/2025	P00053--GLORIA GARCIA DE MADERA	304728	11,805.46
	8/20/2025	P00039--GUILLERMINA RAMIREZ	304732	2,916.03
	8/20/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	304714	1,845.34
	8/20/2025	P00444--LUZ E VENEGAS	304739	8,075.66
	8/20/2025	P00383--PATRICIA H MARTINEZ	304756	2,888.57
	8/20/2025	P02903--MARIA GUADALUPE LEMUS ORTIZ	304749	2,857.22

Bank	Date	Vendor	Document no.	Amount
	8/20/2025	P02881--PERLA GUADALUPE DIAZ MORENO	304757	1,321.75
	8/20/2025	P02900--FABIOLA LEDEZMA DE NAVARRO	304725	1,674.32
	8/20/2025	P02876--ESPERANZA GALLEGOS-RUIZ	304724	2,235.35
	8/20/2025	P02887--LAURA IVETH ESQUIVEL	304736	3,073.41
	8/20/2025	P02772--ROSA ELENA BUSTOS	304761	1,819.85
	8/20/2025	P02643--MARIA V SOSA	304753	1,292.98
	8/20/2025	P02626--YULISA OROZCO LEMUS	304769	6,002.77
	8/20/2025	P02617--SONIA C LOPEZ DE JUAREZ	304765	1,875.24
	8/20/2025	P02614--ORELLANA RODIGUEZ TOMASA MARISOL	304755	1,244.76
	8/20/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	304712	1,424.86
	8/20/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	304752	1,243.60
	8/20/2025	P01663--MARCELA CHAVEZ OSEGUERA	304742	3,848.39
	8/20/2025	P00833--GLORIA LEMUS DE LEMUS	304729	1,904.56
	8/20/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	304747	3,564.02
	8/20/2025	P02791--LUZ A ESQUIVEL MORENO	304738	1,297.28
	8/20/2025	P02831--CINDY G CORONA	304720	2,793.04
	8/20/2025	P02777--BELEN IZAZAGA MERCADO	304716	1,955.19
	8/20/2025	P02873--GABRIELA IBARRA	304727	941.78
	8/20/2025	P02820--ROCIO GARDUNO MAGO	304758	1,780.12
	8/20/2025	P02931--ALICIA KARINA VENEGAS BRAVO	122234140007416	503.56
	8/20/2025	P02930--LUBI I RANGEL MAGANA	122234140007415	499.87
	8/20/2025	P02929--ELOISA E RAMIREZ GARCIA	122234140007414	1,388.63
	8/20/2025	P02928--JOCELYN MARTEL	122234140007413	1,718.28
	8/20/2025	P02927--IDANIA DE JESUS RAMIREZ GONZALEZ	122234140007412	3,791.86
	8/20/2025	P02920--SOFIA ALONSO ALVARADO	122234140007411	2,342.80
	8/20/2025	P02919--ANA KAREN VALENCIA TRUJILLO	122234140007410	1,066.95
	8/20/2025	P02915--SANDRA VEGA HERNANDEZ	122234140007409	2,760.12
	8/20/2025	P02914--FRANCISCA C CASTILLO FERNANDEZ	122234140007408	1,321.75
	8/20/2025	P02913--ANA MARIA RODRIGUEZ	122234140007407	6,977.99
	8/20/2025	P02912--ELENA GONZALEZ	122234140007406	2,024.27
	8/20/2025	P02911--KIDZ R US CHILDCARE	122234140007405	1,180.00
	8/20/2025	P02906--ANA LILIA SANTILLAN VALENCIA	122234140007404	1,333.97
	8/20/2025	P02905--ALICIA MORENO CISNEROS	122234140007403	1,853.83
	8/20/2025	P02904--MAYRA ESTHER MENDOZA	122234140007402	4,263.46
	8/20/2025	P02901--MARIA D REYES-SOTO	122234140007401	5,668.11
	8/20/2025	P02899--ANGELICA MORENO ESPINO	122234140007400	1,853.83
	8/20/2025	P02897--MARTHA ALICIA CEJA	122234140007399	1,929.88
	8/20/2025	P02896--MARTA CORONA DE TORRES	122234140007398	4,300.45
	8/20/2025	P02894--MARIBEL GARCIA RAMIREZ	122234140007397	1,832.88
	8/20/2025	P02893--GABRIELA OLIVA LOPEZ	122234140007396	5,101.49
	8/20/2025	P02892--SANDRA GABRIELA ARMENDARIZ	122234140007395	3,929.30
	8/20/2025	P02888--FANY J PEREZ DE RAMIREZ	122234140007394	869.98
	8/20/2025	P02885--ANA RIOS	122234140007393	5,013.46
	8/20/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	122234140007392	4,141.84
	8/20/2025	P02882--MARIA MENDOZA	122234140007391	1,698.78
	8/20/2025	P02879--MAYRA A. RAMIREZ	122234140007390	1,069.10
	8/20/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140007389	2,805.11
	8/20/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140007388	2,939.29
	8/20/2025	P02871--MIRIAM ELIZABETH JAIME	122234140007387	7,071.82
	8/20/2025	P02870--ANA MARIA MARTINEZ	122234140007386	1,388.60
	8/20/2025	P02869--DINA GONZALEZ	122234140007385	3,547.55
	8/20/2025	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140007384	1,894.41
	8/20/2025	P02857--IRMA VILLA DE OLIVARES	122234140007383	1,963.16
	8/20/2025	P02856--CONSUELO LIRA DE LEMUS	122234140007382	3,435.94
	8/20/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140007381	1,779.05
	8/20/2025	P02851--MARIA A ROMERO DE CRUZ	122234140007380	925.31
	8/20/2025	P02849--LUCERO AMAIRANI VILLASENOR BOTELLO	122234140007379	2,193.38
	8/20/2025	P02848--ANA LAURA RODRIGUEZ	122234140007378	4,681.20

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	8/20/2025	P02847--ELSA LARREYNAGA BATRES	122234140007377	6,845.70
	8/20/2025	P02845--CARLOS ESTEVAN GARCIA	122234140007376	1,888.16
	8/20/2025	P02843--ESMERALDA OSEGUERA HERRERA	122234140007375	2,305.68
	8/20/2025	P02842--ELIA SANCHEZ	122234140007374	2,566.56
	8/20/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140007373	2,615.60
	8/20/2025	P02839--CARLAANGELA RUIZ	122234140007372	1,809.76
	8/20/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140007371	2,915.29
	8/20/2025	P02828--MARIA FERNANDA GARIBAY	122234140007370	4,948.50
	8/20/2025	P02826--SILVIA LEMUS DE OROSCO	122234140007369	1,152.15
	8/20/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140007368	1,633.85
	8/20/2025	P02815--VICTORIA GOMEZ CRUZ	122234140007367	1,060.36
	8/20/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140007366	2,662.75
	8/20/2025	P02808--MARIELA SANCHEZ	122234140007365	1,078.81
	8/20/2025	P02804--CELIA IBARRA	122234140007364	1,786.38
	8/20/2025	P02803--JAQUELINE MATURINO MONARREZ	122234140007363	3,658.07
	8/20/2025	P02802--GUADALUPE DURAN	122234140007362	983.28
	8/20/2025	P02799--ARACELI CASTRO BARRAZA	122234140007361	2,315.87
	8/20/2025	P02798--MARGARITA VALENCIA AVILA	122234140007360	6,652.60
	8/20/2025	P02796--NEREYDA LIRA LOPEZ	122234140007359	4,525.92
	8/20/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140007358	1,952.63
	8/20/2025	P02788--SILVIA MAGALLON DE REYES	122234140007357	5,054.25
	8/20/2025	P02786--MARISOL PEREZ	122234140007356	2,076.91
	8/20/2025	P02783--CELENY SANCHEZ	122234140007355	1,442.83
	8/20/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140007354	877.20
	8/20/2025	P02780--MARISSA LOPEZ LOPEZ	122234140007353	4,354.15
	8/20/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140007352	3,662.02
	8/20/2025	P02775--NORA E LEMUS	122234140007351	6,028.54
	8/20/2025	P02769--BEATRIZ BUENO	122234140007350	1,916.60
	8/20/2025	P02768--ALICIA MONTEJANO PENA	122234140007349	4,890.78
	8/20/2025	P02766--MIREYA GUZMAN CRISTOBAL	122234140007348	2,833.75
	8/20/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140007347	4,390.11
	8/20/2025	P02764--MARGARITA GARIBAY CORTES	122234140007346	11,446.69
	8/20/2025	P02759--VIANEY VILLANUEVA MAGALLON	122234140007345	1,937.74
	8/20/2025	P02757--BERTHA CARAVES	122234140007344	1,246.08
	8/20/2025	P02754A--ANTONIO PERALTA DUQUE	122234140007343	4,380.46
	8/20/2025	P02753--MAYRA ALEJANDRA RIOS	122234140007342	1,535.61
	8/20/2025	P02750--ROSA HILDA NAVARRO	122234140007341	4,149.21
	8/20/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140007340	1,827.93
	8/20/2025	P02745--FLOR JAZMIN ZACARIAS	122234140007339	1,602.96
	8/20/2025	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140007338	1,810.53
	8/20/2025	P02742--JOANNA ROBLES	122234140007337	983.28
	8/20/2025	P02740A--LUCEROS DAYCARE	122234140007336	913.90
	8/20/2025	P02736--CLAUDIA ZAVALA CISNEROS	122234140007335	2,966.97
	8/20/2025	P02722--BRENDA SUJEY MARTINEZ	122234140007334	2,926.95
	8/20/2025	P02721--OLGA LIRA DE GALLARDO	122234140007333	3,302.41
	8/20/2025	P02720--GUADALUPE LEMUS LEMUS	122234140007332	2,797.72
	8/20/2025	P02717--JOSELINE ARREDONDO	122234140007331	2,301.92
	8/20/2025	P02716--ESPERANZA RESENDEZ	122234140007330	1,928.44
	8/20/2025	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140007329	5,164.93
	8/20/2025	P02711--MARIA ELIZABETH MARIN	122234140007328	2,793.04
	8/20/2025	P02710--MARIA G TAMAYO DE ZAMORA	122234140007327	919.29
	8/20/2025	P02707--MAGDALENA GUERRERO DE PARRA	122234140007326	2,174.54
	8/20/2025	P02704--JANETH G SARABIA	122234140007325	10,951.59
	8/20/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140007324	1,672.61
	8/20/2025	P02690--STEPHANIE VERDUGO	122234140007323	4,920.53
	8/20/2025	P02689--GUADALUPE OLAZABAL	122234140007322	1,131.86
	8/20/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140007321	3,581.02
	8/20/2025	P02682--ELOISA QUINTINO DE MARTINEZ	122234140007320	675.48

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	8/20/2025	P02679--ROSELIA MADERA CALDERA	122234140007319	1,786.84
	8/20/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140007318	1,803.70
	8/20/2025	P02667--MARIA ANGELA DIAZ	122234140007317	5,238.02
	8/20/2025	P02666--LUCERO MILLAN GARCIA	122234140007316	2,817.81
	8/20/2025	P02665--LETICIA GARIBAY DE CEJA	122234140007315	983.28
	8/20/2025	P02664--LESLIE KARINA TOSCANO CRUZ	122234140007314	889.12
	8/20/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140007313	4,014.92
	8/20/2025	P02654--MARIA C CUEVAS DE GARCIA	122234140007312	2,588.63
	8/20/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140007311	4,997.18
	8/20/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140007310	3,326.69
	8/20/2025	P02645--JANET IBARRA	122234140007309	3,738.48
	8/20/2025	P02644--YAJAIRA GUZMAN	122234140007308	510.78
	8/20/2025	P02640--TERESA MENDOZA	122234140007307	1,022.39
	8/20/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140007306	9,686.98
	8/20/2025	P02637--DEANNA RAMIREZ	122234140007305	791.41
	8/20/2025	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140007304	3,256.08
	8/20/2025	P02635--MARIA E CUARA	122234140007303	1,329.91
	8/20/2025	P02620--ARACELI JIMENEZ AVILA	122234140007302	2,184.90
	8/20/2025	P02618--MARIA CHRISTINA RUBALCAVA	122234140007301	3,992.18
	8/20/2025	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	122234140007300	7,440.43
	8/20/2025	P02609--ROSAURA IBARRA OROZCO	122234140007299	6,690.94
	8/20/2025	P02608--GUADALUPE CECILIA JAIME	122234140007298	429.63
	8/20/2025	P02607--SYLVIA MORA	122234140007297	715.48
	8/20/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140007296	2,022.04
	8/20/2025	P02602--ADRIANA GOMEZ	122234140007295	13,559.82
	8/20/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140007294	9,100.24
	8/20/2025	P02597--INES MARISCAL MACIAS	122234140007293	688.31
	8/20/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140007292	5,743.41
	8/20/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140007291	1,160.76
	8/20/2025	P02581--MARIA ELENA ESCOBAR	122234140007290	2,030.81
	8/20/2025	P02579--YOLANDA LIRA LEMUS	122234140007289	1,915.30
	8/20/2025	P02578--MARIA NANCY CRUZ	122234140007288	1,809.76
	8/20/2025	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140007287	1,292.98
	8/20/2025	P02574--OLGA NOVELA DE HUERTA	122234140007286	6,926.41
	8/20/2025	P02572--ESTHER NAVARRO	122234140007285	4,381.91
	8/20/2025	P02570--TINA MARIE LOPEZ	122234140007284	8,534.32
	8/20/2025	P02567--LORENA PEREZ MELGOZA	122234140007283	8,112.43
	8/20/2025	P02562--IRMA FLORES	122234140007282	2,766.41
	8/20/2025	P02561--JACINTA GLORIA CRUZ	122234140007281	5,246.51
	8/20/2025	P02560--VERONICA HERNANDEZ	122234140007280	3,814.82
	8/20/2025	P02557--MARIA A LOPEZ	122234140007279	2,398.06
	8/20/2025	P02555--OGARIDT ALCANZAR MAGANA	122234140007278	2,026.45
	8/20/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140007277	9,682.64
	8/20/2025	P02553--ELENA OCHOA CONTRERAS	122234140007276	1,297.28
	8/20/2025	P02549--MARIA REINA OROZCO MORA	122234140007275	1,974.67
	8/20/2025	P02547--CLAUDIA GARCIA	122234140007274	3,272.51
	8/20/2025	P02545--ROCIO OROZCO IBARRA	122234140007273	12,390.64
	8/20/2025	P02543--MARISOL PEREZ	122234140007272	2,924.30
	8/20/2025	P02542A--LA ESTACION CHILDCARE LLC	122234140007271	3,673.78
	8/20/2025	P02539--KASANDRA BASURTO	122234140007270	1,780.12
	8/20/2025	P02533--LIZET MONSERRAT PRECIADO	122234140007269	1,894.41
	8/20/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140007268	1,711.23
	8/20/2025	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140007267	12,447.06
	8/20/2025	P02516A--EVANY MURILLO	122234140007266	1,088.69
	8/20/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140007265	7,443.39
	8/20/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140007264	2,047.32
	8/20/2025	P02507--LETICIA HERNANDEZ	122234140007263	1,937.56
	8/20/2025	P02505--YANELY GARCIA	122234140007262	1,773.34

