DATE: January 26, 2026
TIME: 12:00 pm
LOCATION: CAPK Administration Office
1300 18th St., 3rd Floor Board Rm.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

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

II. Introduction of Guests / Public Forum

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

III. Consent Agenda

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

a. Minutes from November 24, 2025, Board of Directors Meeting ***(p. 4-8)***
b. Minutes from December 10, 2025, Executive Committee Meeting ***(p. 9-12)***
c. Risk Insurance Renewal Update Presentation ***(p. 13-24)***
d. Economic and Community Development FY 2026-27 Funding Handbook – Community Development Block Grant (CDBG) Public Facilities and Improvements – Friendship House Community Conference and Classroom Modular Project ***(p. 25-27)***
e. Authorization to Execute the 2026 Community Services Block Grant (CSBG) Contract with Resolution from the Department of Community Services & Development ***(p. 28-164)***
f. Head Start Policy Council Elected Representative to the CAPK Board of Directors ***(p. 165)***
g. Financial Statements for October 2025 ***(p. 166-276)***
h. Minutes from January 7, 2026 Personnel Committee Meeting ***(p. 277-278)***
i. Veterans Supportive Services Division Proposed Organizational Restructure and Revised Job Descriptions ***(p. 279-330)***
j. Head Start & State Child Development Organization Chart and Job Descriptions ***(p. 331-341)***
k. Open Enrollment Update ***(p. 342)***
l. Head Start Personnel Update ***(p. 343-344)***
m. Minutes from January 14, 2026, Program Review & Evaluation Committee Meeting ***(p.345-347)***
n. Community Development Marketing and Outreach by Savannah Oates, Advocacy & Public Relations Manager ***(p. 348-359)***
o. November & December 2025 Program Reports ***(p. 360-431)***
p. November & December 2025 Application Status Report & Funding Profiles ***(p. 432-446)***
q. November & December 2025 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 447-450)***

r. CAPK Strategic Plan: Update on Strategic Priority D – Data Driven Decisions ***(p. 451)***
s. Minutes from January 21, 2026, Budget & Finance Committee Meeting ***(p. 452-454)***
t. Head Start / Early Head Start Budget to Actual Reports for November 30, 2025 ***(p. 455-462)***
u. Agency Wide Budget Revision #2 ***(p. 463-475)***
v. Unrestricted Cash Reserve Policy Draft – 30 Days Operating Expenses ***(p. 476-481)***
w. Resolution to Approve the Submission of the 2025 Department of Energy Weatherization Assistance Program (DOE WAP) Contract #25C-8007 ***(p. 482-623)***
x. Annual Budget for Fiscal Year 2026-2027 ***(p. 624-803)***
y. 2024 Information Returns & Attorney General Report ***(p. 804-890)***
z. Board of State & Community Corrections (BSCC) Adult Re-Entry Grant (ARG) Cohort 3 1012-22 No Cost Extension with Resolution ***(p. 891-898)***

IV. New Business

a. Risk Insurance Renewal Update – ***Info Item (p. 899-910)*** — Emilio Wagner, Chief Facilities & Technology Officer

b. Board Appointment for Category III: Private Sector – ***Action Item (p. 911-912)*** — Pritika Ram, Chief Business Development Officer

c. Board Recruitment and Election for Category II: Low-Income Representatives (East Kern & North Kern) - ***Action Item (p. 913-936)*** — Pritika Ram, Chief Business Development Officer

d. Financial Reports for November 2025 – ***Action Item (p. 937-1044)*** — Tracy Webster, Chief Financial Officer

e. Head Start Under-Enrollment Plan Completion Update – ***Info Item (p. 1045-1049)*** — Robert Espinosa, Program Design & Management Administrator

V. Advisory Board Reports

a. Head Start Policy Council Report and Minutes from the October 28, 2025, and November 18, 2025 Policy Council Meetings – ***Action Item (p. 1050-1061)*** — Maria Reyes, Policy Council Representative

VI. Chief Executive Officer Report

a. Update on Federal Funding – ***Info Item (Verbal Report)*** — Jeremy Tobias, Chief Executive Officer

VII. Election of Board Officers

a. Call for Nominations – ***Action Item*** — Jeremy Tobias, Chief Executive Officer
   - Chair (Current Maritza Jimenez)
   - Vice-Chair (Current Denise Boshers)
   - Secretary (Current Michelle Jara Rangel)
   - Treasurer (Current Gina Martinez)

b. Voting for the Board Officer Positions

VIII. Board Member Comments

IX. Closed Session

a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

b. Reconvene into Open Session

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
February 25, 2026
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

XII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 5:00 pm, January 22, 2026. Paula Daoutis, Executive Assistant.

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

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Maritza Jimenez called the meeting to order at 12:03 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Maritza Jimenez (Chair), Denise Boshers (Vice Chair), Michelle Jara-Rangel (Treasurer), Gina Martinez, (Secretary), Curtis Floyd, Rocio Munoz, Guadalupe Perez, Fred Plane,

Absent: Jonathan Mullings, Chris Parlier, Gema Perez, Ana Vigil, Lee'o Whisenant

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

II. Introduction of Guests / Public Forum

None

III. Special Presentation

a. Video Presentation of Food Bank Response to Government Shutdown.

Maritza Jimenez said she volunteered at the distribution site and said staff and volunteers did a remarkable job for the community.

Fred Plane said that he had heard nothing but positive feedback about how CAPK stepped up to meet the needs of the community, very positive impact for CAPK.

Curtis Floyd echoed Fred's statement of how he has heard great feedback from the community and the video was excellent and he hoped that staff will share with the Foundation to help solicit funds.

IV. Consent Agenda

Board Chair Maritza Jimenez asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion. Michelle Jara-Rangel asked that Item IV(m) be removed for clarification.

Item IV(m) – Head Start / State Child Development Risk Assessment Notification Monitoring Review.

Michelle Jara-Rangel said that this item had not been presented to the Head Start Policy Council and asked if it was necessary for Policy Council approval. Lisa Gonzales, Head Start Governance Coordinator, said this item does not need to be presented or reviewed by the Policy Council.

