DATE	October 15, 2025
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Agenda

1. **Call to Order**

2. **Roll Call**

   Gina Martinez (Chair) Lee'o Whisenant
   Gema Perez

3. **Public Comments**

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

4. **Program Presentation**
   a. Friendship House Community Center presented by Lois Hannible, Program Administrator ***(p.3-10)***

5. **New Business**
   a. Shafter CRC Community Needs Assessment Presentation – ***Info Item (p.11-16)*** — Angie Nelson, Program Manager; Daniel Polk, Research and Evaluation Associate-HARC, Inc.

   b. September 2025 Program Reports – ***Action Item (p.17-55)*** — Pritika Ram, Chief Business Development Officer
      1. Housing & Supportive Services
         - Coordinated Entry Services (CES)
         - M Street Homeless Navigation Center
         - CalAIM – Homeless Services
         - Adult Re-entry Program
      2. Veterans & Supportive Services
      3. Health & Nutrition Services
         - Food Bank
         - Migrant Childcare Alternative Payment (MCAP)
         - Women Infant and Children (WIC)
      4. Youth & Community Services
         - East Kern Family Resource Center (EKFRC)
         - Oasis Family Resource Center
         - Energy, Weatherization & Utility Assistance
         - Friendship House Community Center (FHCC)
         - Volunteer Income Tax Assistance (VITA)
         - 211 Kern Call Center

5. Operations
    - Maintenance
    - Information Technology
    - Data Services
    - Risk Management
6. Community Development
    - Grant Development
    - CAPK Foundation
    - Outreach & Marketing

c. September 2025 - Application Status Report & Funding Profiles – ***Action Item (p.56-59)*** a. Application Status Report i. Sierra Health Foundation-Elevate Youth California b. Small Funding Profiles ($50,000 and under)	Karen Vazquez, Senior Grant Analyst
d. September 2025 Head Start/State Child Development Division/Program Monthly Activity Report – ***Action Item (p.60-61)***	Carol Hendricks, Enrollment and Attendance Manager
e. 2026-2027 Head Start Training and Technical Assistance Plan – ***Action Item (p.62-74)***	Rosa Guerrero, Administrative Analyst

6. Committee Member Comments

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
November 12, 2025
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

8. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, 3rd Floor Bakersfield, CA and online at www.capk.org by 12:00 pm, October 10, 2025. Annelisa Corona, Community Development Supervisor.

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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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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

Community Action Partnership of Kern
Monthly Report 2025

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	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**

Community Action Partnership of Kern

Monthly Report 2025

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

Monthly Report 2025

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	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)

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	

Community Action Partnership of Kern

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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.

Community Action Partnership of Kern
Monthly Report 2025

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.

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.

Community Action Partnership of Kern
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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**			

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Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	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.

Community Action Partnership of Kern
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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

Community Action Partnership of Kern
Monthly Report 2025

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

Monthly Report 2025

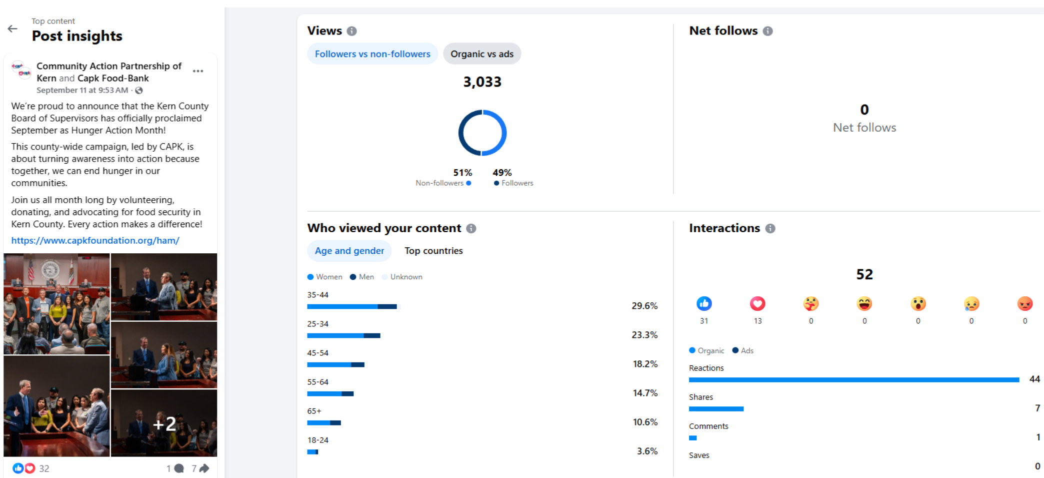
Month	September-25	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

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 RM 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 SJ 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 EL 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
Freddy Hernandez (Oct 3, 2025 14:51:38 PDT) — Oct 3, 2025
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%
Eligbility 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 enhancing 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.

MEMORANDUM

To: Program Review and Evaluation Committee

From: Rosa Guerrero, Administrative Analyst

Date: October 15, 2025

Subject: *Agenda Item 5e.:* 2026-2027 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 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 Head Start Refunding Application and implement the outlined training activities during the 2026–2027 fiscal year.

<u>Recommendation</u>

Staff recommends the Program Review and Evaluation Committee approve the 2026-2027 Training and Technical Assistance Plan for the Head Start /Early Head Start grant #09CH012489.

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.

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.

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

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

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

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