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	8/20/2025	P02483--JASMINE CANCHOLA	122234140007260	1,159.59
	8/20/2025	P02479--ORALIA QUIROZ	122234140007259	4,584.45
	8/20/2025	P02477--MAGANA IRIS FCC LLC	122234140007258	5,128.60
	8/20/2025	P02476--DOLORES M PLATERO	122234140007257	3,489.45
	8/20/2025	P02468--DAVID PANTOJA	122234140007256	8,709.85
	8/20/2025	P02467--KARLA ELIZABETH HULING	122234140007255	3,110.82
	8/20/2025	P02466--Rosa Elena Arellano	122234140007254	2,982.52
	8/20/2025	P02464--GLADYS ISELA RODRIGUEZ	122234140007253	2,982.50
	8/20/2025	P02462--IRMA L IBARRA	122234140007252	9,238.28
	8/20/2025	P02455--LUCIA MENDOZA OCHOA	122234140007251	3,794.52
	8/20/2025	P02450--RUBICEL RUIZ SOLORIO	122234140007250	5,860.81
	8/20/2025	P02448--JANET RODRIGUEZ	122234140007249	3,839.36
	8/20/2025	P02446--MARIA DOLORES GOMEZ	122234140007248	6,001.11
	8/20/2025	P02443--MONICA VEGA	122234140007247	4,515.15
	8/20/2025	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140007246	5,713.19
	8/20/2025	P02432--LILIANA SOLORIO	122234140007245	2,321.48
	8/20/2025	P02426--ANNA DELFINA REYES	122234140007244	11,977.78
	8/20/2025	P02424--DALILA J CAVAZOS	122234140007243	9,456.06
	8/20/2025	P02422--ELIZABETH DIAZ	122234140007242	4,007.68
	8/20/2025	P02418--BERTHA ALICIA GOMEZ	122234140007241	4,665.10
	8/20/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140007240	5,398.03
	8/20/2025	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140007239	9,189.03
	8/20/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140007238	2,871.44
	8/20/2025	P02411--MAYRA ELENA GONZALEZ MORALES	122234140007237	6,493.54
	8/20/2025	P02402--EDITH ELIZABETH SANCHEZ	122234140007236	1,904.59
	8/20/2025	P02397--ELVIRA GAMBOA	122234140007235	952.28
	8/20/2025	P02393--ADRIANA CEJA GONZALEZ	122234140007234	5,434.70
	8/20/2025	P02389--SANDRA RODRIGUEZ	122234140007233	689.96
	8/20/2025	P02387--MARIA G SANCHEZ ESCALERA	122234140007232	1,883.56
	8/20/2025	P02380--ZEFERINO GONZALEZ	122234140007231	1,266.88
	8/20/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140007230	5,790.55
	8/20/2025	P02374--SUNSHINE CENTER	122234140007229	1,024.91
	8/20/2025	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140007228	1,964.17
	8/20/2025	P02351--ALMA DELIA WENCES	122234140007227	1,730.00
	8/20/2025	P02342--SANDRA PEREZ	122234140007226	5,945.56
	8/20/2025	P02336--PAULA GARCIA	122234140007225	7,968.79
	8/20/2025	P02334--SILVIA E ZUNIGA	122234140007224	11,989.38
	8/20/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140007223	4,762.75
	8/20/2025	P02331--PAULA LARA VALDOVINOS	122234140007222	5,252.37
	8/20/2025	P02329--JULISSA MARIE ARAGON	122234140007221	3,194.85
	8/20/2025	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140007220	2,341.60
	8/20/2025	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140007219	7,845.73
	8/20/2025	P02323--SONIA PANTOJA	122234140007218	2,956.22
	8/20/2025	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140007217	5,335.63
	8/20/2025	P02320--LILIANA REYES GONZALEZ	122234140007216	1,966.56
	8/20/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140007215	4,692.71
	8/20/2025	P02314--KENDAHL ROSE ROWE	122234140007214	5,592.00
	8/20/2025	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140007213	2,177.89
	8/20/2025	P02303--MARTHA A ANGUIANO REYES	122234140007212	1,779.05
	8/20/2025	P02298--SIDRONIA G VALDEZ	122234140007211	960.17
	8/20/2025	P02295--EDUVIJES SUAREZ	122234140007210	2,945.99
	8/20/2025	P02284--ANDREA GUADALUPE DIAZ	122234140007209	1,948.30
	8/20/2025	P02280--NORMA MENDOZA	122234140007208	4,869.79
	8/20/2025	P02276--MARIA E CORONA HEREDIA	122234140007207	1,000.49
	8/20/2025	P02271--GUADALUPE CARRIZOZA DE CASTILLO	122234140007206	10,903.38
	8/20/2025	P02266--ELIZABETH CHAVEZ	122234140007205	6,626.29
	8/20/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140007204	4,600.43

Bank	Date	Vendor	Document no.	Amount
	8/20/2025	P02263--MARISOL GONZALEZ	122234140007203	3,099.36
	8/20/2025	P02261--JUANA MORILLON GUILLEN	122234140007202	4,581.29
	8/20/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140007201	7,210.26
	8/20/2025	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140007200	1,809.76
	8/20/2025	P02258--MARISOL MEDINA	122234140007199	5,761.56
	8/20/2025	P02249--ADRIANA AGUIRRE GAONA	122234140007198	4,980.89
	8/20/2025	P02246--CAROLINA GIL	122234140007197	1,437.13
	8/20/2025	P02241--ANA PATRICIA CAMARGO	122234140007196	6,257.53
	8/20/2025	P02240--MARIA SANTOS DE LOPEZ	122234140007195	10,676.06
	8/20/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140007194	2,736.39
	8/20/2025	P02237--IRMA SANDOVAL ROBLES	122234140007193	6,575.62
	8/20/2025	P02236--ROSEMARY ZAVALA	122234140007192	7,847.44
	8/20/2025	P02235--GABRIELA ARREGUIN	122234140007191	3,697.92
	8/20/2025	P02222--MARIA GARCIA	122234140007190	7,946.42
	8/20/2025	P02215--ERIKA L CENTENO	122234140007189	7,451.21
	8/20/2025	P02214--CECILIA ATAI PEREZ	122234140007188	4,797.41
	8/20/2025	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140007187	3,648.95
	8/20/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140007186	1,814.02
	8/20/2025	P02190--ESPERANZA TORRES	122234140007185	964.22
	8/20/2025	P02189--MARIA ELENA CASTILLO	122234140007184	5,060.15
	8/20/2025	P02174--NORMA M. ZARAZUA	122234140007183	2,689.90
	8/20/2025	P02172--MARIA LEDESMA DE GARCIA	122234140007182	8,266.48
	8/20/2025	P02154--GUADALUPE CABRERA	122234140007181	9,971.75
	8/20/2025	P02152--EDELMIRA L VIVEROS	122234140007180	2,869.95
	8/20/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140007179	5,361.47
	8/20/2025	P02146--RAQUEL SANCHEZ	122234140007178	1,779.05
	8/20/2025	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140007177	3,832.24
	8/20/2025	P02138--JACOBA C DE ANDRACA	122234140007176	7,741.76
	8/20/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140007175	11,204.70
	8/20/2025	P02125--AUDELIA RIOS	122234140007174	10,510.62
	8/20/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140007173	7,353.97
	8/20/2025	P02109--JACLYN PRADO	122234140007172	4,977.83
	8/20/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140007171	4,940.00
	8/20/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140007170	2,686.33
	8/20/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140007169	5,803.55
	8/20/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140007168	2,802.83
	8/20/2025	P02083--MARIA PAZ	122234140007167	7,393.52
	8/20/2025	P02080--MARIA F MARTINEZ	122234140007166	5,012.61
	8/20/2025	P02053--ANA BERTHA BALLESTEROS JAIME	122234140007165	6,490.96
	8/20/2025	P02051--ANA MARTINEZ	122234140007164	982.75
	8/20/2025	P02044--AYDE JAIME	122234140007163	5,480.16
	8/20/2025	P02032--MARIA F AGUILAR DE SANDOVAL	122234140007162	5,430.11
	8/20/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140007161	3,881.32
	8/20/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140007160	1,967.64
	8/20/2025	P01972--RUBICELA ALCANTAR DE TORRES	122234140007159	2,142.25
	8/20/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140007158	6,728.58
	8/20/2025	P01968--LOURDES PEREZ DE GARCIA	122234140007157	6,137.57
	8/20/2025	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140007156	1,473.37
	8/20/2025	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140007155	4,863.01
	8/20/2025	P01951--IRENE R SIXTOS	122234140007154	9,283.99
	8/20/2025	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140007153	1,083.02
	8/20/2025	P01934--MARIA A MAGALLON OROZCO	122234140007152	536.72
	8/20/2025	P01928--ANGELINA VASQUEZ	122234140007151	1,853.00
	8/20/2025	P01919--MARIA FRANCISCA MENA	122234140007150	10,343.22
	8/20/2025	P01917--DAISY ALMIDA GONZALEZ	122234140007149	5,707.85
	8/20/2025	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140007148	9,446.33
	8/20/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140007147	5,029.44
	8/20/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140007146	342.75

Bank	Date	Vendor	Document no.	Amount
	8/20/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140007145	10,389.86
	8/20/2025	P01865--DINA BEATRIZ GONZALEZ	122234140007144	5,710.80
	8/20/2025	P01850--RUTH CARINA PAREDES	122234140007143	3,507.73
	8/20/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140007142	2,169.97
	8/20/2025	P01843--MARIANELA G ORTIZ	122234140007141	5,446.10
	8/20/2025	P01809--CONSUELO PUGA	122234140007140	3,554.16
	8/20/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140007139	4,993.03
	8/20/2025	P01804--CECILIA ZAMORA	122234140007138	1,432.89
	8/20/2025	P01802--SAIDY LORENA MAYEN	122234140007137	5,846.17
	8/20/2025	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140007136	1,904.41
	8/20/2025	P01782--MONICA MARTINEZ	122234140007135	260.34
	8/20/2025	P01765--VERONICA ALVAREZ	122234140007134	3,587.75
	8/20/2025	P01755--BEATRIZ JACQUEZ NUNEZ	122234140007133	1,589.87
	8/20/2025	P01735--MARGARITA PADILLA BARAJAS	122234140007132	7,296.48
	8/20/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140007131	12,787.60
	8/20/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140007130	4,029.03
	8/20/2025	P01718--ONOFRE ZAMORA	122234140007129	11,499.63
	8/20/2025	P01692--MARIA PAZ RUIZ	122234140007128	3,623.67
	8/20/2025	P01685--SILVIA PRECIADO	122234140007127	1,819.85
	8/20/2025	P01666--PATRICIA SANCHEZ	122234140007126	7,654.05
	8/20/2025	P01664--ELIDA CRUZ	122234140007125	3,223.23
	8/20/2025	P01654--HILDA ARACELI ARAMBULA MORENO	122234140007124	920.48
	8/20/2025	P01652--TRINIDAD TINOCO	122234140007123	3,669.38
	8/20/2025	P01638--ELIZABETH GONZALEZ	122234140007122	1,921.79
	8/20/2025	P01628--DORA LUZ RIVERA	122234140007121	6,712.54
	8/20/2025	P01561--ANA M. DAVILA	122234140007120	3,948.78
	8/20/2025	P01555--NORMA PATRICIA AVILA MOLINA	122234140007119	1,150.35
	8/20/2025	P01522--ALIDA MERCADO DE GARNICA	122234140007118	1,816.80
	8/20/2025	P01518--ROMELIA MORENO DE ESPINOZA	122234140007117	3,179.35
	8/20/2025	P01508--ROCELIA OROZCO LEMUS	122234140007116	4,278.97
	8/20/2025	P01507--MARIANA NAVA	122234140007115	5,084.47
	8/20/2025	P01493--NORMA LISA GUZMAN	122234140007114	1,711.23
	8/20/2025	P01482--ROSA ANGELA ORTIZ	122234140007113	7,321.08
	8/20/2025	P01465--ESMERALDA ALCANTARA	122234140007112	2,569.14
	8/20/2025	P01460--MARILU GARZA	122234140007111	11,935.23
	8/20/2025	P01456--ESTHER MELENDREZ	122234140007110	1,809.76
	8/20/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140007109	14,431.05
	8/20/2025	P01373--ELOISA LEMUS	122234140007108	5,783.79
	8/20/2025	P01366--MARIA R GARCIA DE ARAMBULA	122234140007107	3,863.96
	8/20/2025	P01353--CARMEN BELTRAN	122234140007106	6,573.44
	8/20/2025	P01318--MARIA CONCEPCION CEJA	122234140007105	5,080.64
	8/20/2025	P01307--MELANEA FIERROS HIDALGO	122234140007104	4,911.10
	8/20/2025	P01304--MARIA GUADALUPE JAYME	122234140007103	4,644.26
	8/20/2025	P01285--ADELA GARCIA DE SOSA	122234140007102	4,029.90
	8/20/2025	P01280--SILVIA MEJIA	122234140007101	10,511.70
	8/20/2025	P01279--AIDEE SANDOVAL	122234140007100	523.46
	8/20/2025	P01256--ALMA R RANGEL	122234140007099	7,061.76
	8/20/2025	P01208--MARIA M ANGULO	122234140007098	6,357.42
	8/20/2025	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140007097	6,864.35
	8/20/2025	P01177--SARA ESTELA POSADA	122234140007096	9,014.88
	8/20/2025	P01128--VIRGINIA RANGEL	122234140007095	4,831.51
	8/20/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140007094	925.49
	8/20/2025	P01114--ROCIO SALAZAR	122234140007093	3,140.90
	8/20/2025	P01108--IMELDA MARIN DE JUAREZ	122234140007092	8,408.75
	8/20/2025	P01106--HILDA BARAJAS JUAREZ	122234140007091	2,057.42
	8/20/2025	P01105--ANGELICA MAGANA MARES	122234140007090	6,727.24
	8/20/2025	P01096--LAURA A RODRIGUEZ	122234140007089	4,462.78
	8/20/2025	P01075--ROSALBA GONZALEZ	122234140007088	9,334.53

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	8/20/2025	P01054--IRMA VERONICA OSEGUERA	122234140007087	3,288.22
	8/20/2025	P01050--LILIA YAZMIN JUAREZ	122234140007086	7,819.34
	8/20/2025	P01033--BLANCA ESTELA JIMENEZ	122234140007085	1,880.86
	8/20/2025	P01027--MA L MONROY DE SEVILLA	122234140007084	1,937.56
	8/20/2025	P01024--MACARMEN LUCATERO	122234140007083	1,374.70
	8/20/2025	P01013--MARIA DE JESUS REYNA	122234140007082	1,780.79
	8/20/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140007081	4,455.86
	8/20/2025	P00966--ELIDIA O RANGEL	122234140007080	7,405.79
	8/20/2025	P00931--CARMEN MORALES DIAZ	122234140007079	2,439.95
	8/20/2025	P00903--PATRICIA HERNANDEZ	122234140007078	11,437.02
	8/20/2025	P00852--ELISA GONZALES	122234140007077	4,308.85
	8/20/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140007076	1,342.39
	8/20/2025	P00810--MAGDA F. SALDIVAR	122234140007075	3,879.23
	8/20/2025	P00805--ELVA BORUNDA FLORES	122234140007074	8,870.39
	8/20/2025	P00780--MAYRA FLORES	122234140007073	837.20
	8/20/2025	P00773--ROSALINDA G. OCHOA	122234140007072	5,519.94
	8/20/2025	P00735--LAURA A GUTIERREZ	122234140007071	3,645.87
	8/20/2025	P00718--JUANA CORTEZ DE PEREZ	122234140007070	8,203.98
	8/20/2025	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140007069	8,063.57
	8/20/2025	P00661--SOCORRO A MENDOZA	122234140007068	3,948.78
	8/20/2025	P00608--ISABEL GARCIA	122234140007067	1,919.91
	8/20/2025	P00593--RITA GARCIA	122234140007066	10,038.51
	8/20/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140007065	3,387.52
	8/20/2025	P00489--ESPERANZA B TOBAR	122234140007064	2,062.09
	8/20/2025	P00446--OLGA ZAMAGO	122234140007063	1,651.60
	8/20/2025	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140007062	1,951.45
	8/20/2025	P00402--YOLANDA MUNOZ	122234140007061	12,863.74
	8/20/2025	P00349--YOLANDA JUAREZ	122234140007060	5,681.61
	8/20/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140007059	10,473.83
	8/20/2025	P00251--EVANGELINA CERVANTES DE RAMOS	122234140007058	3,373.91
	8/20/2025	P00163--LETICIA G HERNANDEZ	122234140007057	9,310.30
	8/20/2025	P00161--ALICIA GARCIA DE LEYVA	122234140007056	3,840.79
	8/20/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140007055	4,225.42
	8/20/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140007054	3,538.59
	8/20/2025	P00021--ANA ROSA M SANCHEZ	122234140007053	10,518.23
	8/20/2025	P00019--TERESA CAROLINA OROPEZA	122234140007052	6,630.90
	8/20/2025	P00014--LILIA ISORDIA DE RANGEL	122234140007051	4,997.96
	8/20/2025	P00003--CATALINA CASTRO AYALA	122234140007050	8,142.10
	8/20/2025	P00002--NORA ELIA JAIME	122234140007049	1,746.56
	8/22/2025	V03424--JAUBRAE DIXON	304772	853.08
	8/26/2025	V04806--MARK ANTHONY ESPARZA JR	304774	1,119.20
	8/26/2025	V04805--KENNETH LLOYD ESPARZA	304773	1,167.01
	8/26/2025	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	304787	100.00
	8/26/2025	V01041--VINELAND SCHOOL DISTRICT	304798	375.00
	8/26/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	304780	363.12
	8/26/2025	V00689--MERCED COUNTY OFFICE OF EDUCATION	304788	253.67
	8/26/2025	V02673--FIRST 5 MADERA COUNTY	304782	1,223.14
	8/26/2025	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING, INC.	304778	978.50
	8/26/2025	V03124--1020 CECIL LLC	304775	930.00
	8/26/2025	V00798--PREWITT FAMILY DECEDENTS TRUST	304791	925.00
	8/26/2025	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	304796	700.00
	8/26/2025	V00947--SUNRISE VILLA PARTNERS	304794	700.00
	8/26/2025	V02227--CITY OF ARVIN	304777	671.95
	8/26/2025	V02690--HEARTS & LIVES	304784	550.00
	8/26/2025	V01005--TULARE COUNTY OFFICE OF EDUCATION	304797	500.00
	8/26/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	304789	450.00
	8/26/2025	V04678--GRUPE HUBER COMPANY	304846	7,787.70
	8/26/2025	V03157--KERN ISLAND INVESTORS, GP	304786	7,022.35