Jeremy Tobias also offered one point of clarification, the PRE Committee Minutes refer to approval by the committee for the Head Start Recruitment & Selection Plan, with the note that it was to be presented to the Head Start Policy Council for approval. The Policy Council did not approve as is and asked for minor edits. This item will be resubmitted to the PRE Committee for approval then back to the Board once the Policy Council has approved the item.

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

V. New Business

a. Daniells Phillips Vaughan & Bock Presentation of the Independent Audit Reports for the Year Ended February 28, 2025, and the Special Purpose Financial Statements for the Year Ended June 30, 2025 – Tracy Webster, Chief Financial Officer & Shannon Webster, DPVB Partner - ***Action Item***

Tracy Webster noted that each Board member received a bound copy of the audit report, as well as in the agenda packet, and Tracy said it is also available on the CAPK the website. Tracy then introduced Shannon Webster, partner with the audit firm Daniels Phillips Vaughn and Bock (DPVB) with over 25 years of experience.

Shannon Webster presented the above action item and stated that she had provided the same detailed report to the Audit & Pension Committee on November 19th, and that she had prior discussions with Committee Chair, Curtis Floyd, per the audit requirements. Refer to the minutes of the Audit & Pension Committee for the detailed report.

Motion was made and seconded to approve the Audit Reports for the Year Ended February 28, 2025 and the Special Purpose Financial Statements for the Year Ended June 30, 2025. Carried by unanimous vote (Perez, Guadalupe/Martinez).

b. Board Temporary Appointment for Category II – Low-Income Sector Representative to the Board of Directors – East Kern County Representative – Pritika Ram, Chief Business Development Officer - ***Action Item***

Pritika Ram reminded the Board that an ad hoc committee was formed to accept applications to fill the vacant seat for the East Kern Low-Income Board Representative on a temporary basis, until another full recruitment and election can take place within the first six months of 2026. The committee interviewed four qualified applications and made a recommendation to seat Ms. Marget Willer from Tehachapi.

Michelle Jara-Rangel asked about the term for the open seat once we hold an election. Jeremy Tobias clarified that the term for the seat will be for the remainder of Yolanda Ochoa's 5-year term.

Curtis Floyd asked if the temporary appointment can apply for the permanent seat. Jeremy Tobias clarified that the person selected for the temporary term is eligible to apply and go through the election process. He added that was clarified during the application process.

Motion was made and seconded to approve the recommendation from the ad hoc committee for the temporary appointment for Category II Low-Income Sector Representative for East Kern County until the conclusion of a special election. Carried by unanimous vote (Martinez/Boshers).

c. Board Recruitment for Category III – Private Sector – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram reported that Pastor Jonathan Mullings, representing the Private Sector on the CAPK Board of Directors will complete his five-year term on January 31, 2026. According to the CAPK Bylaws, recruitment for this position will commence in advance of the expiration to ensure continuity of the Board governance. Staff are requesting the Board Chair appoint an ad hoc committee to initiate recruitment proceedings, review applications, and make a formal recommendation to the full Board at the January 2026 meeting. Pastor Mullings is welcome to re-apply if he chooses to do so.

Michelle Jara-Rangel asked if Pastor Mullings is interested in re-applying. Jeremy confirmed that he has expressed interest in reapplying for the seat.

Motion was made and seconded for the Board Chair to appoint an ad hoc committee to initiate the recruitment of the Category III Private Sector seat. Carried by unanimous vote (Martinez/Perez, Guadalupe).

d. Digital Security Key Policy – Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

Emilio Wagner presented the above action item for approval and reported that for CAPK to strengthen the cybersecurity posture, the Information Technology (IT) Department has evaluated industry best practices and has determined that requiring a physical digital security key (USB Key) for multi-factor authentication (MFA) is a highly effective control to reduce the risk of account compromise, phishing, and unauthorized access. Staff recommend the Board approve the digital security key policy as presented and authorize the implementation effective December 1, 2025. Emilio said it will take several months to roll out the distribution of the security keys.

Gina Martinez said that she uses it in her work with the State but also noted that she is unable to work from home as a result of using the key. Emilio said they are troubleshooting options on how to work remotely to bypass the key. Staff working remotely will need to contact IT in advance.

Rocio Munoz asked about the cost and maintenance. Emilio Wagner responded that the cost per key is $45 and extras have been secured for replacements.

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

e. Client Data Platform Presentation – Emilio Wagner, Chief Facilities & Technology Officer - ***Info Item***

Emilio Wagner introduced Mohamed Ahmed, IS Manager, who provided a PowerPoint presentation and identified the members of the IS Team and reported on their progress to date to implement important systems that include a Client Data Platform (CDP), Contract Management System (CMS), and identify multiple other projects in the works.

Mohamed identified primary goals, migrating to Dynamics 365 and the reduced need for other programs that are costly and do not provide the level of reporting needed for the CAPK programs. With the increased reporting options, the programs can provide better data. Emilio Wagner also stated that staff are looking into increasing AI options and leaning towards Co-Pilot. There will be more on this subject at a later time.

Gina Martinez thanked the team for developing these important reporting structures, and Rocio Munoz asked about the internal systems that have been developed, and wanted to know if the in-house applications in Dynamics 365 are customizable for each program. Mohamed said that staff are working to integrate reporting to the grant partners.

Lupe said that her business is currently using Dynamics 365 to incorporate customized reporting's and said it is great to see CAPK doing this work.

f. Financial Reports for September 2025 – Tracy Webster, Chief Financial Officer – ***Action Item***

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

Tracy showcased the Budget to Actual page and said some of the line items are over budget and noted that staff will be submitting a budget revision in January and further noted that the grant is not being overspent, we just need to make adjustments to some of the line items.

Michelle Jara-Rangel said in the Operations report that the Barnet House is on hold for a budget revision. Tracy said we are awaiting the approval from the Office of Head Start (OHS). Tracy said that OHS staff have been furloughed due to government issues and we will likely need to do no cost extension. We are now working through the Denver Regional Office since the closure of the Region IX Office in San Francisco. There have been some delays as a result of the relocation to the Denver Office, but the delays are out of our hands.

Motion was made and seconded to approve the Financial Reports for September 2025. Carried unanimous vote (Perez, Guadalupe/Plane).