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	8/26/2025	V02479--RONALD SHELAN	304792	5,538.00
	8/26/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	304783	5,004.92
	8/26/2025	V00953--TAFT CITY SCHOOL DISTRICT	304795	4,923.64
	8/26/2025	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	304776	3,700.00
	8/26/2025	V00932--STELLAR PLAZA LLC	304793	3,253.61
	8/26/2025	V00365--FAIRFAX SCHOOL DISTRICT	304781	3,303.00
	8/26/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	304785	2,200.00
	8/26/2025	V02967--MORE THAN ONE DIMENSION, INC.	304790	1,800.00
	8/26/2025	V02973--OMNI FAMILY HEALTH	304876	6,267.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304834	744.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304833	334.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304832	15.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304831	15.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304830	15.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304829	1,076.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304828	1,076.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304827	1,076.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304826	1,076.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304825	184.00
	8/26/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	304824	184.00
	8/26/2025	V00803--ASSOCIATION OF NATIONALLY CERTIFIED ROMA TRAINERS (ANC	304803	55.00
	8/26/2025	V04803--HOUSING AUTHORITY OF THE COUNTY OF KERN	304848	2,520.00
	8/26/2025	V00611--LEVEL 3 FINANCING INC	304856	1,605.68
	8/26/2025	V00229--COMCAST CORPORATION	304821	240.80
	8/26/2025	V00801--PRODUCERS DAIRY FOODS INC	304879	3,279.28
	8/26/2025	V00207--CINTAS CORPORATION #668	304815	399.74
	8/26/2025	V03258--DISCOVERY SCIENCE CENTER OF LOS ANGELES	304837	720.00
	8/26/2025	V01012--UNITED RENTALS INC	304902	375.30
	8/26/2025	V04791--ALMA C MENDOZA	304800	50.00
	8/26/2025	V00906--SNIDERS	304887	29.23
	8/26/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	304808	968.00
	8/26/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	304779	10,864.89
	8/26/2025	V00477--INDIAN WELLS VALLEY WATER DISTRICT	304849	1,800.95
	8/26/2025	V00187--CERTIFIX INC	304812	520.00
	8/26/2025	V00919--SPECTRUM	304890	226.24
	8/26/2025	V00389--FLYERS ENERGY LLC	304843	813.16
	8/26/2025	V01009--ULINE	304901	1,991.90
	8/26/2025	V00169--CALIFORNIA WATER SERVICE	304809	3,810.40
	8/26/2025	V00418--GOLDEN EMPIRE GLEANERS	304845	1,600.00
	8/26/2025	V00370--FEDEX	304841	246.05
	8/26/2025	V03547--CASSANDRA WORTHY	304810	17.50
	8/26/2025	V00094--AT&T	304805	2,482.69
	8/26/2025	V00813--QUADIENT LEASING USA, INC	304881	1,541.10
	8/26/2025	V00787--PG&E	304878	163,998.64
	8/26/2025	V00914--SOUTHERN CALIFORNIA EDISON	304889	3,458.85
	8/26/2025	V00194--CHARTER COMMUNICATIONS	304813	126.25
	8/26/2025	V03314--VESTIS GROUP, INC	304906	72.20
	8/26/2025	V03430--SPECTRUM/CHARTER	304894	180.00
	8/26/2025	V00907--SOCALGAS	304888	43.42
	8/26/2025	V00103--BAKERSFIELD FALSE ALARM RECOVERY PROGRAM	304806	32.00
	8/26/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	304897	156.25
	8/26/2025	V03172--OFFICE1 LEASING	304875	231.83
	8/26/2025	V00294--DEPARTMENT OF JUSTICE	304823	694.00
	8/26/2025	V03430--SPECTRUM/CHARTER	304893	499.00
	8/26/2025	V03430--SPECTRUM/CHARTER	304892	301.11
	8/26/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	304896	219.99
	8/26/2025	V03430--SPECTRUM/CHARTER	304891	200.00
	8/26/2025	V00374--FERGUSON ENTERPRISES INC #1350	304842	112.14

Bank	Date	Vendor	Document no.	Amount
	8/26/2025	V00206--CHRISTOPHER PERCIVAL	304814	517.54
	8/26/2025	V04136--MARIA OJEDA	304863	8.40
	8/26/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	304895	156.25
	8/26/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	304854	9,629.75
	8/26/2025	V03172--OFFICE1 LEASING	304874	188.11
	8/26/2025	V03172--OFFICE1 LEASING	304873	240.14
	8/26/2025	V02597--CATHARYN LAURIE SPROULE	304811	64.40
	8/26/2025	V00092--AT&T	304804	951.78
	8/26/2025	V00846--ROUTE 66 BROADBAND LLC	304884	218.13
	8/26/2025	V04036--NANCY COSTA	304869	81.20
	8/26/2025	V03404--MARITZA LARA MARTINEZ	304866	249.90
	8/26/2025	V03405--NICOLE CALLAHAN	304872	154.00
	8/26/2025	V03740--Liliana Altamirano	304858	138.60
	8/26/2025	V03386--JAZMIN LEON	304850	133.00
	8/26/2025	V03383--ESTHER REYES-GARZA	304840	128.10
	8/26/2025	V03429--TiYONNA MITCHELL	304899	123.90
	8/26/2025	V03628--FRANCIS VEGA	304844	119.00
	8/26/2025	V04097--VICTORIA FLORES	304907	115.50
	8/26/2025	V04002--RUBEN RIVERA	304885	106.40
	8/26/2025	V02549--AMY A JIMENEZ	304801	103.60
	8/26/2025	V03391--MARISELA GONZALEZ	304865	92.40
	8/26/2025	V04115--ESTEFANY AVITIA	304838	79.80
	8/26/2025	V03396--MICHELLE OLIVEROS	304868	78.40
	8/26/2025	V03785--MARIA MORENO GOMEZ	304862	51.80
	8/26/2025	V04560--JORDAN TURNER	304852	47.00
	8/26/2025	V04025--NANCY PEREZ	304870	46.20
	8/26/2025	V03951--TOMMIE SUE CORDOVA	304900	44.80
	8/26/2025	V04133--MARIA VILLANUEVA	304864	36.40
	8/26/2025	V03498--ANGEL TEJEDA	304802	30.80
	8/26/2025	V04337--MAGDALENA CARDENAS	304860	25.90
	8/26/2025	V04122--YESENIA RUBIRA	304908	23.80
	8/26/2025	V04633--MERCEDES MILLER	304867	1.40
	8/26/2025	V03453--ADILENE NAVA	304799	275.10
	8/26/2025	V00657--MARIA MARTINEZ	304861	240.80
	8/26/2025	V03367--VALERIE CAMACHO	304904	239.40
	8/26/2025	V03389--LIGIA JOHNSON	304857	221.20
	8/26/2025	V04159--Estela Corrales	304839	197.40
	8/26/2025	V04096--JUANA CAMACHO	304853	191.10
	8/26/2025	V03370--ROSLYN TORRES	304883	184.80
	8/26/2025	V04396--SANDRA MEJIA ESPARZA	304886	180.60
	8/26/2025	V03403--VALERIA VALDEZ LOPEZ	304903	176.40
	8/26/2025	P02928--JOCELYN MARTEL	304851	1,718.28
	8/26/2025	V00592--LAKESHORE EQUIPMENT COMPANY	304855	3,327.29
	8/26/2025	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	304819	28.00
	8/26/2025	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	304818	28.00
	8/26/2025	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	304817	28.00
	8/26/2025	V04495--CITY OF STOCKTON - REVENUE SERVICES DIVISION	304816	28.00
	8/26/2025	V00806--PROTECTION 1/ADT	304880	51.56
	8/26/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	304847	1,555.46
	8/26/2025	V01022--VALLEY PROPANE SERVICE	304905	125.95
	8/26/2025	V03139--BAKERSFIELD SENIOR CENTER INC	304807	2,000.00
	8/26/2025	V00724--NATIONAL HEAD START ASSOCIATION	304871	1,250.00
	8/26/2025	V00173--THRIVING FAMILIES CA FOUNDATION	304898	13,410.00
	8/26/2025	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY MARRIOTT ST	304877	765.20
	8/26/2025	V04586--DFT HOTELS, INC.	304835	722.88
	8/26/2025	V00241--COMPUTER LINX	304822	6,504.25
	8/26/2025	V04575--LOWE'S COMPANIES, INC.	304859	1,868.95
	8/26/2025	V04701--CLAUDIA B NEEDHAM BAKER	304820	776.00

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	8/26/2025	V00302--DINGO ENTERPRISES INC	304836	350.54
	8/26/2025	V03894--ROSA CALLEJAS	304882	191.80
	8/26/2025	V01087--ZREP LLC	122234140007627	3,950.17
	8/26/2025	V00808--PROTEUS INC	122234140007626	500.00
	8/26/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140007625	10,525.00
	8/26/2025	V00718--M-R PROPERTIES	122234140007624	7,291.00
	8/26/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN COUN	122234140007623	5,688.00
	8/26/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOAQUIN COUN	122234140007622	666.98
	8/26/2025	V04640--NEEDLES FOR THE FUTURE	122234140007621	444.57
	8/26/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140007620	21,097.00
	8/26/2025	V04591--STAR 2 HOLDING LLC	122234140007619	1,123.20
	8/26/2025	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINGH	122234140007618	6,335.00
	8/26/2025	V03295--RANCHO DE STINE LLC	122234140007617	14,175.00
	8/26/2025	V03278--LODI MUSLIM MOSQUE	122234140007616	5,000.00
	8/26/2025	V03247--BKAT, INC	122234140007615	11,247.60
	8/26/2025	V03159--JOHN REY	122234140007614	1,875.00
	8/26/2025	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140007613	44,367.81
	8/26/2025	V03007--JANET Y YU	122234140007612	700.00
	8/26/2025	V03006--GRACE COMMUNITY CHURCH	122234140007611	5,690.37
	8/26/2025	V02796--MARK AND HELENE MCELYEA	122234140007610	4,000.00
	8/26/2025	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140007609	9,555.00
	8/26/2025	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140007608	3,532.50
	8/26/2025	V02150--5905 NILES ST LLC	122234140007607	4,351.04
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007606	1,248.63
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007605	301.54
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007604	542.72
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007603	578.98
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007602	123.19
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007601	49.89
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007600	33.14
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007599	264.97
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007598	323.99
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007597	33.37
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007596	229.12
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007595	9,257.43
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007594	50.00
	8/26/2025	V04748--ELD EXPERTS, LLC	122234140007593	16,701.55
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007592	18,458.73
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007591	2,202.99
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007590	1,936.73
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007589	1,127.00
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007588	1,050.69
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007587	674.16
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007586	594.32
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007585	526.14
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007584	432.40
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007583	196.03
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007582	154.75
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007581	126.40
	8/26/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140007580	116.62
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007579	304.32
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007578	32.99
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007577	100.00
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007576	165.03
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007575	34.57
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007574	469.80
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007573	1,600.89
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007572	766.97

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	8/26/2025	V00231--COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	122234140007571	137.00
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007570	246.10
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007569	56.89
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007568	105.47
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007567	132.00
	8/26/2025	V00937--STINSON STATIONERS	122234140007566	1,653.68
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007565	62.79
	8/26/2025	V03174--OFFICE IMAGING, INC	122234140007564	23.00
	8/26/2025	V03174--OFFICE IMAGING, INC	122234140007563	23.00
	8/26/2025	V02330--JEREMY T TOBIAS	122234140007562	472.00
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007561	228.00
	8/26/2025	V01072--YABITO CORPORATION	122234140007560	1,548.00
	8/26/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140007559	2,236.04
	8/26/2025	V00937--STINSON STATIONERS	122234140007558	240.66
	8/26/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140007557	140.00
	8/26/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140007556	330.00
	8/26/2025	V00182--CDW LLC	122234140007555	5,733.89
	8/26/2025	V00150--CAL KERN CABINETS INC	122234140007554	5,300.00
	8/26/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140007553	2,372.74
	8/26/2025	V00384--FIVE9 INC	122234140007552	3,824.52
	8/26/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140007551	565.25
	8/26/2025	V00937--STINSON STATIONERS	122234140007550	208.70
	8/26/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140007549	2,244.71
	8/26/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140007548	2,091.22
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007547	703.07
	8/26/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140007546	226.73
	8/26/2025	V00179--CAZADOR CONSULTING GROUP, INC	122234140007545	1,276.00
	8/26/2025	V00128--BRADY INDUSTRIES	122234140007544	2,483.34
	8/26/2025	V00874--SAVE MART SUPERMARKETS	122234140007543	340.34
	8/26/2025	V00478--INDOFF INCORPORATED	122234140007542	495.00
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007541	469.80
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007540	429.97
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007539	56.89
	8/26/2025	V00704--MISSION LINEN SUPPLY	122234140007538	53.07
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007537	3,018.75
	8/26/2025	V03288--OASIS AIR AND SOLAR	122234140007536	2,037.13
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007535	9.00
	8/26/2025	V00937--STINSON STATIONERS	122234140007534	327.73
	8/26/2025	V03174--OFFICE IMAGING, INC	122234140007533	198.51
	8/26/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140007532	4,916.95
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007531	57.60
	8/26/2025	V00029--ADVANCED DATA STORAGE, INC	122234140007530	17.60
	8/26/2025	V03191--VAL-PRO, INC	122234140007529	1,226.10
	8/26/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140007528	3,160.56
	8/26/2025	V00979--THE MARCOM GROUP, INC.	122234140007527	95.00
	8/26/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140007526	155.00
	8/26/2025	V03311--TM SIGNS AND GRAPHICS	122234140007525	2,069.37
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007524	319.32
	8/26/2025	V00905--SMART & FINAL	122234140007523	551.93
	8/26/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140007522	286.00
	8/26/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140007521	129.00
	8/26/2025	V04720--GRC PLUMBING	122234140007520	4,000.00
	8/26/2025	V03245--TIMOTHY SEXTON	122234140007519	8,786.02
	8/26/2025	V03093--CAESARS ENTERTAINMENT, INC.	122234140007518	11,918.51
	8/26/2025	V00585--KNIGHT'S SITE SERVICES INC	122234140007517	4,250.70
	8/26/2025	V03191--VAL-PRO, INC	122234140007516	181.05
	8/26/2025	V03191--VAL-PRO, INC	122234140007515	153.80
	8/26/2025	V04077--RAUL JIMENEZ	122234140007514	161.00

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	8/26/2025	V03191--VAL-PRO, INC	122234140007513	410.95
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007512	228.00
	8/26/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140007511	964.63
	8/26/2025	V03174--OFFICE IMAGING, INC	122234140007510	77.26
	8/26/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140007509	824.00
	8/26/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140007508	50.00
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007507	852.56
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007506	1,564.00
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007505	1,564.00
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007504	2,493.97
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007503	2,824.46
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007502	3,128.00
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007501	3,177.28
	8/26/2025	V00578--KERN VALLEY PRINTING, INC	122234140007500	514.19
	8/26/2025	V00595--LAMONT GENERAL STORE	122234140007499	8.64
	8/26/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140007498	54.73
	8/26/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140007497	1,179.23
	8/26/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140007496	6,442.95
	8/26/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140007495	12,710.99
	8/26/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140007494	22,359.69
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007493	51.15
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007492	63.83
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007491	66.08
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007490	123.19
	8/26/2025	V00559--KAPLAN EARLY LEARNING CO	122234140007489	698.27
	8/26/2025	V01044--W W GRAINGER INC	122234140007488	379.76
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007487	96.00
	8/26/2025	V00697--MICROSOFT CORPORATION	122234140007486	56.00
	8/26/2025	V00920--SSD ALARM, INC	122234140007485	28.39
	8/26/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140007484	1,023.84
	8/26/2025	V03006--GRACE COMMUNITY CHURCH	122234140007483	2,839.58
	8/26/2025	V03174--OFFICE IMAGING, INC	122234140007482	37.35
	8/26/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140007481	36,937.81
	8/26/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140007480	5,039.58
	8/26/2025	V03301--COLLETTE ROYAL	122234140007479	5,250.00
	8/26/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140007478	166.58
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MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: October 29, 2025

Subject: *Agenda Item V(g)*: 2025-2029 Strategic Plan Board of Directors Goal Group Assignment & Next Steps – **Info Item**

The CAPK Strategic Plan 2025–2029 was approved by the Board of Directors during the August 20, 2025, board meeting. This plan will guide our organization's direction and priorities over the next four years as we work together to strengthen our communities and advance our mission.

Strategic Plan Overview
Our Strategic Plan is built on four Strategic Priorities:

- ***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.

- ***Strategic Priority B: Partnerships***
  Strengthening our communities by building and expanding strategic partnerships that will enhance collaboration and support community-wide transformation.

- ***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.

- ***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.

Board Member Engagement
Board members will have the opportunity to identify which Strategic Priority they would like to join and actively support. This engagement will ensure strong governance oversight and strategic alignment as we implement our plan.

Upcoming Board Retreat
To further discuss the Strategic Plan and implementation strategies, we will be hosting a board retreat on Saturday, January 24, 2026. Mae Sinclair with GLS will serve as the facilitator for this session. More details about the retreat will be shared in the coming weeks.

Staff Assignments and Board Participation
Attached to this memo, you will find a matrix outlining the composition of staff assigned to each Strategic Priority and Key Goal. Please review this document to understand your role in advancing our strategic objectives. Board members will have the opportunity to select which Strategic Priority Group they wish to participate in. Once selections are made, board members will meet with the Lead and Co-Lead for their chosen Strategic Priority Group to:

- Understand the meeting schedule
- Establish a process for receiving timely updates
- Determine the level of participation in Key Goal meetings

This collaborative approach will ensure strong alignment between our board and staff as we work together to achieve our strategic objectives.

Attachments:
2025-2029 Strategic Plan Document B - Internal Operational Goal Group Assignments



Community Action Partnership of Kern

Building A Brighter Future

2026-2029 Strategic Plan

For Internal Use Only



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46 ALIGNING OUR STRATEGIC PRIORITIES WITH RELATED STANDARDS



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.







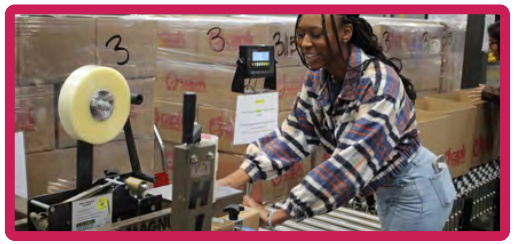
Implementing Our Plan

This section of the 2026-2029 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.

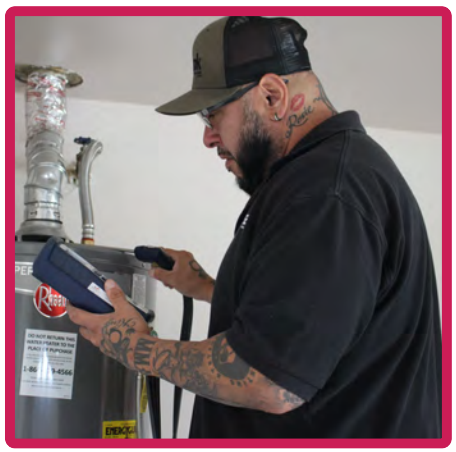
Here is our CAPK Strategic Plan Communication and Implementation Framework. By adhering to the following nine strategies, these guidelines will ensure a smoother and more successful implementation.

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.







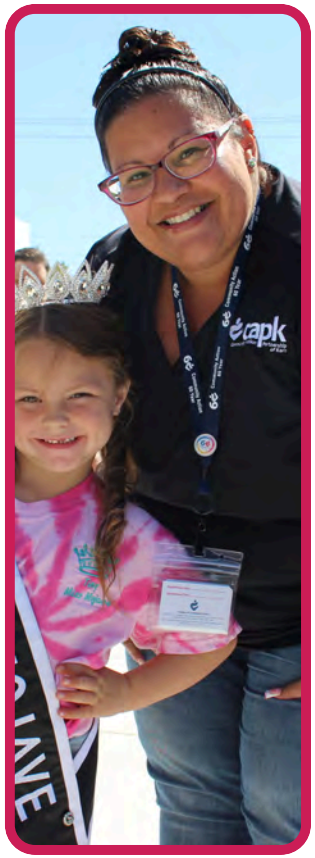






Reviewing Our Plan Terminology

To assist you in better understanding elements of this plan, please review the following terms and their meanings.



CD-G	Community Development- Grants
CD-M	Community Development - Marketing
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
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 46 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	CD-G	
2. Identify underserved populations in need of housing and avoid duplication of services.	09/25 – 12/25	Completed report	CD-G, HSP, 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-G, 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-M, VSS, 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-M, HSP, VSS, 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	staffing recommendations and job scope	CD-G, HSP, VSS, HR	
4. Develop on-site program model and service delivery schedule.	03/26 – 10/26	Pilot ready	CD-G, VSS, HSP, HR, 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	

END OF KEY GOAL 1

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-G, 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-G, CS, VSS, HSP, HR	
3. Establish partnerships with at least two workforce or job readiness organizations.	04/26 – 03/28	MOUs signed	CD-G, CS, VSS, HSP, HR	
4. Submit at least two funding applications.	01/26 – 08/28	2 submissions	CD-G, CS, VSS, HSP	
Objective 2: Increase on-the-job training opportunities by partnering with two or more agencies to provide workforce placement for at least 50% of participants annually.				
1. Identify high-demand sectors and align with state/regional workforce boards.	01/27 – 6/27	Sector alignment plan	CD-G, VA, CS, HSP	
2. Develop partnerships with industry leaders for On-the-Job Trainings and placement.	07/27 – 7/28	Two partnerships developed	CD-G, VA, CS, HSP	

Key Goal 2 (cont.): Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029.				
Objective 2 (cont.): 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**
3. Implement training-to-placement tracking system.	07/27 – 7/28	Trained staff	IS, VSS, CS, CD-G, 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-G, CS, HR, HSP	
Objective 3: Develop a job placement pathway that connects participants with apprenticeships and job opportunities within CAPK programs by May 2028.				
1. Assess internal departments for entry-level placement potential.	04/26 – 7/27	Department placement map	HR, CD-G, CS, VSS, HSP, OPS	
2. Design an internal apprenticeship pathway and application process.	07/26 – 7/27	Pathway framework completed	IS, HR, CD-G, OPS, HSP, CS, VSS	
3. Pilot program with initial cohort of 5–10 clients.	08/27 – 04/28	Pilot launched and tracked	CS, HSP, OPS, VSS	

Key Goal 2 (cont.): Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029.

Objective 4: 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
Develop a survey questionnaire to identify areas of skill-building interest/resource assistance for employees and community members.	02/26 – 06/26	Approved questionnaire	CD-G	Check existing HS data
Develop programming and determine implementation strategies for new project.	06/26 – 03/27	Program design and implementation	CD-G, IS, PAs/Ms	
Recruit and pilot the program with a small cohort.	03/27 – 03/28	Training completed	CD-M, IS, PAs/Ms	
Replicate, expand, and promote sustainability.	03/28 – 08/29	Expanded program	CD-M, IS, PAs/Ms	

END OF KEY GOAL 2

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	FB, CD-G, IS, CS, HSP, VSS	
2. Conduct surveys and map food deserts based on the developed process.	02/28 – 07/28	Quarterly updated	CD-G, FB, IS, CS, VSS, HSP	
3. Adjust food distribution plans based on findings.	09/28 – 8/29	Service reallocation plans	FB, CD-G, IS, FD	
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-G, VSS, CS, HSP	
2. Identify mental health and substance abuse providers.	01/26 – 6/26	Providers Report	HSP, CS, CD-G, VSS	
3. Establish 2 MOUs for onsite services based on the geographic gaps identified.	4/26 – 4/27	Executed MOUs	CD-G, HSP, CS, FD	
4. Launch onsite services at one new CAPK location.	4/27 – 8/29	Services implemented	CD-M, HSP, 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.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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, related nutrition services	Pre and post assessment
2. Distribute educational materials that provide information on nutritious food choices, meal planning, and cooking techniques.	01/26 – 06/29	Material distributed	Direct client service programs within CAPK	
3. Collaborate within our programs to integrate nutrition education into family case management, ensuring children and families receive consistent, comprehensive information.	09/27 – 6/29	Increased WIC enrollments and related nutrition programs	WIC, related nutrition programs	
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	WIC, related nutrition programs, IS	

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	FB, IT	
2. Strategically collaborate with local partners to optimize resource allocation and maximize overall impact.	01/26 – 08/29	Identify hubs per region	FB	
3. Expand food resources to underserved areas based on assessment findings.	7/27 – 06/29	Metrics identified and tracked	FB	

END OF KEY GOAL 4

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 return of investment (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/advertising 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 programs with funding gaps	FD	
2. Assess vulnerable programs in relation to community needs, environmental impact, and agency mission.	01/26 – 12/26	Program evaluation report	CD-G, PAs/Ms, FD	
3. Prioritize vulnerable programs according to greatest need and agency alignment.	01/26 – 12/27	Program evaluation report	CD-G, FD, PAs/Ms	
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-G, Foundation, PAs/Ms	
Objective 2: Secure new private and public funds to increase each vulnerable programs operational budget by at least 5% annually.				
1. Identify ongoing and one-time funding for the Food Bank.	09/25 –10/25	Financial report	FD	
2. Identify individual and company donor relationships with the Food Bank.	09/25 –11/25	Donor report	Foundation	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 2 (cont.): 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**
3. Develop compelling proposals that outline the impact and benefits of supporting the Foob Bank.	10/25 – 8/29	Case for support	CD-G, Foundation, FB	
4. Implement a capital campaign to support the operating costs of the Food Bank.	01/26 – 12/26	Capital campaign	CD-G, 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-M, 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-M, Foundation, FB	
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.				
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-G, PAs/Ms	

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
3. Compile a report summarizing funding gaps, financial risks, and areas for improvement based on collected data.	1/26 –12/26	Detailed Report	CD-G, FD, PAs/Ms	
4. Share preliminary findings with key stakeholders for feedback and input on priorities.	01/27 – 04/27	Annual Report/ Board presentation	CD-G, PAs/Ms	
5. Develop a comprehensive funding plan to address our gaps and secure long-term financial sustainability.	06/26 – 6/27	Funding Plan	CD-G, FD, PAs/Ms	
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-G, FD, PAs/Ms	
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-G, FD, PAs/Ms	

Key Goal 1 (cont.): Establish Key Strategic Partnerships for vulnerable programs by August 2029.				
Objective 4: Identify sustainable funding that can support internal program services by increasing advocacy efforts at the City, County, and State levels by meeting with elected officials by August 2029.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Actively participate in at least two county-level advocacy efforts per year.	01/26 –08/29	Participation documented	CD-M, Executive Leadership, PAs/Ms	
2. Prioritize policy changes that support our mission and vision.	01/26 – 08/29	A public comment/support letter submitted (minimum of one)	CD-M, Executive Leadership, PAs/Ms	
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-M, HSP, VSS	

END OF KEY GOAL 1

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.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
1. Identify opportunities to enhance CAPK programs with additional services.	9/25 – 12/25	List of opportunities	CD-G, PAs/Ms	
2. Research and secure at least two new partnerships.	01/26 – 12/26	New partnerships	CD-G, PAs/Ms	
3. Collaborate with partners to design a seamless integration plan.	01/26 – 12/26	Detailed plan	CD-G, PAs/Ms	
4. Run a pilot program to test new services on a small scale and refine as needed.	01/27 – 12/27	Pilot program	PAs/Ms	
5. Integrate and make services accessible.	01/27 – 12/27	Services available	PAs/Ms	
6. Monitor impact and gather feedback for continuous improvement.	01/28 – 06/28	Improvements implemented based on feedback	PAs/Ms	

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: 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
1. Survey/interview program managers to identify partnership challenges and needed tools.	01/26 – 04/26	Survey	CD-M	
2. Create resources on outreach, collaboration, and sustainability aligned with our goals.	06/26 – 09/26	Toolkit	CD-M	
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-M	
4. Launch toolkit and train program managers to use the resources effectively.	01/27 – 03/27	Conduct Training Sessions	CD-M	
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-M, 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-M, IS	
2. Identify potential partners whose missions and resources align with our goals for reaching underserved communities.	01/26 – 06/26	Planning Document	Executive Leadership, PAs/Ms.	
3. Collaborate with partners to design culturally relevant, accessible outreach for identified communities.	01/26 – 01/27	Planning Document	PAs/Ms, CD-M	
4. Launch programs with new partners to expand services and track annual household growth.	07/26 – 6/27	PRE Report	PAs/Ms, IS	
5. Evaluate outreach and participation, using data to drive continuous improvement.	01/27 – 12/27	PRE Report	PAs/Ms	

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	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	

END OF KEY GOAL 3

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.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Allocate indirect funds for an agency awareness campaign.	10/25 – 03/26	Approval of funds	CD-M, FD, PAs/Ms	Check on cost estimates
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-M, PAs/Ms	
4. Design agency-wide awareness campaign.	05/26 – 08/26	Design develop-ment	CD-M	
5. Produce agency campaign(s) — commercial, sound bites, radio, etc.	08/26 – 10/26	Approval of production	CD-M	
6. Launch an agency-wide awareness campaign.	11/26 – 02/27	Campaign goes live	CD-M	
7. Evaluate agency-wide awareness campaign.	03/27 – 04/27	Response rates	CD-M	
8. Review campaign effectiveness based on metrics and feedback; implement changes.	05/27 – 06/27	Metrics compared; changes implemen-ted	CD-M	

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.

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	IS	
2. Integrate program information PowerPoint slides through ADP and LMS.	09/26 – 08/29	Program Info Slides	PAs/Ms, HR	
3. Conduct Open House Events for our employees to visit and learn about specific programs.	01/27 – 08/29	Event conducted	PAs/Ms	
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, Executive Leadership	
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	CD-M, HR	Use Microsoft Forms
3. Compile survey results and prepare report to disseminate to staff.	03/26 – 08/26	Final release report	IS, HR, CD-M	

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**
4. Present survey data to Leadership Team to develop a response plan.	10/26 – 12/26	Draft plan	Executive Leadership	
5. Share response plan with remaining leadership staff (Program administrators and managers) before launching to all staff.	01/27 – 02/27	PowerPoint presentation	CD-M, HR	
Objective 3: Launch an internal communication strategy to disseminate and promote our agency culture across all departments by December 2027.				
1. Create a communications toolkit (videos, presentations, one-pagers) explaining the agency's culture and its relevance.	03/27 – 10/27	SharePoint Page	CD-M, HR	
2. Integrate culture messaging into staff newsletters, meetings, and orientation materials, fun acronyms, etc.	10/27 – 12/27	Newsletter	CD-M, HR	This is ongoing after integration

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.				
Objective 4: 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**
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	
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, CD-M	
2. Select pilot departments and cohorts.	04/26 – 06/28	Cohort meetup	HR, PAs/Ms	Develop eligibility criteria for participants

Key Goal 1 (cont.): Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.

Objective 5: Implement the Leadership Academy pilot program agency wide by August 2028.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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, PAs/Ms	
4. Survey pilot participants for feedback towards final implementation.	08/28 –08/29	Feedback analysis report	HR, Executive Leadership	

END OF KEY GOAL 1

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.