VI. Advisory Board Reports

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

Lisa Gonzales presented the Policy Council report for November 2025 and the minutes from the Policy Council meeting on September 22, 2025. October 29th end of term meeting, each received a certificate.

Lisa reported that at the first meeting of the new term on November 18, 2025, four parents expressed interest in serving as the Policy Council Representative and serving on the CAPK Board from January 1, 2026 to December 31, 2026. The Policy Council voted and elected Ms. Maria Reyes.

Motion was made and seconded to approve the Policy Council Report from November, 2025, and all items. Carried by unanimous vote (Perez, Gema/Munoz).

VII. Chief Executive Officer Report

a. Jeremy Tobias provided a verbal report on the Government Shutdown & Appropriations update and said

Jeremy Tobias reported that the Government Shutdown ended on November 4, 2025. A small spending package called a mini bus was approved for the full fiscal year through September 30, 2026, and it included WIC, SNAP and TEFAP. The remainder of programs are funded as part of the Continuing Resolution (CR).Most of CAPK's core programs are funded through the CR which expires January 30, 2026. On a positive note, there seems to be bipartisan support for full funding of our programs. Negotiations were stalled during the shutdown but the process will be ongoing into the new year.

Jeremy also reported that the President has reversed some of the reduction of workforce and the funding bills require that most of the federal employees return to work. Federal staff that oversee our funding are back and we expect the funding contracts to be released to the states around the first part of December. The state will

send contracts to us but they will only be funded for partial year until all funding bills are approved. Generally speaking, this is good news for our programs that are operational and funded through the end of the CAPK fiscal year (February 28, 2026).

b. Open Enrollment Statistics

Jeremy Tobias provided an update on the recent health benefits open enrollment and noted that the early numbers indicate that 677 of the 980 eligible staff enrolled for benefits. Details as to why other staff members declined to enroll will be provided in a report for the January Personnel Committee. Jeremy did note that there was a significant increase in Kaiser enrollments with 563 of the 677 enrolled employees opting for the Kaiser benefits.

c. Other Updates

Jeremy acknowledged Deborah Johnson, Director of Veterans Supportive Services, who is leaving the agency to move out of the area. Deb's final day at CAPK will be December 12th. She will be missed at CAPK and in the community and while we are happy about her new opportunities, we are also sad to see her go.

Lupe Perez asked if there are plans to hire a Chief Program Officer to replace Louis Gill. Jeremy said that he has not rehired yet, we are holding the position open to see what happens with the federal government budget and potential funding cuts and noted that once the appropriation bills are passed, we will reevaluate the open positions.

VIII. Board Member Comments

Fred Plane wanted to recognize Susana Magana, Karen Vazquez & Ryan Fergon who all made special presentations at CSUB and said that all represented CAPK very well.

Michelle Jara-Rangel asked about a request she made, wanting to know why some retiree recognitions come before the board and others do not. Jeremy said he will circle back with HR to get a response.

Denise Boshers also wanted to circle back about the recognition for Yolanda Ochoa. Funds are being raised to purchase a can for the Apple Wall at the Food Bank in her memory and wants to have a dedication and invite the family.

Maritza Jimenez said that WIC received an award and wanted to recognize staff.

Rocio Munoz thanked all that supported the Food Distribution during the government shutdown and wanted to acknowledge all that coordinated the event and those that volunteered.

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Monday, January 26, 2026
CAPK Administrative Office Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

X. Adjournment

The meeting was adjourned at 1:17 pm

DATE:	December 10, 2025
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Executive Committee Minutes

1. **Call to Order**
   Committee Chair Maritza Jimenez called the meeting to order at 12: 02 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

2. **Roll Call**
   Roll Call was taken with a quorum present.

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

   Absent: Curtis Floyd

   Others present: Jeremy Tobias, Chief Executive Officer; Lisa McGranahan, Chief Human Resources Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; and other CAPK staff

3. **Public Forum**
   No one addressed the Committee.

4. **New Business**

   a. Risk Insurance Renewal Update Presentation – Emilio Wagner, Chief Facilities & Technology Officer and Staff from Insurica – ***Info Item***

   Emilio Wagner provided an update on the upcoming insurance renewal effective March 1, 2026 and introduced Insurica representatives Josh and Aaron, who reviewed the annual renewal, current coverage, deductibles, and expectations for 2026. Deductibles for buildings valued at over $1 million have increased to $10,000 due to property losses and damage, and employee use of personal vehicles for work continues to impact CAPK's loss ratio. The umbrella coverage is currently $10 million, but the renewal is quoted with a cap of $5 million. Negotiations are underway to secure an additional $5 million gap coverage. Representatives confirmed they are actively seeking better rates for the agency.

   The five-year loss report shows losses have stabilized, although the 2024–2025 term included several significant auto claims. The insurance team is working closely with CAPK's Safety Department to reduce risks associated with employees driving personal vehicles, which could lead to lawsuits. Annual risk assessments include workers' compensation and driving risks, and Insurica meets regularly with CAPK leadership to ensure compliance. A suggestion was made to establish a safety committee and conduct site visits.

   Michelle Jara-Rangel asked which program sites were not included in the property coverage quote, and the insurance representatives will provide that information later.

Fred Plane questioned administrative fees and their impact on overall rates. There was clarification that the previous broker charged a flat commission fee that was invoiced separate from the rates, while the current plan is all-inclusive with commissions included in the rates. Fred requested that future graphs include a better visual and explanation of the fees when compared to the past rates.

Maritza Jimenez asked about the deadline for securing additional umbrella coverage, and Josh confirmed they are already shopping alternatives and negotiating with the current carrier to avoid delays.

b. Economic and Community Development FY 2026–27 Funding Handbook – Community Development Block Grant (CDBG) Public Facilities and Improvements – Friendship House Community Conference and Classroom Modular Project – Bradley Ryan Fergon, Senior Grant Analyst & Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

Emilio Wagner reported that through the City of Bakersfield FY 2026-27 Community Development Block Grant (CDBG) program, CAPK Friendship House Community Center (FHCC) can apply for funds to purchase and install a 24' x 40' fully plumbed modular building on the FHCC Campus. The unit will provide space after-school and summer youth programs, mentorship, Medi-Cal outreach, WIC services, and new programs such as conference space, evening/weekend activities, VITA tax assistance, financial education, energy assistance clinics, WIC breastfeeding classes, and parenting support groups. There is an estimated project cost of $645,344. The project meets the CDBG objectives to benefit low- and moderate-income people and aligns with the City's Consolidated Plan goals and the Southeast Strong Transformative Climate Communities (TCC) initiative.