Action Steps	Dates	Milestones /Targets	Responsibility Matrix	*Notes
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	SWG, HR, CD-M	
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, CD-M	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, CD-M	

Key Goal 2 (cont.): Invest in attracting and retaining a high-quality and engaged workforce by August 2029.				
Objective 2: Utilize data-driven decision making to improve employee retention and engagement by August 2029.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
1. Form steering committees in high-turnover areas to develop retention strategies from exit findings.	01/26 – 03/26	Committee Charter	HR, PAs/Ms, SWG	
2. Analyze exit data and report findings to executive team.	04/26 – 07/26	Present findings	ERSWG	
3. Report and develop retention strategies with each division/department management team.	08/26 – 08/29	Strategies identified	HR, PAs/Ms	
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, ERSWG	

Key Goal 2 (cont.): Invest in attracting and retaining a high-quality and engaged workforce by August 2029.				
Objective 3 (cont.): Optimize employee benefits and compensation to support retention and satisfaction by August 2029.				
Action Steps	**Dates**	**Milestones /Targets**	**Responsibility Matrix**	***Notes**
3. Approve added benefits and create an implementation plan.	01/26 –08/29	Board approval	HR, FD	
Objective 4: Roll out the new performance evaluation tool (Performance Pro) agency-wide by June 2028.				
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, PAs/Ms	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, SWG	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.

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	IS, 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	IS	
2. Establish base line usage rates.	01/26 – 06/26	Program Report	IS	
3. Track ongoing usage by program.	06/26 – 09/26	Monthly reports	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 (progra-mming 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	PAs/Ms, Executive Leadership	
4. Using needs assessment data to identify access points.	01/26 – 08/29	Survey results	PAs/Ms	

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	FD and PAs	
2. Integrate financial data dashboards into program reporting.	01/26 – 12/26	Dashboards	IS, FD, 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	CD-G, IS	
2. Meeting with program when new grant opportunities araise.	01/26 – 08/29	VIZIO flowchart	CD-G, PAs/Ms, 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	

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
2. Establish a process for updating/adding programs in IRM.	01/26 – 12/26	Process implemented	IS	
3. Develop a training program to use the Interagency Referral Management System.	01/26 – 12/26	Training implemented	IS, PAs	
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	

Aligning Our 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)

CAPK Administration Office
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Visit us online at www.capk.org

Community Action Partnership of Kern

Community Action Partnership of Kern

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Community Action Partnership of Kern (CAPK)
Strategic Plan 2026-2029 Goal Group

GOAL GROUP ASSIGNMENTS

A	**Strategic Priority A - Community Investment**
Strategic Priority	**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.**
BoD COMMITTEE	Program Review and Evaluation (PRE) Committee
Present	Mar, Aug, Nov
Lead	**Rebecca**
Co-Lead	**Deb**
Board Member	
Key Goal 1	Expand access to affordable housing and supportive services bt investing in sustainable housing intiatives bt April 2028.
Goal Lead	**Tracy**
Contributor	Deb
Contributor	Sara
Contributor	Rebecca
Contributor	Emilio
Key Goal 2	Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029.
Goal Lead	**Pritika**
Contributor	Ryan
Contributor	Nathan
Contributor	Jerry
Contributor	Angie
Contributor	Irene

Community Action Partnership of Kern (CAPK)
Strategic Plan 2026-2029 Goal Group

GOAL GROUP ASSIGNMENTS

A	**Strategic Priority A - Community Investment**
Strategic Priority	**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.**
BoD COMMITTEE	Program Review and Evaluation (PRE) Committee
Present	Mar, Aug, Nov
Lead	**Rebecca**
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.
Goal Lead	**Raul Jimenez**
Contributor	Joseph
Contributor	Freddy
Contributor	Rebecca
Contributor	Carla Nieto
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.
Goal Lead	**Kelly**
Contributor	Marissa
Contributor	Alan
Contributor	Tony Chavez
Contributor	Robert E. (HS)
Contributor	IS (Amruta)

Community Action Partnership of Kern (CAPK)
Strategic Plan 2026-2029 Goal Group

GOAL GROUP ASSIGNMENTS

B	**Strategic Priority B-Partnerships**
Strategic Priority	**Strengthen our communities by building and expanding strategic partnerships that will enhance collaboration and support community-wide transformation.**
BoD COMMITTEE	Program Review and Evaluation (PRE) Committee
Present	Feb, Jun, Oct
Lead	**Freddy**
Co-Lead	**Catherine**
Board Member	
Key Goal 1	Establish Key Strategic Partnerships for vulnerable programs by August 2029.
Goal Lead	**Annelisa**
Contributor	Freddy
Contributor	Kelly
Contributor	Naomi
Contributor	Savannah
Contributor	HR (TBD)
Key Goal 2	Expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service delivery by June 2028.
Goal Lead	**Eric Le Barbe**
Contributor	Ernesto Leon
Contributor	Annita S.
Contributor	IS (Jose)
Contributor	Vanessa M. (CD)
Key Goal 3	Assess all agency partnerships on effectiveness, accountability, and return on investment by May 2027.
Goal Lead	**Naomi**
Contributor	Partnership Eval. Frmwrk Commt (PEFC)
Contributor	Vanessa M. (CD)
Contributor	Vanessa Munoz
Contributor	Maria C.
Key Goal 4	Increase our visibility by offering wraparound services to support individuals and families by July 2027.
Goal Lead	**Ernesto**
Contributor	Laura P.
Contributor	Susana
Contributor	Lois
Contributor	Naomi
Contributor	Sabrina

Community Action Partnership of Kern (CAPK)
Strategic Plan 2026-2029 Goal Group

GOAL GROUP ASSIGNMENTS

C	**Strategic Priority C-Agency Culture**
Strategic Priority	**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.**
BoD COMMITTEE	Personnel Committee
Present	Mar, Jun, Nov
Lead	**Lisa**
Co-Lead	**Jerry M.**
Board Member	
Key Goal 1	Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029.
Goal Lead	**Lisa**
Contributor	Laurie H.
Contributor	Irene
Contributor	Jerry M.
Contributor	IS (Jasjot)
Contributor	TiYonna
Key Goal 2	Invest in attracting and retaining a high-quality and engaged workforce by August 2029.
Goal Lead	**Lisa**
Contributor	Jeff (Food Bank)
Contributor	Jackie
Contributor	Zoe - HR Benefits
Contributor	Yolanda G.
Contributor	(ER SWG)
Contributor	Gloria B / SJC
Contributor	TiYonna

Community Action Partnership of Kern (CAPK)
Strategic Plan 2026-2029 Goal Group

GOAL GROUP ASSIGNMENTS

D	**Strategic Priority D- Data Driven Decisions**
Strategic Priority	**Increase utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals.**
BoD COMMITTEE	Program Review and Evaluation (PRE) Committee AND Budget and Finance Committee
Present	Jan, May , Sept
Lead	**Emilio**
Co-Lead	**Tracy**
Board Member	
Key Goal 1	Provide relevant data and tools for all programs to support data-driven decision making to improve operations by August 2029.
Goal Lead	**Mohamed**
Contributor	Sylvia
Contributor	Tracy
Contributor	Eric Le Barbe
Contributor	Karen V.
Key Goal 2	Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026.
Goal Lead	**Gabrielle**
Contributor	IS (Amruta)
Contributor	Karen V.
Contributor	Mohamed
Contributor	Eric Kelly
Key Goal 3	Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.
Goal Lead	**Chase**
Contributor	Mohamed
Contributor	Pritika
Contributor	Gabrielle
Contributor	Eric Kelly

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: October 29, 2025

Subject: *Agenda Item V(h):* October 2025 - February 2026 Food Bank Supplement Blanket Purchase Orders – **Info Item**

Attached is an item that was reviewed and approved by Executive Committee at a special meeting held Friday, October 24, 2025. Staff will review this item with the Board and include any current updates to the initiative.

Attachment:
Staff memo recommending approval of the Food Bank Supplement Blanket Purchased Orders

DATE	October 24, 2025
TIME	9:00 am
LOCATION	CAPK Administrative Office Board Room 1300 18th St., Suite 200 Bakersfield, CA 93301

Special Meeting
Executive Committee Agenda

I. Call to Order

II. Roll Call

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

III. Public Forum

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

IV. New Business

a. October 2025 – February 2026 Food Bank Supplement Blanket Purchase Orders – ***Action Item (p. 2-9)*** — Kelly Lowery, Food Bank Administrator

V. Committee Member Comments

VI. Next Scheduled Meeting

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

VII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th St., Suite 200 Bakersfield, CA and online at www.capk.org by 9:00 am, October 23, 2025. Paula Daoutis, Executive Assistant.

MEMORANDUM

To: Executive Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: October 24, 2025

Subject: *Agenda Item IV(a):* October 2025 - February 2026 Food Bank Supplement Blanket Purchase Orders – **Action Item**

As the federal government shut down continues, concerns with CalFresh funding is causing an urgent issue at our Food Bank that has prompted this Special Meeting. The County of Kern (and the State of California) have announced that beginning in November, there will be no funds available for the CalFresh (SNAP) food benefits. On Wednesday, the Governor announced that he was recommending that CalFresh clients be referred to local Food Banks, and he is mobilizing the National Guard to assist food banks with providing increased services. He also announced that he will release the full year, approved allotments of the state CalFoods funding to local food banks, to assist in purchasing food for distribution.

Wednesday morning, an urgent coordination planning meeting was held to discuss the effects of the federal government shutdown for neighbors who count on (programs such as WIC and) CalFresh. The County of Kern Department of Human Services informed us that approximately 110,000 households accounting for about 225,000 individuals currently receive CalFresh benefits in Kern County. These numbers are staggering, we normally serve roughly 55,000 households a month, and the CalFresh numbers would potentially more than double our distribution numbers.

Food Bank staff are rapidly finalizing a plan to serve the CalFresh clients as effectively and efficiently as possible. Plans are underway to select sites for large scale distribution events in metro Bakersfield and other locations in Kern County.

Also, Food Bank staff have been in communication regarding possible special distributions for Federal employees that may be working without pay. Federal employees at Meadows Field Airport and the local Social Security offices have thus far been identified as possibly in need of distribution.

This week on Wednesday, the Budget and Finance Committee reviewed and approved a recommendation for a blanket purchase order for the CalFoods allotment from the state of California. This was normally set to go before the full Board next week, however due to the emergency nature of the loss of CalFresh and the urgent need for large-scale food purchase and distribution events to begin promptly, staff are recommending the Executive Committee approve the attached blanket purchase order request from the Food Bank. The purchases will only use the approved CalFoods allotment for the current state budget year. As mentioned above, the Governor will release this full amount as an advance to local Food Banks. The attached memo gives the details and recommendations for this action.

Attachment:
Staff memo recommending approval of the Food Bank Supplement Blanket Purchased Orders

MEMORANDUM

To: Budget & Finance Committee

From: Kelly Lowery

Date: October 22, 2025

Subject: *Agenda Item 4b*: October 2025- February 2026 Food Bank Supplement Blanket Purchase Orders – **Action Item**

Background

In 2024, the CAPK Food Bank distributed approximately 22 million pounds of food through a variety of programs. Of that, over 4 million pounds were distributed through pantries and farmers' markets in partnership with our agency network. Back in January 2023, the CAPK Food Bank network averaged around 100,000 engagements per month**.** By the end of 2024, that number had more than doubled, reaching an all-time high of over 250,000 monthly engagements. While federal and state resources remain fixed and unable to scale with demand**,** the Food Bank's ability to directly purchase food is a key factor in meeting the growing need.

Current Events

In January, the following vendors were approved as BPOs for FY 25-26 by both the Budget & Finance Committee and the CAPK Board. In June, we received additional funding: (CalFoods annual allocation of $258,464 and one-time funding of $1,390,032). CAPK procurement policy requires additional Board approval for all cumulative spending above 250K with any specific vendor. We now need to reopen BPOs to utilize these additional funds with the following vendors for the remainder of FY 25–26. Below are the three vendors and the amounts we are requesting to use for food purchasing:

Cal Foods Logistics	$700,000.00
I deal Specialties	$450,000.00
CA Associations of Food Banks	$400,000.00

Recommendations

Staff recommend that the budget & Finance Committee approve the requested additional blanket purchase orders listed, which will allow staff to fully spend the associated grant allocations.

Attachment
SSJF for Cal- Foods Logistics, I deal Specialties and CA Associations of Food Banks

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$700,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Cal-Foods Logistics 3478 Buskirk Ave Ste 346 Pleasant Hill, CA 94523
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ☐ Original manufacturer or provider; no other local distributors exist.
   - ☐ Only local distributor for the original manufacturer or provider.
   - ☐ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ☐ Only known item or service matching the requested needs or performing the intended task.
   - ☐ Sole provider of a licensed or patented good or service.
   - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ☐ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ☐ Sole provider of factory-authorized warranty service.
   - ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Sup. (TITLE) 10/01/25 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Oct 3, 2025 14:09:15 PDT) Date: 10/03/2025

Additional Approvals Kelly Bowers (Oct 1, 2025 14:44:53 PDT) 10/01/2025

Chief Program Officer: _____ Date: _____
$30,000-$100,000

Chief Financial Officer: Tracy Webster (Oct 3, 2025 14:49:36 PDT) Date: 10/03/2025
$100,000-$149,999

Chief Executive Officer: Jeremy Tobias (Oct 3, 2025 15:09:25 PDT) Date: 10/03/2025
$150,000+

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas (Oct 3, 2025 15:21:39 PDT) Date: 10/03/2025

/2024

Account Codes(s):

7145-216025-2087-10033-210-135 $200,000.00K

7145-21025-2102-10033-210-135 $500,000.00

Total: $ 700,000.00

#5

Cal-Foods Logistic is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Cal-Foods Logistics is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$450,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   I deal Specialties 2492 Cedarwood Rd, Pepper Pike, OH 44124
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ☐ Original manufacturer or provider; no other local distributors exist.
   - ☐ Only local distributor for the original manufacturer or provider.
   - ☐ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ☐ Only known item or service matching the requested needs or performing the intended task.
   - ☐ Sole provider of a licensed or patented good or service.
   - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ☐ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ☐ Sole provider of factory-authorized warranty service.
   - ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Sup. (TITLE) 10/01/25 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Oct 3, 2025 14:08:53 PDT) Date: 10/03/2025

Additional Approvals Kelly Gowers (Oct 1, 2025 14:28:56 PDT) 10/01/2025

Chief Program Officer: _____ Date: _____
$30,000-$100,000

Chief Financial Officer: Tracy Webster (Oct 3, 2025 14:49:11 PDT) Date: 10/03/2025
$100,000-$149,999

Chief Executive Officer: Jeremy Tobias Date: 10/03/2025
$150,000+

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas (Oct 3, 2025 15:21:45 PDT) Date: 10/03/2025

/2024

Account Codes(s):

7145-216025-2087-10033-210-135 $100,000.00K

7145-21025-2102-10033-210-135 $350,000.00

Total: $ 450,000.00

#5

Ideal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Ideal Specialties is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Signature: Gabrielle Alexander
Gabrielle Alexander (Oct 3, 2025 14:50:25 PDT)

Email: g.alexander@capk.org

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$400,000.00** Account Code(s): **See attachment**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   California Association of Food Banks 1624 Franklin St. Ste. 722 Oakland, CA 94612 510-272-4435
3. Description of requested items or services and their purpose(s). **Purchased Fresh produce for the Cal-Food Grant**.
4. Reason(s) for requesting a sole source purchase:

   - ❑ Original manufacturer or provider; no other local distributors exist.
   - ❑ Only local distributor for the original manufacturer or provider.
   - ❑ Parts or equipment are not interchangeable with similar parts of another manufacturer.
   - ❑ Only known item or service matching the requested needs or performing the intended task.
   - ❑ Sole provider of a licensed or patented good or service.
   - ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ❑ Sole provider of goods or services established as standard (please provide evidence of such a standard).
   - ❑ Sole provider of factory-authorized warranty service.
   - ❑ None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. * Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific about specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Sup. (TITLE) 10/01/25 (DATE)

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Suzana Mayana (Oct 3, 2025 14:08:19 PDT) Date: 10/03/2025

Additional Approvals Kelly Cowen (Oct 1, 2025 14:26:20 PDT) 10/01/2025

Chief Program Officer: _____ Date: _____
$30,000-$100,000

Chief Financial Officer: Tracy Webster (Oct 3, 2025 14:48:51 PDT) Date: 10/03/2025
$100,000-$149,999

Chief Executive Officer: Jeremy Tobias (Oct 3, 2025 15:08:37 PDT) Date: 10/03/2025
$150,000+

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Liz G. Vargas (Oct 3, 2025 15:19:[illegible] PDT) Date: 10/03/2025

/2024

Account Codes(s):

7145-216025-2087-10033-210-135 $150,000.00K

7145-21025-2102-10033-210-135 $250,000.00

Total: $ 400,000.00

#5

California Association of Food Banks is a food broker that offers truckloads of produce and protein on a first-come, first-served basis. Offers are received and can be unavailable within the day due to being accepted by other food banks, etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmers' markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors, including but not limited to season of the year, weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

California Association of Food Banks is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Kern County Federal Worker Supplemental Food Support

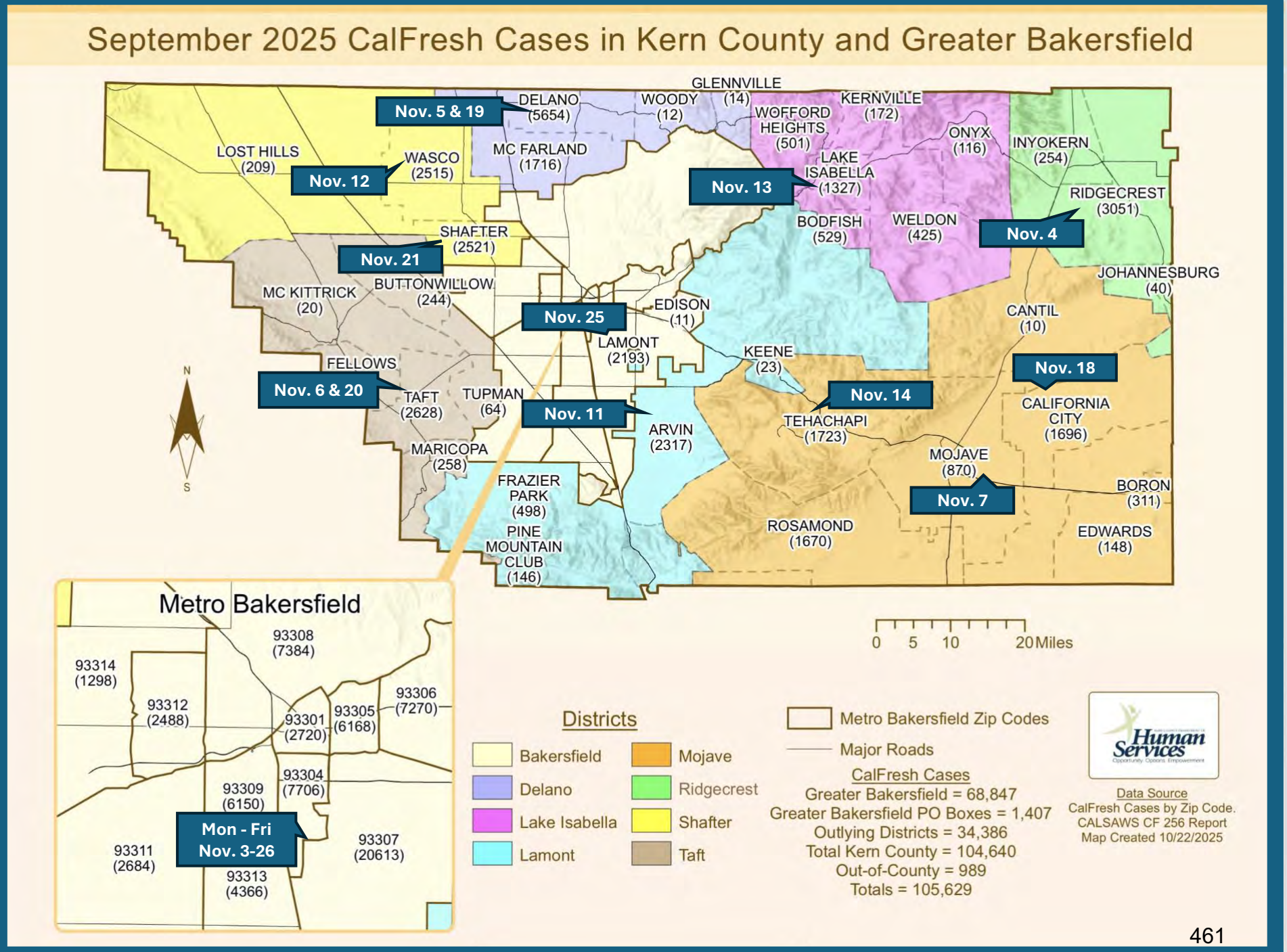
- *Surged extra resources to our Cottonwood Commons Choice Pantry*
- *Coordinated with Airport and SSA Leadership, created flyer*
- *Created hours specific for federal workers M-F, 8 -11 am*
- *Extended Hours of Cottonwood Commons to include Saturday*
- *Created a simple digital form and database tool for tracking*



Kern County CalFresh Recipients Food Distributions November 2025

- ***Averaging 4 cars per minute:***
  - 1,920 cars per 8 hours
  - 2,400 cars per 10 hours
- ***Manpower:***
  - 40-50 per shift, per location
- ***Logistics:***
  - 2 refrigerated semi-trucks & drivers per location, per day
  - Traffic control coordination with law enforcement
- ***Advance request*** form for CalFoods funds was submitted 10/23/25
- **RAS-01** Request for Additional Support for National Guard was submitted 10.23.25

- ***If the National Guard isn't provided at the requested level***, we will develop a reduced option B with current agency partners.
- ***What is still needed:*** Local grower support. Who can make contacts?



MEMORANDUM

To: Board of Directors

From: Catherine Anspach, Director of Development

Date: October 29, 2025

Subject: *Agenda Item VI(a):* CAPK Foundation Report for October 2025 – **Action Item**

The CAPK Foundation Board met in person on Tuesday, September 23, 2025 and approved the minutes from the May 27, 2025 Foundation Board meeting.

Tracy Webster reviewed the financial reports categorized by purpose for the period from January 1, 2025 through August 30, 2025 which reflected significant support for the Foundation's annual fundraiser, Gourmet for Good.

Pritika Ram discussed the proposed new structure for the Foundation from the Brown Act Governance to private non-profit governance and reviewed it's implications. This change would give the Foundation increased fundraising flexibility, the ability to recruit board members from outside Kern County offering increased funding connections and would build visibility and growth to support our mission. There was much discussion about expanding the board to increase network reach and thus the Foundation has created an ad hoc committee to assist with the recruitment and application process of new board members.

Catherine Anspach reported on the upcoming fundraising highlights and preparation for the fall fundraising initiatives. Attached is the Foundation's fundraising calendar for the remainder of the 2025 year.

Recommendation:

Staff recommend the Board of Directors approve the CAPK Foundation Board of Directors report and all items.

Attachments:

Minutes from May 27, 2025 *Board of Directors Meeting*
CAPK Foundation Financial Reports
2025 Foundation Fall Calendar

DATE	May 27, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street., Suite 200 Bakersfield, CA 93301

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION
Board of Directors Meeting Minutes

I. Call to Order

Board Chair called the meeting to order at 12:03pm at the CAPK Administrative Office, at 1300 18th Street, Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Denise Boshers, Michael Bowers (Arrived at 12:29pm) Lillian Brust, Don Bynum, Ariana Joven, Chase Nunneley, Janea Roberts.

Absent: Nila Hogan, Traco Matthews, Fred Plane, Chei Whitmore.

Others Present: Jeremy Tobias; Chief Executive Officer, Pritika Ram; Chief Business Development Officer, Tracy Webster; Chief Financial Officer, Lisa McGranahan; Chief Human Resources Officer, Susana Magana; Director of Health & Nutrition, Gabrielle Alexander; Director of Finance, Maria Contreras; Director of Facilities, Catherine Anspach; Director of Development; other CAPK staff.

II. Public Comments

No one addressed the Board.

III. Consent Agenda

A Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Roberts/Nunneley).

V. New Business

a. Financial Reports – Tracy Webster, Chief Financial Officer

Tracy Webster presented the financial report for the period of January 2025 to April 2025. She stated that a little over $170,000 was recorded in contributions during this time. Tracy reviewed the balance sheet, highlighting assets and liabilities and breaking down the equity portion to reflect the specific activities supported by the Foundation. She explained that the expense section shows how funds are allocated back to each respective program. Tracy also noted that at any given time, there may be a balance because the

finance department does not issue checks on a weekly basis. Finally, she reported on the Foundation's income statement, which showed a net income of $392,000, largely supported by the CAPK agency contribution.

A Motion was made and seconded to approve the Financial Reports & In-Kind Donations. Carried by unanimous vote (Roberts/Joven).

b. Transition from Brown Act Governance to Private Nonprofit Governance – Alex Dominguez, Klein DeNatale Goldner & Pritika Ram, Chief Business Development Officer – ***Info Item***

Pritika Ram provided information about the Foundation's structure in relation to CAPK's governing board and the Brown Act. With board approval, staff consulted CAPK's legal team to determine whether the Brown Act should still apply.

Pritika introduced Alex Dominguez from Klein DeNatale Goldner to provide insight on the current and potential new structure. Alex explained that while the Foundation Bylaws are currently subject to the Brown Act, this was originally done as a precaution. He clarified that the Brown Act typically applies to local agencies or nonprofits receiving local agency funding with agency representatives on their boards. Alex noted that the Foundation does not receive local agency funding, nor does it have government representatives on its board, so it is not subject to the Brown Act. He added that government funding could still be accepted as long as no government representatives serve on the board. Alex and Pritika presented a revised version of the Bylaws with Brown Act references removed.

Kevin Burton asked why this item was informational rather than an action item. Pritika responded that this was meant to begin the conversation, with the next step being the formation of an Ad Hoc Committee to continue the bylaw review and revisions. A final version will be presented for board approval in September.

Alex emphasized that this change is not about avoiding transparency but will allow more flexibility in meetings, recruitment, and fundraising for the Foundation.

Janea Roberts asked whether CAPK's contributions raised any concerns. Alex confirmed there was no issue since the Foundation is a separate nonprofit agency. Janea also asked about local representatives appointing someone to the board, Alex advised against it, suggesting individuals serve in a personal, not official, capacity.

Chase Nunneley asked if an elected official like the District Attorney could serve. Alex responded yes, as long as the official is not part of the governing body of a funding local agency. Kevin added that fundraising boards should prioritize community members over government officials.

Jeremy Tobias added that the purpose of this review is to allow more meeting flexibility and potentially allow us to expand board membership beyond Bakersfield and Kern County area.

Pritika closed by stating that staff will work with the Foundation Chair to establish the Ad Hoc Committee, and invited interested members to contact her. These meetings will not need to follow the Brown Act.

c. 2025 Gourmet for Good Program Allocation – Catherine Anspach, Director of Development– ***Info Item***

Catherine Anspach reported that the event is just a week away and expressed her gratitude to Lara Popkin for all her hard work. She also mentioned Elaine Solan, a new event coordinator who will be helping with volunteer coordination and the silent auction. Catherine mentioned Elaine is doing a great job so far.

Catherine then discussed how the event proceeds will be distributed across CAPK programs. She explained that allocations will be based on program needs and current campaigns, and while the numbers may shift, the event is projected to net about $100,000. The Food Bank is expected to receive the majority of the funds, with a portion also going to the CAPK Foundation for future use.

Kevin Burton asked whether the funds are intended for specific events or projects. Catherine responded that most programs already have plans for how to use their share of funds. She used the M Street Navigation Center buying hygiene kits as an example. She added that some programs not typically supported by the Foundation have requested additional funds for year-end events. Kevin followed up by asking if programs were actively reaching out for money. Catherine confirmed that it happened a few times last year, so this year she's trying to be more proactive by meeting with programs and planning at least six months in advance.

Catherine also noted that some external events have helped raise funds for CAPK programs without the Foundation needing to manage the event, which has been helpful.

Janea Roberts asked about the portion of funds going to the Foundation, wondering if it was meant as a buffer in case a program needed additional support. Catherine confirmed this but added that the funds may also be used to explore long-term opportunities like establishing an endowment. She acknowledged the challenge of raising funds for the Foundation rather than a specific program. Janea said she was surprised by the amount going to the Foundation, given that its budget is balanced. Tracy Webster explained that a small amount is set aside each year to serve as a cushion and future leverage, and those funds are placed in a Money Market Account to earn interest. Janea emphasized that the Foundation should spend its allocated budget before drawing from reserve funds and suggested that the parent agency should help more with costs like marketing and printing.

Michael Bowers asked whether the funds raised are restricted. Catherine responded that they are technically unrestricted but are allocated to specific programs. Tracy clarified that once funds are designated to a program, there is a legal obligation to use them accordingly. Michael noted that public perception is that all Foundation donations support CAPK programs, not the Foundation. Jeremy Tobias addressed this by saying that most donors give to specific programs, while a few contribute to the general fund with the understanding it will go toward the area or program with the greatest need. Tracy added that once a designated program receives its funds, it typically has flexibility in how the money is spent within that program.

d. Gourmet for Good Review – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach provided an update on sponsorships for Gourmet for Good, noting that a table had just been sold that day, bringing the current total to $161,017, the same gross amount raised at last year's event. She added that additional funds are expected on the day of the event from the bar, opportunity drawing, and auction. Catherine also shared that the Fund-A-Need portion of the event will support the Food Bank.

e. Fundraising Update – Catherine Anspach, Director of Development – ***Info Item***

Catherine Anspach provided an update on several Foundation initiatives and upcoming events. She shared that the Feed Kern Now campaign, a yearlong effort to support the Food Bank, is currently live and includes a text to give option. She also mentioned two fundraising runs: the Father's Day Run and the Hot Fudge Run, which will benefit the Oasis Family Resource Center and the M Street Navigation Center. In addition, the Foundation has applied for a grant from the new Hard Rock Casino to support homeless services. Catherine reported that Valley Strong's Huggy Heart Campaign recently concluded and raised $2,200. She also noted that Alta One Credit Union will run a campaign in July and August.

Catherine invited the board to attend the Covey Cottages ribbon cutting on Thursday, June 26 at 604 Covey Avenue. She shared that the Central Kitchen will soon celebrate a ribbon cutting at its new location. She highlighted the upcoming baby shower event hosted by the Oasis Family Resource Center, which provides essential items for low-income mothers, and noted that the Foundation is actively fundraising for it. Catherine concluded by mentioning that several programs will be holding back to school drives in the coming weeks.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, September 23rd, 2025
CAPK Administrative Offices, Board Room
1300 18th Street., Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 12:48 pm.