Michell Jara-Rangel asked where the modular unit would be installed. Emilio confirmed space is available next to the existing modular building behind the WIC facility. Jeremy Tobias noted when the FHCC project originally went out to bid, the design included space for six modular units, with only four constructed at that time, leaving adequate space for new units.

Denise Boshers asked if funding would come from the existing CSBG grant. Jeremy clarified that this project would be funded through a different source, CDBG funds, which supports brick-and-mortar projects in low-income communities, whereas CSBG funds programs and services for low-income individuals, not construction. He noted that CAPK has previously been awarded CDBG funding for other program expansions, particularly at the Food Bank.

Maritza Jimenez asked about the award timeline. Staff shared notification is expected in late 2026, followed by an estimated eight-month execution period. Jeremy added that HUD's approval process includes community hearings, and if awarded there are specific contracting steps, so construction would likely begin in 2027.

The grant application is due to the City of Bakersfield on December 12, 2025. Staff requests the Executive Committee to approve the recommendations outlined in the staff report.

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

c. Authorization to Execute the 2026 Community Service Block Grant (CSBG) Contract with Resolution from the Department of Community Services and Development – Pritika Ram, Chief Business Development Officer – ***Action Item***

Tracy Webster, presenting on behalf of Pritika Ram, reported that CAPK expects to receive its annual contract with the Department of Community Services and Development (CSD). However, CSD has not yet issued the official 2026 contract documents due to delays caused by the federal shutdown. Staff have been informed that the contract is forthcoming and will likely maintain the same funding level and terms as the 2025 contract. To prevent delays in funding and service interruptions, CSD recommended advance approval of the resolution. The current CSBG contract funds several programs and is valued at $1,802,115 for the period January 1, 2026, through December 31, 2026. Staff recommend the Executive Committee approve the recommendations outlined in the staff report.

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

d. Head Start Policy Council Elected Representative to the CAPK Board of Directors- Lisa Gonzales, Governance Coordinator - ***Action Item***

Lisa Gonzales reported during the Head Start Policy Council's first meeting of the new year; nominations and elections took place for the position of Policy Council Representative for the CAPK Board of Directors open seat. At the December 18, 2025 meeting, an election took place and Ms. Maria Reyes was elected to serve as the Policy Council Representative on the CAPK Board of Directors, with her term effective January 1, 2026 through December 31, 2026.

Motion was made and seconded to approve the Head Start Policy Council elected representative to the CAPK Board of Directors. Carried my unanimous vote (Martinez/Plane).

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

Tracy Webster presented the October 2025 financials, noting no credit line was drawn for the month and cash flow remains healthy across all program funding sources. The Finance Division is implementing several programs to improve efficiency by integrating multiple platforms to streamline data and accelerate transaction processing. The agency's budget-to-actual report showed some line items appear overspent, but contracts have been realigned and are not yet updated in the budget. A budget revision is scheduled before the January Budget and Finance Committee meeting. Contracts are reviewed monthly by finance and program teams. Overall expenditure is 65%, compared to the target of 66.7%.

During the October review, Denise Boshers asked about voided entries. Staff clarified that the void was an accidental entry and was resolved immediately.

Motion was made and seconded to approve the Financial Reports for October, 2025. Carried by unanimous vote (Boshers/Plane)

f. Authority to Decline a Funding Contributions from the City of Bakersfield for the Government Shutdown and SNAP Benefits Response – ***Action Item (Verbal Report)***

Jeremy Tobias shared that during the government shutdown, the Food Bank addressed federal SNAP benefit shortages beginning November 1, 2025, as a result of the request by the Governor, who called on Food Banks to respond and serve counties. In Kern County, the loss of SNAP benefits impacted 100,000 households. The State provided an advance of funds through CalFoods, but no new funding was in place to cover this emergency. Many organizations and individuals made contributions to assist in the cost of the food distributions. During the first week of the distribution events, the City of Bakersfield awarded $100,000 to CAPK to assist in the cost of the food distributions. At the time of the donation, the city anticipated a

longer shutdown, but thankfully the shutdown ended a few days later and distributions were ended. Due to tight budgeting, the city has requested to retract the donation. Jeremy is seeking approval to send a formal decline of the award.

Denise Boshers asked if any decisions were made with the knowledge that that money would come in that would have been made differently had we known this. Jeremy responded, when the city initially approved the funding, our program was already underway so it didn't alter any of the decisions we were making or how we operated the program.

Motion was made and seconded to approve authority to decline funding contributions from the City of Bakersfield for the government shutdown and SNAP benefits response. Carried by unanimous vote (Boshers/Plane)

5. Committee Member Comments

No comments

6. Closed Session

Motion was made and seconded to convene into closed session at 12:46 pm. Carried by unanimous vote (Martinez/Jara Rangek).

a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

b. Motion was made and seconded to reconvene into open session at 1:27 pm. Carried by unanimous vote (Martinez/Jara Rangel).

7. Closed Session Report

The committee discussed the Chief Executive Officer Employee Evaluation with no reportable action.

8. Next Scheduled Meeting

Executive Committee
12:00 pm
July 15, 2026
Board Room
1300 18th Street, Suite 300
Bakersfield, CA 93301

9. Adjournment

The meeting was adjourned at 1:28 pm.