BOARD MEETING

MAY 27, 2025

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Contributions by Purpose January 1, 2025 through April 30, 2025	1
B.	Financial Statements as of April 30, 2025	2-3
C.	Fund Activity Summary as of April 30, 2025	4
D.	Budget to Actual as of April 30, 2025	5

Community Action Partnership of Kern Foundation

Contributions by purpose
for the period of 01/01/2025 to 04/30/2025

Purpose	Amount	# Contributions
General	$1,695.86	31
M Street Navigation Center - Homeless Center	$115.00	3
East Kern Family Resource Center	$8,678.61	1
Shafter Youth Center	$16.00	5
Volunteer Income Tax Assistance - VITA	$5,498.00	6
Food Bank	$103,744.64	171
Gourmet for Good	$50,417.00	35
Total	$170,165.11	252

Community Action Partnership of Kern Foundation

Balance Sheet
as of 04/30/2025

Account Number	Account Name	Amount
Assets		
1000	Checking	$455,822.75
1010	Money Market	$72,655.87
1101	Stripe Payments	$9.41
1400	Prepaid Expenses	$6,500.00
Total Assets		$534,988.03
Liabilities		
2100	Accounts Payable	$331.80
Total Liabilities		$331.80
Equity		
3000	General Fund - Fund Balance	$484,141.45
3101	Food Bank - Fund Balance	$1,340.78
3103	Volunteer Income Tax Assistance - VITA - Fund Balance	$495.00
3104	Friendship House Community Center - Fund Balance	$-500.00
3105	Shafter Youth Center - Fund Balance	$10.00
3110	Head Start - Fund Balance	$6,761.59
3112	Gourmet for Good - Fund Balance	$42,402.91
3114	Veterans Services - Fund Balance	$4.50
Total Equity		$534,656.23
Total Liabilities + Total Equity		$534,988.03

Community Action Partnership of Kern Foundation

Fund Activity Summary
for the period of 01/01/2025 to 04/30/2025

Fund	Beginning Balance	Income	Expenses	Net Income (Expense)	Transfer	Net Increase (Decrease)	Ending Balance	[Beginning of Fiscal Year] Balance
General Fund	$125,872.46	$476,508.21	$118,239.22	$358,268.99	$0.00	$358,268.99	$484,141.45	$125,872.46
Food Bank	$6,338.80	$86,489.54	$91,487.56	$-4,998.02	$0.00	$-4,998.02	$1,340.78	$6,338.80
Volunteer Income Tax Assistance - VITA	$0.00	$5,495.00	$5,000.00	$495.00	$0.00	$495.00	$495.00	$0.00
Friendship House Community Center	$0.00	$0.00	$500.00	$-500.00	$0.00	$-500.00	$-500.00	$0.00
Shafter Youth Center	$0.00	$16.00	$6.00	$10.00	$0.00	$10.00	$10.00	$0.00
East Kern Family Resource Center	$0.00	$8,678.61	$8,678.61	$0.00	$0.00	$0.00	$0.00	$0.00
Oasis Family Resource Center - Ridgecrest	$145.35	$0.00	$145.35	$-145.35	$0.00	$-145.35	$0.00	$145.35
M Street Navigation Center - Homeless Center	$200.00	$115.00	$315.00	$-200.00	$0.00	$-200.00	$0.00	$200.00
Head Start	$6,761.59	$0.00	$0.00	$0.00	$0.00	$0.00	$6,761.59	$6,761.59
Gourmet for Good	$3,235.43	$50,417.00	$11,249.52	$39,167.48	$0.00	$39,167.48	$42,402.91	$3,235.43
Veterans Services	$0.00	$4.50	$0.00	$4.50	$0.00	$4.50	$4.50	$0.00
Total	$142,553.63	$627,723.86	$235,621.26	$392,102.60	$0.00	$392,102.60	$534,656.23	$142,553.63

Community Action Partnership of Kern Foundation

Income Statement
for the period of 01/01/2025 to 04/30/2025

Account Number	Account Name	Amount
Income		
4220	Contributions Income	$102,293.01
4230	Fundraising	$50,417.00
4310	Interest Earned	$30.85
4900	CAPK Agency Contribution	$474,983.00
Total Income		$627,723.86
Expense		
5105	Salaries	$63,189.83
5205	Benefits	$21,969.34
6135	Per Diem - Staff	$100.25
6140	Per Diem - Board	$100.25
6210	Repair/Maintenance/Incidental Alterations	$558.06
6235	Utilities	$889.23
6305	Office Supplies	$2,968.70
6505	Legal Fees	$675.00
6520	Consultant Services	$4,049.80
6605	Communications	$429.83
6610	Postage	$147.38
6615	Printing	$2,477.00
6625	Hiring Costs	$0.75
6645	Tuition/Registration Fees - Staff	$908.93
6675	Outreach	$9,668.55
6685	Meeting Expenses	$673.67
6690	Membership Fees	$242.00
6695	Bank Fees	$320.11
6990	Contribution - CAPK	$110,481.24
7127	Client Incidentals	$977.19
7910	Facility Use	$416.66
9999	Indirect Expense	$14,377.49
Total Expense		$235,621.26
Net Income (Loss)		$392,102.60

Community Action Partnership of Kern Foundation
Budget: Year to Date
for the period of 01/01/2025 to 04/30/2025

Account Number	Account Name	Actual	YTD Budget	Difference
Income				
4220	Contributions Income	$102,293.01	$165,833.32	$-63,540.31
4230	Fundraising	$50,417.00	$58,333.32	$-7,916.32
4310	Interest Earned	$30.85	$0.00	$30.85
4900	CAPK Agency Contribution	$474,983.00	$187,606.32	$287,376.68
Total Income		$627,723.86	$411,772.96	$215,950.90
Expense				
5105	Salaries	$63,189.83	$101,720.36	$-38,530.53
5205	Benefits	$21,969.34	$35,157.68	$-13,188.34
6105	Local Travel - Staff	$0.00	$233.36	$-233.36
6120	Out of Town Travel - Staff	$0.00	$7,500.00	$-7,500.00
6135	Per Diem - Staff	$100.25	$583.32	$-483.07
6140	Per Diem - Board	$100.25	$0.00	$100.25
6150	Vehicle Gasoline	$0.00	$183.32	$-183.32
6210	Repair/Maintenance/ Incidental Alterations	$558.06	$0.00	$558.06
6235	Utilities	$889.23	$0.00	$889.23
6305	Office Supplies	$2,968.70	$6,283.32	$-3,314.62
6505	Legal Fees	$675.00	$0.00	$675.00
6520	Consultant Services	$4,049.80	$2,000.00	$2,049.80
6605	Communications	$429.83	$1,333.32	$-903.49
6610	Postage	$147.38	$0.00	$147.38
6615	Printing	$2,477.00	$5,000.00	$-2,523.00
6625	Hiring Costs	$0.75	$150.00	$-149.25
6630	Employee Costs	$0.00	$400.00	$-400.00
6635	Board Costs	$0.00	$1,000.00	$-1,000.00
6645	Tuition/Registration Fees - Staff	$908.93	$2,583.32	$-1,674.39
6675	Outreach	$9,668.55	$35,333.32	$-25,664.77
6680	Training Expenses	$0.00	$2,500.00	$-2,500.00
6685	Meeting Expenses	$673.67	$1,333.32	$-659.65
6690	Membership Fees	$242.00	$500.00	$-258.00
6695	Bank Fees	$320.11	$0.00	$320.11
6990	Contribution - CAPK	$110,481.24	$190,923.32	$-80,442.08
7127	Client Incidentals	$977.19	$0.00	$977.19
7910	Facility Use	$416.66	$0.00	$416.66
9999	Indirect Expense	$14,377.49	$17,055.00	$-2,677.51
Total Expense		$235,621.26	$411,772.96	$-176,151.70
Total		$392,102.60	$0.00	$392,102.60

November 2025

Oct 15-Dec 31: Online Fundraising Campaign to benefit M Street Navigation Center

November 7: Friendship House Casino Night at The Collective

November 13: Blanket Drive to benefit Veteran Support Services
Sponsored by Retired Senior Volunteer Program

November 15: Holiday Appeal- Direct Mailer
Foundation Board Online Fundraising Campaign-
-Along with story in Seven Oaks Magazine to benefit the Food Bank

November 18: Head Start Winter Coat Distribution- HERITAGE PARK HEADSTART
November 20: Head Start Winter Coat Distribution- MARTHA J. MORGAN HEADSTART
Sponsored by Chevron & California Resources Corporation

November 19: "A Taste of Gratitude" Donor Recognition Event at the Food Bank

November 24: East Kern Family Resource Center Thanksgiving Meal Distribution
Sponsored by AES Solar

November 27: Thanksgiving at M Street Navigation Center
Sponsored by Dignity Health

November 27: Turkey Day Run to benefit Food Bank

November 29: Joey Boone Concert/Coat Drive to benefit M Street Navigation Center

Nov 28-Dec 21: Maya Cinemas Fundraiser

December 2025

Dec 13-Jan 3: Giving Machine to benefit the CAPK Food Bank

December 16: Christmas Meal at M Street Navigation Center

December 22: East Kern Family Resource Center Christmas Meal Distribution
sponsored by AES Solar

FRIENDSHIP HOUSE
COMMUNITY CENTER

FRIENDSHIP HOUSE *Casino Night*

COMMUNITY CENTER

2025 SPONSORSHIP PACKAGES



FRIDAY, NOVEMBER 7, 2025, 5:00PM-10:00PM

THE COLLECTIVE - 931 19th STREET, BAKERSFIELD, CA 93301

AmeriCorps Seniors RSVP

THE VOLUNTEER CENTER OF KERN COUNTY\RETIRED SENIOR VOLUNTEER PROGRAM

&

capk Veterans & Supportive Services Program

Elks usa

ARE HOSTING THE 4TH ANNUAL COMMUNITY

VETERAN BLANKET/FOOD DRIVE

THE ELKS LODGE #226
1616 30TH ST. BAKERSFIELD

THUR. NOVEMBER 13, 2025

7:00AM-1:00PM

THANK YOU FOR SERVING OUR COUNTRY & PROTECTING OUR Freedom

WINTER ITEMS



(NEW) Blankets, Beanie, Socks, Jacket, Gloves

FOOD DONATIONS



Canned green beans, canned corn, box mashed potatoes, dried French onions, canned cut sweet potatoes, canned turkey gravy, stove top stuffing

3 WAYS TO GIVE A MONETARY DONATION

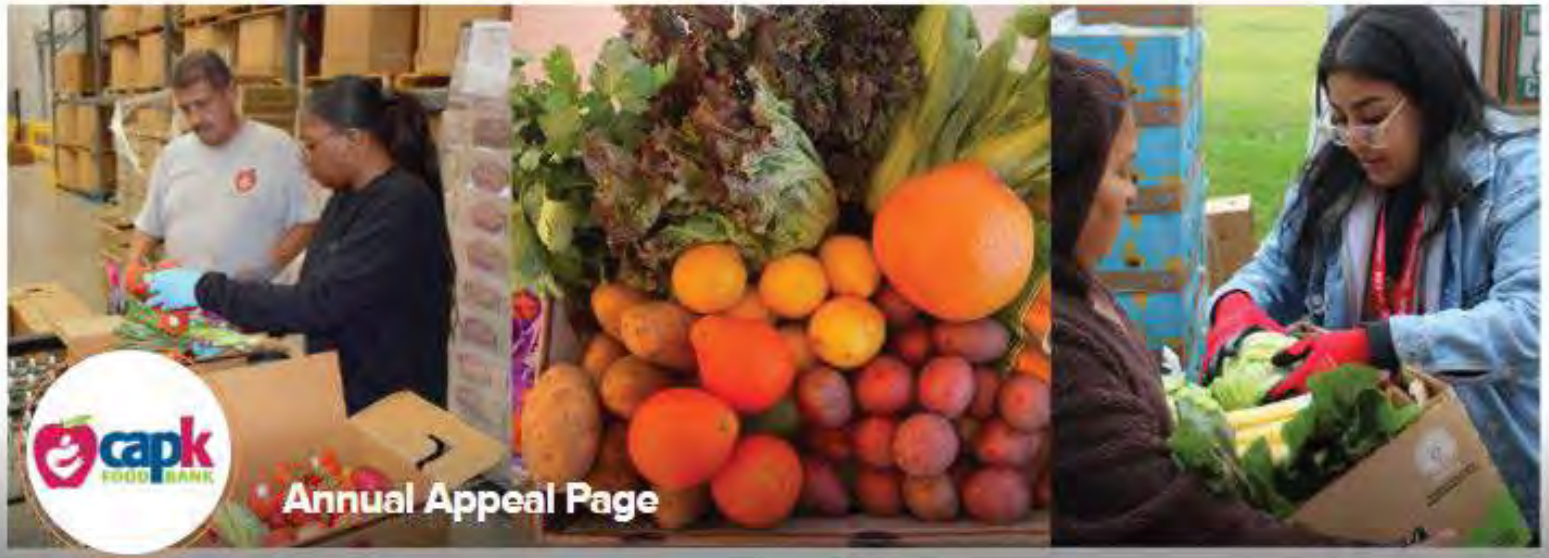
Text to Give:
CAPKVETS @ 50155

Scan QR code

SCAN ME

Checks Payable to: Community Action Partnership of Kern Foundation

THANK YOU TO THE COMMUNUTY FOR YOUR WILLINGNESS TO BLESS A VETERAN



Share on Facebook

Share on X

Donate Now!

Annual Appeal Page Leaderboard

Individuals

There are currently no leaders.

View Full Leaderboard

Recent Activity

Lara Popkin registered

Share:

Feeding Hope In Kern County

Imagine opening the refrigerator and finding nothing that could become a real meal. Imagine sitting at the table as a child, unsure if Thanksgiving will come. Many families in Kern County face food insecurity, uncertain where their next meal will come from. Hunger affects children, seniors, and working families, with lasting impacts on health, opportunity, and well-being. Every household deserves access to nutritious food and the dignity of a full table, especially during the holiday season.

The CAPK Food Bank works countywide to provide essential meals, reaching rural areas, seniors, and children in need. Last year, it distributed 22.5 million pounds of food through over 150 distribution sites and home deliveries. Every gift helps: **$25 feeds a family for a week, $100 supports home deliveries for 10 seniors, and $250 restocks a partner pantry for a month.** Turn gratitude into action this season and help ensure every family in Kern County enjoys a meal with dignity and hope.



$0.00
achieved

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goal

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Head Start
A Program of CAPK

2025 ANNUAL WINTER COAT DRIVE

"Keeping our kids warm this winter"



DISTRIBUTION & PHOTO OP

Tuesday, November 18, 2025
9:30am-10:30am
HERITAGE PARK HEADSTART
2320 Mt. Vernon Ave,
Bakersfield, CA 93306

Thursday, November 20, 2025
9:30am-10:30am
MARTHA J. MORGAN HEADSTART
3811 River Blvd,
Bakersfield, CA 93305

sponsored by

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CALIFORNIA RESOURCES CORPORATION



You're Invited To

A TASTE OF GRATITUDE



Celebrating our Loyal Donors

Join us for a special evening celebrating your generosity and showcasing the vital work of the CAPK Food Bank.

Enjoy a delicious buffet dinner and a behind-the-scenes tour.

Wednesday, November 19, 2025
5:30pm–7:30pm

CAPK FOOD BANK
1807 Feliz Drive

RSVP by Nov. 10th to 661.501-2741 or scan here

SCAN ME



capk East Kern Family Resource Center

HOLIDAY MEAL *Distributions*

THANKSGIVING MEALS DISTRIBUTION

Monday, Nov. 24, 2025
10am-12pm

CHRISTMAS MEALS DISTRIBUTION

Monday, Dec. 22, 2025
10am-12pm

sponsored by

aes

M STREET
NAVIGATION
CENTER

HOLIDAY

Dinners



THANKSGIVING CELEBRATION
Thursday, Nov. 27, 2025
11:30am -1:30pm

CHRISTMAS CELEBRATION
Tuesday, Dec. 16, 2025
11:30am -1:30pm



EVENT INFO PHOTOS TEAMS VENDOR RESULTS SPONSORSHIPS COURSE MAP FAQ'S MORE

Bakersfield Turkey Day Run

Thu November 27, 2025

Bakersfield, CA 93311 US Directions



Bakersfield Turkey Day Run

Top Donors

$620 Raised By 30 Donors

$15 on behalf of Mary Thompson

$15 on behalf of Matthew Deford

$15 on behalf of Naida Carlton



Your donation will move us closer to our goal of ensuring that children, families, and seniors of Kern County continue to receive nutritious food. Please click the donate button to support the CAPK Food Bank.

Feast Level	Turkey Level	Dressing Level	Pumpkin Pie Level
$100	$50	$25	$15

Custom Amount

Enter a custom donation amount or select a donation level above.

$ 0.00

On Behalf Of

- (•) My Name
- ( ) Anonymous
- ( ) Other

Continue

Maya Food Drive

Donate $10 now to help feed your community.

Then, see a movie on us later!

Receive 2 movie passes for helping out.

MAYA CINEMAS

MAYA COMMUNITY
FOUNDATION

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The Shops at Riverwalk

Dec 13 - Jan 3

All Donations Support

Local Non-Profits:

- CAPK
- Project Linus
- Golden Empire
- Gleaners
- The Salvation Army
- The Open Door

International Non-Profits:

- Church World Service
  https://cwsglobal.org
- Special Olympics
  https://www.specialolympics.org



MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: October 29, 2025

Subject: *Agenda Item VIII(a)*: October Policy Council Report – **Action Item**

The Policy Council met on September 22, 2025 at which time a quorum was established.

An update on the enrollment status of the program was provided to the Council as an informational item. At the time, it was reported that though the program was not yet fully enrolled, it was on track to reach the minimum 97% reportable enrollment by the end of September with an ongoing goal to reach and maintain 100% funded enrollment across the program.

Additionally, a presentation was shared with members on the importance and benefits of family engagement. This included an overview of family engagement through the lens of Head Start, as well as the lifelong benefits it has on children and parents alike. In continuing along this course, a video montage from the 2nd Annual Fatherhood Conference was presented to the Council followed by an announcement of the 3rd Annual Fatherhood Conference which will take place in 2026.

The Policy Council will meet on October 28, 2025, which will be the final meeting of the 2024-2025 term. This meeting will also include a member recognition component to thank parent, community and board members for their commitment and service to the Policy Council. Processes are currently underway for the selection and composition of the 2025-2026 Policy Council.

Recommendation:
The Policy Council requests Board approval of the October Policy Council Report and the meeting minutes from August 26, 2025.

Attachment:
Policy Council Meeting Minutes from August 26, 2025

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
August 26, 2025
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. **Call to Order**

The meeting was called to order at 5:33 p.m. by Vice Chairperson, Christopher Cuzul.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Ashley Trent, Christopher Cuzul, Dominique Bassi, Gabriela Rangel, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Paula De La Riva, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Alejandra Verduzco, Ian Anderson, Liliana Juarez

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

None

3. **Committee Verbal Reports**

a. **Budget & Finance Committee – Gabriela Rangel**

The Budget & Finance Committee met on August 19, 2025 and reviewed all financial reports for the period from March 1, 2025 through June 30, 2025. Review of the Head Start and Early Head Start budget to actual reports noted expenditures of 33% and 32% respectively, which is on track for this fiscal year. The totals as indicated on the budget to actual reports were reflective of the program's entire grant award; it has been received in its entirety. The non-federal share (inkind) was at 54% which exceeds the expectation for this reporting period as only ¼ of the fiscal year has elapsed. It was shared that the Parent Activities and Parent Local Travel and Childcare Reimbursement reports were also reviewed with the committee and can all be found in the current Policy Council packet. The next Budget & Finance Committee meeting will take place on Tuesday, September 16, 2025 at 5:30 p.m.

b. **Bylaws Committee – Dominique Bassi**

The Bylaws Committee was scheduled to meet and continue its review of the Policy Council Bylaws. However, due to the recent loss of members resulting in several committee vacancies the meeting has been rescheduled to September with the hope to potentially acquire additional members. When the committee meets next, the balance of the bylaws document will be reviewed. This will support receiving any/all recommended changes made by the committee and in turn allow time for a draft version of the bylaws to be presented to the committee at their final meeting in October.

c. **Planning Committee – Christopher Cuzul**

The Planning Committee met on August 12, 2025 with an enrollment update provided to the committee. It was stated that the program is actively recruiting for all program options in order to reach full enrollment. Part year staff returned to work on August 11, 2025 and those children enrolled in part-year programs return, staff will have a better understanding of the actual enrollment numbers. The Division Program Activity Report was shared for the months of June and July. Head Start reported 100% enrollment for June and Early Head Start reported 98% enrollment during this reporting period. Early Head Start reported 91% enrollment while Head Start reported 85% enrollment for July. The Central Kitchen prepared a total of 40,296 meals and there were 46,918 meals delivered during the month of June. Additional information shared with the committee included the 2026-2027 Program Goals and Objectives as well as the final report for the Focus Area 1 review. The next Planning Committee Meeting will take place at 5:30 p.m. on September 9, 2025.

d. **School Readiness Committee – Kaylonie Howard**
The School Readiness Committee has concluded all of its scheduled meetings. However, school readiness is always taking place within the program. With the recent start of the new school year, all staff attended pre-service training covering a variety of topics as well as including team building activities. Teachers, Assistant Teachers, and Classroom Aides received STEM training and had the opportunity to participate in hands-on experiences and learned how they can incorporate STEM in their classrooms. Other areas in which staff received training included, Enrollment and Attendance, Family Engagement, Child and Adult Food Care Program, Program Governance and more. All these areas support and contribute to a child's overall school readiness.

4. <u>New Business</u>

a. **2026-2027 Head Start Program Goals and Objectives – Rosa Guerrero, Administrative Analyst – *Action Item***
In presenting the 2026-2027 Head Start Program Goals and Objectives, Rosa shared that this document will be submitted as a part of the program's Head Start and Early Head Start continued funding application for the third grant year. She shared that the goals and objectives provide a snapshot of the program's progress during the 2024-2025 program year as well as outlining future plans which will guide efforts in achieving all goals by the end of the five-year grant cycle. The document was reviewed in its entirety, including discussion of each goal, the objectives, action steps as well as progress of such. Rosa shared that this document was also presented earlier in the month to the Planning Committee at which time feedback was provided by Policy Council and Board member, Michelle Jara-Rangel. Rosa addressed in greater detail each of the areas for which feedback was provided. Upon conclusion there was an opportunity for questions as related to the document. With regard to Action Step 2 for Goal 4, Objective B which states, "*The Program will partner with families in the importance of maintaining their home language by year 2.*" It was expressed that it felt as though this action step, specifically what the program was going to do, was unclear. The lack of clarity stemmed from the fact that the program as a practice already gathers the home language of the family and conducts home visits with them in their primary language, and is also incorporated in the classroom environment as well, which makes it unclear as to how the purpose of this particular goal, the objective and action steps all correlate. Education Manager, Cynthia Rodriguez, thanked Michelle Jara-Rangel for sharing her comments, and concurred that while what was shared does occur, there are additional strategies that can be done as a support, such as labeling items in the classroom in all languages spoken by children in the classroom. Cynthia also spoke to bilingualism and noted previously there have been families that may not have disclosed that another language aside from English is spoken in the home. At times, this was because families may have thought their child would be deprived of opportunities if a language other than English was spoken. Cynthia stated that the program wants to ensure families know that is not the practice, and it knows the importance bilingualism brings and wants to encourage families to be sincere in sharing this information. An abundance of robust discussion as related to this topic ensued. Upon conclusion of all discussion, it was felt that revising this particular action step to say, "strengthening" as opposed to "*maintaining*" would provide more clarity and better fit the goal, objectives, and action step. A request was made for approval of the 2026-2027 Head Start Program Goals and Objectives. Rene Mayhorn Williams made a motion to approve; seconded by Jennifer Wilson. Motion carried unanimously. It was noted that this document without the revision had previously been presented to and approved by the Board of Directors and the Policy Council just approved an updated version. A question was posed as to how this would be approached. Jerry stated that as discussion has been taking place during this presentation, he has been keeping staff abreast of the matter, and they will ensure that the Board is aware of the change made to the document approved by the Policy Council.

b. **Policy Council Committee Vacancies – Lisa Gonzales, Program Governance Coordinator – *Information Item***
Lisa stated there are a number of vacancies on the Bylaws Committee, and currently only two members on this committee. Lisa shared the importance of this committee noting it has the responsibility of reviewing

the bylaws, which is the Policy Council's guiding force outlining the procedures to be followed and more. She urged members to consider serving on the Bylaws Committee for the remaining two months left of the 2025-2026 term, to which there was no interest expressed.

Lisa also shared that the position of Policy Council Representative to the CAPK Board of Directors is also vacant. She shared the role and responsibilities of this position, outlining Board meeting days and times, along with the requirement that this position would also be required to serve on a Board Committee. This is in addition to serving on the Board of Directors, and the Policy Council. There was an opportunity for member questions to which there were none. Additionally, there was no interest from the Council in serving in this capacity.

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 the removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

a. Policy Council Meeting Minutes – June 24, 2025
b. Policy Council Executive Committee Special Call Meeting Minutes – July 16, 2025
c. Policy Council Budget & Finance Committee Meeting Minutes – June 17, 2025
d. Head Start Budget to Actual Report, March 1, 2025, through June 30, 2025
e. Early Head Start Budget to Actual Report, March 1, 2025, through June 30, 2025
f. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through June 30, 2025
g. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through June 30, 2025
h. Parent Travel & Childcare through June 30, 2025
i. Parent Activities through June 30, 2025
j. Head Start Program Review & Evaluation Report – June 2025
k. Head Start Program Review & Evaluation Report – July 2025
l. Office of Head Start Focus Area 1 Final Report – May 16, 2025
m. Backpack Connection Series: How to Use Positive Language to Improve Your Child's Behavior (English/Spanish)
n. ACF-OHS-PI-25-02 One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families, Issuance Date: July 29, 2025
o. BrightLife Kids – CalHOPE
p. Hunger Action Month – September 2025, CAPK Foundation
q. Discounted CPR & First Aid Training – September 2, 2025 Registration, Bakersfield Recreation & Parks
r. Movies in the Park: Inside Out 2 – September 5, 2025, Mesa Marin Sports Complex
s. Recruitment & Selection Plan Meeting – September 25, 2025, CAPK Board Room
t. Kern County Veterans Stand Down – October 9, 2025, Stramler Park
u. North of the River FREE Drone Show – October 11, 2025, Polo Community Park
v. Head Start Recruitment Flyer (English/Spanish)
w. Early Head Start San Joaquin Flyer (English/Spanish)
x. Home Visiting Program Flyer (English/Spanish)
y. Budget & Finance Committee Meeting Dates
z. Bylaws Committee Meeting Dates
aa. Planning Committee Meeting Dates
bb. Policy Council Meeting Dates

A motion was made by Jennifer Wilson and seconded by Maria Worthy to approve consent agenda items (a) through (bb). Motion carried unanimously.

6. Standing Reports

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa stated that there were a few events from the Policy Council packet that she would like to speak to. She shared information with members about Hunger Action Month and the various events and activities that will be taking place throughout September to support this cause. Lisa stated that it will kick off with a press conference and continue with a blood drive, the Feed the Need event at the Kern County Fair, and more.

Lisa also shared information about the upcoming annual Recruitment and Selection Plan Committee meeting and provided an overview on the purpose of the committee and its importance. She encouraged members to check their calendar and attend this meeting if their schedule allows.

Information as related to the annual Kern County Veteran's Stand Down event taking place in November at Stramler Park in Bakersfield was also provided. It was stated that this is the first year that CAPK will be facilitating the event as the local Kern County California Veterans Assistance Foundation is now a program under the umbrella of CAPK. Lisa also acknowledged Policy Council members Rene Williams and Kaylonie Howard as military veterans and thanked them for their service.

Lisa informed members that Parent Meetings for the current program year will begin in September and if they wish to potentially serve another term on the Council, there is a process that must be followed. In reminding members of the process, she stated that parents must attend their respective parent meeting and during that meeting is where Regional Parent Committee (RPC) Representatives are elected by the parent committee. Elected RPC members will then attend an additional meeting which will be held in person at the CAPK Administrative Office in October. During this meeting, among other things, elections will take place for the upcoming 2025-2026 Policy Council term which will begin in November. She encouraged members to participate if their schedule allowed and to share their experience with other parents to encourage even more participation.

Lisa shared that at next month's meeting the Council will be provided with a presentation on Family Engagement by our CAPK Head Start Family Engagement supervisor who in turn asked if members could provide a photo of their child that he will then use during the presentation.

Lisa was asked if members have served in the maximum capacity allowable per the Head Start Program Performance Standards, which is 5-years, would they be notified and what month would be the final meeting. Lisa stated that she does have a list of the number of terms members have served on the Council, adding the final meeting for the current term will be in October and in November newly elected members will begin their term. Lisa added that the term for Policy Council differs in start and end dates from that of the Board of Directors. She stated the Policy Council term runs from November through the following October while the Board term follows a calendar year. It was further clarified that the Board of Directors appointee to the Policy Council will remain serving in this capacity until the Board reappoints unless the number of term limits has been reached.

In concluding her report, Lisa asked members to mark their calendar for the final meeting of the term which will be in conjunction with an End of Term Recognition event scheduled for October 28, 2025. This will be a special event honoring members' time and their commitment to the Council and to the overall program. It will take place in the Board Room with dinner provided and members will have the opportunity to invite a guest to accompany them.

b. **Community Representative – Ian Anderson, Kern Adult Literacy Council**

No report was provided; Ian was not in attendance.

c. **Community Representative – Paula De La Riva, First 5 Kern**

No report was provided at this time.

d. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Michelle stated the Board of Directors met on June 25, 2025. The consent agenda was approved with no items removed. Rocio Munoz was introduced as a new member to the Board of Directors, appointed by Mayor Karen Goh.

There were five action items presented to the Board under new business along with two informational items. Most noteworthy was the transition plan for the Shafter Youth Center and the CSBG fund reallocation. It was reported that due to recent funding cuts from the city of Shafter and the likelihood of reductions from the state and federal funds it was identified that there was a need to reallocate the CSBG funds from the Shafter Youth Center to the Food Bank. It was noted that CSBG funding is the sole funding source for the Shafter Youth Center. It was shared that this item was presented to the Board of Directors during a closed session in May. At that time, the Board directed staff to move forward with plans to sunset the program effective August 1, 2025. All items on the agenda were approved.

The reports for the CalVet's Assistance Foundation, the CAPK Foundation Board, and the Policy Council were presented and approved. Chief Executive Officer Jeremy Tobias provided an update on construction projects. He stated that the Central Kitchen is now complete, and staff are expected to move into the new kitchen in July with a ribbon cutting event to be held in August. Construction began on the Pioneer Drive Apartments with an expected 15-month completion date. An update on the state and federal budget was also provided. Additionally, it was reported that staff are requesting continued funding from the county to continue the safe camping area. There was also an Executive Committee meeting held in July.

e. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Jerry Meade, Assistant Director of Program, provided this report on behalf of Yolanda Gonzales and expressed gratitude for members' commitment to the Policy Council.

Jerry stated that as was previously shared, there was a recent ribbon cutting event held at the location of the new Central Kitchen which was extremely exciting. He added that staff had previously, for many years, been working out of an old Olive Garden restaurant so completion of this project is a fantastic accomplishment.

In continuing the report, Jerry stated that a lot of work happens during the summer. The program is in the midst of reviewing and evaluating policies, procedures, any changes or revisions per regulation changes or any new guidance coming from the Office of Head Start or the state of California.

In sharing what is taking place on the programmatic side, Jerry shared that part year services resumed in August, and the program continues to work on reaching full enrollment. He reminded the Council that due to the under-enrollment plan of action the program was previously placed on, it is expected to reach 97% or higher in our Head Start and Early Head Start programs with that count beginning in September. Jerry added that a lot of work has been happening to get back to full enrollment status. It was noted that many families have decided to move their children into Transitional Kindergarten (TK) over the summer. Even though they had accepted slots that were reserved for them, they did not return in August as expected and had moved on to TK thus resulting in those spaces becoming vacant.

Jerry pointed out that National Head Start Awareness month is coming up in October and during that month there will be many activities taking place across Kern and San Joaquin Counties as it relates to Head Start awareness. He added, as staff is working towards building those activities, information has been sent to all our programs in Head Start facilities talking about alumni that have some point in time been in a Head Start facility. He clarified that this includes parents who have had a child in a Head Start program, or anyone who has attended a Head Start program, not just the CAPK Head Start program, but <u>any</u> (Head Start) program. In encouraging participation, he addressed a flyer which contained a QR code to access a Head Start questionnaire, which will give our program some data that can be used to talk about the Head Start experience from the parent perspective or from the former student perspective. He encouraged members to complete the survey and to share with others as well. Jerry added that Head Start is 60-years old this year and our program has been providing services to Kern County since the inception of Head Start. Jerry continued to share

information about National Head Start month, including that he and Yolanda will be in Washington D.C. on Capitol Hill in September, sitting with representatives and advocating for Head Start, sharing specifically what our program has accomplished, and the impact is has had.

Jerry also mentioned that with regard to the educational component of the program, full year programs are collecting Desired Results Developmental Profile data with part year data coming later. The program looks forward to this initial snapshot of data collection of child outcomes. Staff will continue to work on other timelines that are critically important for Head Start data that happens in the first 30-days, 45-days, and first 90-days.

It was additionally reported that the beginning of the school year for full-year began in July and for part-year in August. Many staff trainings have been taking place as well, the pre-service event for all staff has been completed, and the program is looking forward to fall approaching.

In closing, Jerry again thanked members for their time and commitment to the program and wished them a wonderful and fantastic 2025-2026 school year!

7. Policy Council Chairperson Report

Vice Chairperson, Christopher Cuzul thanked all members for their attendance.

8. Policy Council Member Comments

Members had an opportunity to share a comment if they would like.

Jennifer Wilson stated when discussing earlier in the meeting the dual language piece in the 26-27 Goals and Objectives that as someone whose primary language is English, she desperately would like her child to be bilingual but doesn't know how to go about that. When her son is at school, at the Pete Parra Center, Jennifer was very happy that staff were teaching the children songs in English and also Spanish songs. She feels like her son is getting good exposure to the Spanish language and she feels like the goals that were being discussed earlier are really being served.

Ruby Cruz shared that her son is learning so much and she would never move him to TK. She shared a recent learning experience with the Council. Ruby said that her son made a heart at school, and he reached out to the teacher and told her, "Look, come, for mommy." This was such a special moment because Ruby stated that her son is nonverbal. She added that this was one more experience of all that he is learning at the center and how great he is doing there. Ruby stated that it means everything to her, and she loves the program and CAPK and would never leave.

9. Next Scheduled Meeting

The next Policy Council meeting will be held on September 23, 2025 at 5:30 p.m. in the Board Room.

10. Adjournment

The meeting was adjourned at 6:31 p.m.