Pre-Renewal Meeting
Community Action Partnership of Kern (CAPK)
March 1st, 2026 to March 1st, 2027
Presented: December 10th, 2025

INSURICA

Table of Contents

Slide	Contents
Slide 3	Your Service Team
Slide 4	Renewal Timeline
Slide 5	Current Program Overview
Slide 6	2026 Program Expectations
Slide 7	CAPK Loss History
Slide 8	RM4U Service Update
Slides 9 – 12	General Insurance Market Outlook

Your Service Team

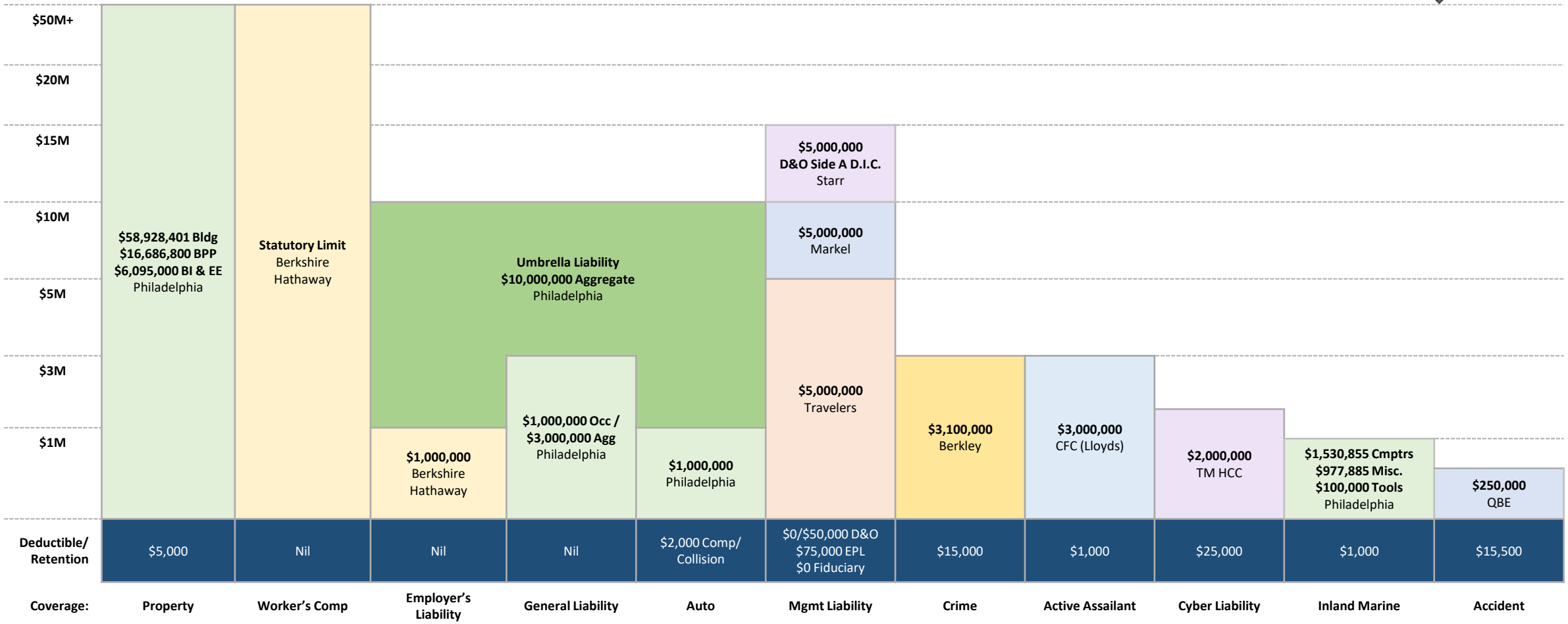
INSURICA Service Team		
National Not-For-Profit Group Leader	Josh Wall, CIC	661.316.5184 Josh.Wall@INSURICA.com
Agent / Producer	Aaron Uribe, CIC, AFIS	661.316.5182 Aaron.Uribe@INSURICA.com
Account Executive	Alex Jackson, CIC	661.316.5156 Alex.Jackson@INSURICA.com
Account Manager	Robyn Patrick, CISR	661.316.5160 Robyn.Patrick@INSURICA.com
Risk Management / Loss Control	Jeremy Hearron	661.316.5155 Jeremy.Hearron@INSURICA.com
Safety Service Specialist	Tony Donez	661.316.5147 Tony.Donez@INSURICA.com
Claim Specialist	Vickie Wright	661.316.5119 Vickie.Wright@INSURICA.com
WC Claim Consultant	Nicole Angone	661.316.5141 Nicole.Angone@INSURICA.com
WC Claim Specialist	Lisa Cantu	661.316.5169 Lisa.Cantu@INSURICA.com

Renewal Timeline

INSURICA is dedicated to providing a timely and proactive renewal experience. Below are the target dates for each step of the renewal process, along with the responsible party for each step. This timeline provides a general expectation but is subject to change.

Target Date	Task	Responsibility
October 13th, 2025	*Requested CAPK's renewal information*	*INSURICA*
November 21st, 2025	*Completed renewal information received*	***CAPK***
November 24th through December 3rd, 2025	*Review, prepare, and submit renewal information to insurers*	*INSURICA*
December 10th, 2025	Pre-Renewal Presentation at CAPK Board Meeting	**CAPK** / INSURICA
Week of January 19th, 2026	Finalize renewal quotes and negotiations with insurers	INSURICA
January 26th, 2026	Review results at CAPK Board Meeting	**CAPK** / INSURICA
Week of February 2nd, 2026	Complete any outstanding subjectivities	**CAPK**
Week of February 9th, 2026	Bind renewal coverage	**CAPK** / INSURICA
Week of February 16th, 2026	Deliver binders, invoices, and certificates of insurance	INSURICA
March 1st, 2026	Policy coverage takes effect	N/A

Current Program Overview



2026 Program Expectations

Commercial Package Policy

- This past year, CAPK has experienced property losses to its cold storage facility, water damage to CVAF housing, and a fire loss. PHLY is seeking to increase its property deductible for buildings valued $1M+ to $10,000. This impacts nine (9) locations.
- Due to brush fire risk, PHLY is removing BPP coverage for four (4) leased locations at 8820 Sheep Creek Rd, 108 S Robinson St, 11336 Bartlett Ave, and 24028 Lake Dr. INSURICA will pursue alternative coverage options as desired by CAPK.
- CAPK's Auto coverage has experienced Hired & Non-Owned Auto (HNOA) losses. These are Auto Liability losses related to employees driving their personal vehicles for business purposes on behalf of CAPK. Two significant claims occurred during the 2024-2025 policy term.
- Additionally, PHLY is seeking to increase the Auto Comp and Collision deductibles from $2,000 to $3,000.
- PHLY expects the package premium to increase ~30% year-over-year due to five-year loss ratios. INSURICA is seeking alternative options from the marketplace.

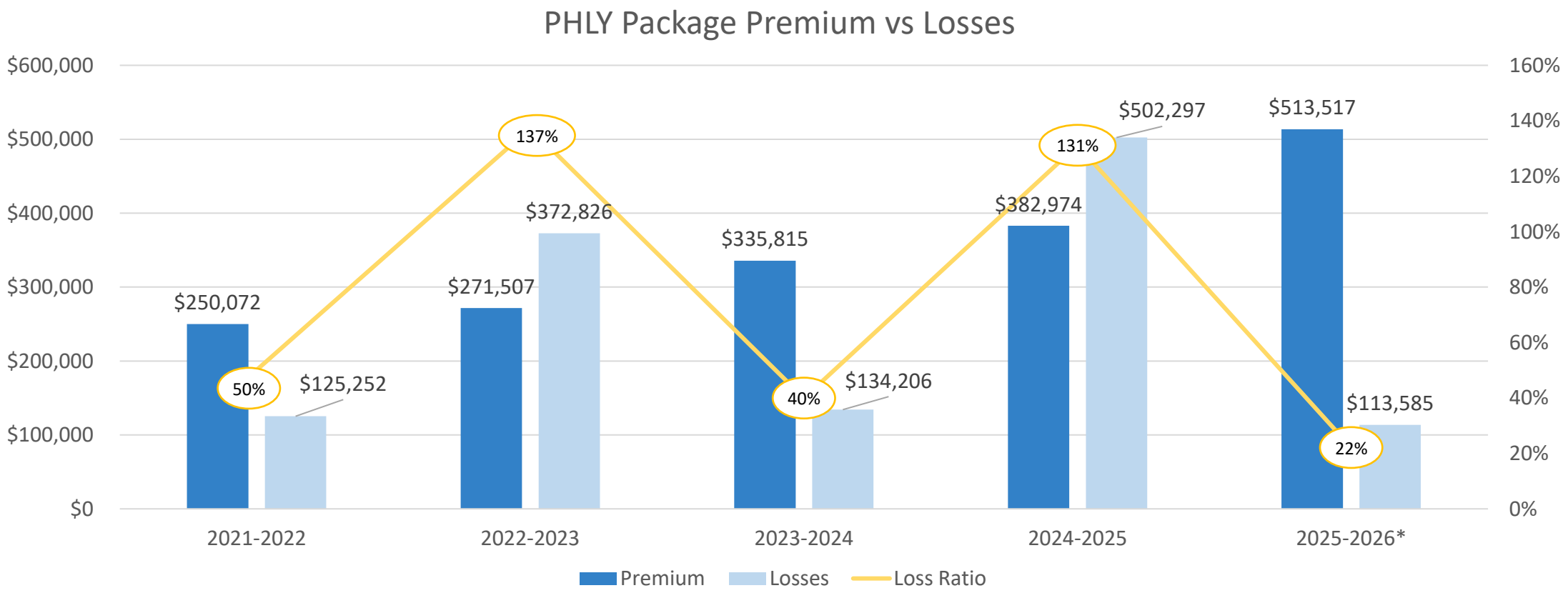
Umbrella / Excess Liability

- PHLY plans to reduce its Umbrella package from $10 million to $5 million, as signaled last renewal.
- INSURICA plans to develop secondary Excess Liability options to maintain $10 million total excess liability limits.
- The current market conditions and necessary revisions to the Excess Liability program will lead to a higher premium.

Management Liability Package

- Travelers does not expect any significant changes to coverage, retentions, or premiums. However, the Employment Practices Liability premium within the package may see an increase of approximately 5% due to moderate claim activity.

CAPK Loss History



Package Policy includes General Liability, Auto, Property, Abuse & Professional Liability, and Umbrella

*Broker compensation method switched from $100,000 broker fee to carrier commission agreement for the 2025-2026 term

RM4U Service Update

Over the past year, CAPK and INSURICA have worked together to improve CAPK's risk management and claims prevention strategies from various perspectives. This collaboration has included site visits, performance reports and scoring, and monthly meetings with CAPK's risk management team. Below is an update on our ongoing and future plans:

Ongoing:

- Annual Health & Safety Check-In
- Fleet Safety program review and development
- Carrier-Coordinated Workers Comp Claims Reviews
- Claim Advocacy
- INSURICA Monthly Claims Report
- Monthly Meetings with Risk Management Team

Future Plans:

- Review Safety Committee Strategy
- Carrier-Coordinated Workers Comp Claims Reviews
- Coordinate site inspections with CAPK Safety & Risk Team
- INSURICA Semi-Annual P&C Claims Review
- Samba Safety Presentation
- Nurse Triage Presentation

Market Outlook

General Liability • The general liability insurance market has improved from prior years, but insurer profitability remains challenged. • Large verdicts and new emerging risks influence rates and coverage restrictions. • 2026 Rate Forecast: General Liability +2% to +8%.	**General Liability Trends** • **Large Verdicts**: Large verdicts continue to increase in severity, especially in product and premises liability claims. • **Emerging Risks:** PFAS, glyphosate, talcum powder, sexual assault and molestation, and others are contributing to higher rates and reduced policy coverage.
Property • Improved profitability has allowed relief for the property market. Despite multiple CAT events, the market remains strong for the time being. • Property rates in 2026 are highly dependent upon the Atlantic hurricane season, or other unforeseen CAT events. • 2026 Rate Forecast: Flat to -5%.	**Property Trends** • **Natural Disasters:** Globally, insured losses from natural disasters have consistently exceeded $100 billion per year. • **Parametric Insurance:** Gaining popularity due to severe disasters, this insurance model pays based on event characteristics rather than damage costs. It offers faster payouts and addresses insurance gaps, leading to a 500% increase in submissions last year. The market is projected to exceed $29 billion by 2031.

Market Outlook

Auto

- The Auto Liability market is under continued pressure from profitability challenges. Frequency remains stable but the severity of claims has increased 8% to 12% year-over-year.
- Bodily Injury settlements are rising, and large verdicts are becoming increasingly common.
- 2026 Rate Forecast: +10% to +15%.

Auto Trends

- **Large Verdict Concerns:** Jury awards exceeding $10 million are on the rise, particularly in trucking accidents. These increases are driven by social inflation and higher litigation costs.
- **Inflation and Repair Costs:** Inflation continues to affect replacement costs for insurers, as well as the increasing value of the vehicles' parts for replacement. It is estimated that advanced driver assistance systems, electric vehicle technology, and high MSRPs have increased repair costs 20% to 50%.

Umbrella/Excess Liability

- The Umbrella and Excess Liability insurance market is experiencing continued challenges due to the limited underwriting capacity.
- A few entrants to the market demand high premiums in order to participate and competition remains limited.
- 2026 Rate Forecast: +8% to +15%.

Umbrella/Excess Trends

- **Large Verdict Concerns:** Continued large losses in the General Liability, Auto, and other areas are an ongoing concern for Umbrella/Excess insurers.
- **Supported Lead Umbrella Structures:** Pairing the primary liability coverages with the lead umbrella coverage is an effective strategy for placing umbrella coverage. It can be beneficial for coverage and claim consistency, as well as for premium negotiations and lead limit capacity.

Market Outlook

Management Liability

Directors & Officers Liability (D&O)

- The overall D&O market remains favorable to insureds due to an abundance of competition and rate stability.
- Cuts to government funding have led to underwriter caution for nonprofit organizations.

Employment Practices Liability (EPL)

- The EPL market continues to be relatively competitive; however, caution remains for jurisdictions such as California, Illinois, New York.
- Modest rate increases are expected in challenging jurisdictions.

Fiduciary Liability

- Carriers within the Fiduciary Liability market remain wary of increasing cost of litigation for excessive fee claims for health and welfare plans; however, dismissals have helped dispel worries and new entrants have bolstered competition.

2026 Rate Forecast: Flat to +5%.

Management Liability Trends

Directors & Officers Liability (D&O)

- **Generative AI:** The use of AI in executive workflows create concerns for lack of due diligence and oversight.
- **Government Funding Cuts:** Nonprofits and private companies that rely on government funding face financial and operational risks from budget cuts. Executives face challenging decisions amid uncertainty.

Employment Practices Liability (EPL)

- **New Administration and DEI:** President Trump has issued executive orders to reverse enforcement stances on DEI, which have opened the door to DEI-related discrimination claims. The effects of these changes are yet to be seen.
- **Generative AI**: In 2023, the first AI-based discrimination settlement occurred, totaling $365,000. Laws require employers to exercise "reasonable care" to prevent algorithmic discrimination. Employers must evaluate AI tools for biases to minimize potential EPL losses.

Fiduciary Liability

- **Excessive Fee Litigation:** Lawsuits claiming that employers violated fiduciary duties under ERISA regarding fees and the performance of investment options in a 401(k) plan. Jurisdiction plays a significant role in determining these cases.

Market Outlook

Cyber Liability

- The Cyber insurance market has experienced continued stabilization with moderate decreases for favorable risks.
- Underwriting decisions are highly dependent upon the insured having up-to-date security controls in place.
- The Cyber market experiences periodic market changes that complicate pricing predictions.
- 2026 Rate Forecast: -5% to 5%.

Cyber Trends

- **Generative AI Exposures:** AI is constantly changing the cybersecurity space. Some insurers adopt an affirmative policy stance on AI, covering attacks involving AI, whereas most remain silent on the issue.
- **Ransomware:** According to Coveware, average ransom payments increased 104% between Q1 and Q2 of 2025. The median ransomware payment increased rose 100% in the same period.

Worker's Compensation (WC)

- The Workers' Compensation insurance segment has experienced a profitable combined ratio for 10 years straight.
- Aging workforce and new workforce entrants can contribute to severity trends.
- Medical inflation and interest rate shifts could create challenges.
- 2025 Rate Forecast: -5% to flat.

WC Trends

- **Medical Inflation:** The prices of medical products and services continue to shift, but have decelerated in 2025. The effects of tariffs on medical equipment and drugs are yet to be experienced.
- **Medical Advancements:** Medical technological advancements are increasing treatment costs while simultaneously reducing mortality.

MEMORANDUM

To: Board of Directors

Bradley Ryan Fergon

From: Bradley Ryan Fergon, Senior Grant Analyst

Emilio Wagner, Chief Facilities and Technology Officer

Date: December 10, 2025

Subject: *Agenda Item IV(b):* City of Bakersfield – Economic and Community Development FY 2026–27 Funding Handbook – Community Development Block Grant (CDBG) Public Facilities and Improvements – Friendship House Community Conference and Classroom Modular Project – **Action Item**

Through the City of Bakersfield FY 2026–27 Funding Handbook under the Community Development Block Grant (CDBG) Program, funded through the U.S. Department of Housing and Urban Development (HUD), Community Action Partnership of Kern (CAPK) has an opportunity to seek capital funds for a public facilities and improvements project at the Friendship House Community Center (FHCC) in southeast Bakersfield.

The proposed project would fund the purchase and installation of a 24’ x 40’ fully plumbed modular building on the Friendship House campus, to be used as a dedicated community conference and classroom space. The modular will include in-unit restroom facilities, accessible entry and circulation, HVAC, electrical and data service, and the necessary foundation, utility connections, and site work to integrate the building into the existing campus. The current planning estimate for the project is **$645,344**, inclusive of hard construction costs, design and permitting, insurance, contractor overhead and profit, escalation, and contingency.

Friendship House serves youth and families in the 93307 ZIP code and surrounding neighborhoods, a predominantly minority, low- and moderate-income community recognized as disadvantaged in multiple planning frameworks. Existing programs at the site include after-school and summer youth programs, mentorship, Medi-Cal outreach, and WIC services. However, current indoor space is constrained, and evening and weekend programming is limited by the need to open the gymnasium for restroom access and to balance competing uses of existing rooms.

The new modular facility would allow CAPK and its partners to expand and better coordinate services on site, including Volunteer Income Tax Assistance (VITA) and related financial education, energy assistance and weatherization application clinics, WIC breastfeeding and

parenting support groups, workforce development workshops supported by CalAIM and other funding, and HR-led employment skills trainings. The in-unit plumbing and dedicated classroom-style layout will make it feasible to operate these services during evenings and weekends without additional burdens on gym access or staff time.

The project is designed to meet the CDBG National Objective of providing benefit to low- and moderate-income persons through an area benefit and to align with the City's Consolidated Plan goals and the Southeast Strong Transformative Climate Communities (TCC) initiative, by investing in a community facility in a high-need neighborhood and supporting integrated services that advance economic stability, health, and opportunity for low-income residents

The grant application is due to the City of Bakersfield on December 12, 2025, and awards for the FY 2026–27 CDBG cycle are expected to be made, with contracts executed, in late September 2026. The application requires a Board-approved resolution authorizing submission of the application and execution of the funding agreement if the project is awarded.

Recommendation

Staff recommends that the Executive Committee:

1. Approve the submission of the City of Bakersfield – Economic and Community Development FY 2026–27 Funding Handbook – CDBG Public Facilities and Improvements application for the Friendship House Community Conference and Classroom Modular Project; and
2. Recommend that the Board of Directors adopt the attached resolution authorizing the Chief Executive Officer to execute a contract with the City of Bakersfield and any subsequent amendments, if the application is awarded.

Attachment:
Resolution #2025-18

RESOLUTION # 2025-18

A Resolution of the Board of Directors of
Community Action Partnership of Kern
Approving the Application for Funds from the
City of Bakersfield's
HUD Community Development Block Grant (CDBG) Program
for the Friendship House Community Conference and Classroom Modular Project

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, met on December 10, 2025, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 1300 18th Street, Suite 200, Bakersfield, CA 93301 and resolved as follows:

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

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

WHEREAS, the City of Bakersfield's HUD Community Development Block Grant (CDBG) Program provides funding for eligible activities including public facilities and improvements that benefit low- and moderate-income residents, such as the construction or installation of community facilities that expand access to services in disadvantaged neighborhoods; and

WHEREAS, CAPK seeks to apply for CDBG funding to support the Friendship House Community Conference and Classroom Modular Project, which will install a fully plumbed modular building on the Friendship House Community Center campus in southeast Bakersfield in order to expand access to youth, family, health, workforce, and financial stability services for low- and moderate-income residents; and

WHEREAS, the HUD CDBG Program requires the governing body of the applicant to certify, through a resolution, that it approves the application for CDBG program funding and authorizes the execution, by a representative of the applicant, of a grant agreement on terms and conditions required by the program.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of the Board of Directors hereby approves the submission of the funding application to the City of Bakersfield's HUD Community Development Block Grant (CDBG) Program for the Friendship House Community Conference and Classroom Modular Project, and authorizes the Chief Executive Officer, as the authorized representative, to execute a contract with the City of Bakersfield and any amendments thereto, if the application is awarded.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief Business Development Officer

Date: December 10, 2025

Subject: *Agenda Item IV(c)*: Authorization to Execute the 2026 Community Service Block Grant (CSBG) Contract with Resolution from the Department of Community Services and Development - **Action Item**

Background

Under our annual agreement with the Department of Community Services and Development (CSD), the agency anticipates receiving the 2026 Community Services Block Grant (CSBG) contract. However, CSD has not yet issued the official 2026 contract document due to delays stemming from the federal shutdown and its restart. We have been notified by CSD that a contract is forthcoming this month, and the expectation is the funding level will be flat, the same as the current year allocation. We also anticipate the contracts terms remaining the same.

The CSBG allocation serves as the agency's core flexible funding source, enabling us to sustain vital low-income programs and administrative functions.

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

Anticipated Contract Terms

Based on historical patterns and the 2025 CSBG contract (Contract #25F-6015), we anticipate the following:

- Funding Amount: Approximately $1,802,115 (subject to federal appropriation and state allocation)
- Performance Period: Expected to be January 1, 2026, through December 31, 2026
- Contract Terms: Substantially similar to the 2025 CSBG contract, including programmatic requirements, reporting obligations, and administrative provisions

As with the 2025 contract, funds from the 2026 CSBG will be allocated strategically to address areas of greatest need, particularly where gaps in program or administrative funding exist. These allocations will be addressed and finalized in the upcoming FY 2026-27 budget approvals by the Board in January and February. The allocation will continue to support programs across multiple service domains, including:

- Food Bank Operations
- Volunteer Income Tax Assistance (VITA)
- Youth Development Programs (Friendship House and the Family Resource Centers)
- 2-1-1 Call Center
- Housing Services
- Shafter Facility
- Homeless Services
- Other programs aligned with CSBG goals.

Additionally, staff will continue to identify opportunities to leverage CSBG funds in alignment with the agency's strategic goals by pursuing grants and reallocating resources to support complementary programs and initiatives.

Rationale for Advance Authorization
While the federal government shutdown has concluded, the normal contract release timelines remain uncertain as CSD works to finalize and distribute contracts. CSD may require rapid contract execution to ensure the timely distribution of funds to eligible entities. Given the Board's meeting schedule, there is a risk that the contract release may fall between Board meetings or require a quick turnaround potentially delaying execution and jeopardizing:

- Timely receipt of advance payments
- Continuity of CSBG-funded services
- Compliance with CSD's execution deadlines

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

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

Recommendation:
Staff recommend that the Executive Committee:

1. Authorize the Chief Executive Officer to sign the 2026 CSBG contract on behalf of the agency and to execute any amendments during the contract term, provided such amendments do not materially alter the scope, terms, or conditions of the agreement.
2. Approve the attached Resolution No. 2025-19.
3. Direct staff to provide a summary report to the Board at the next regular meeting following contract execution, including the final contract amount, any notable changes from the 2025 contract, and the anticipated budget allocation.

Attachments:
Resolution Number 2025-19
2025 CSBG Contract #25F-6015 (for reference)

RESOLUTION #2025-19

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

The Executive Committee of the Board of Directors of Community Action Partnership of Kern, located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on December 10, 2025, in Bakersfield, California at a scheduled meeting and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

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

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

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to execute the 2026 CSBG Contract and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 10th day of December 2025.

Maritza Jimenez, Board Chair
CAPK Board of Directors

December 10, 2025
Date

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

November 19, 2024

Dear Executive Director:

The Department of Community Services and Development (CSD) is pleased to announce the release of the 2025 Community Services Block Grant (CSBG) contract. CSBG is currently operating under a continuing resolution that provides funding through December 20, 2024. Agencies will receive notice of available funds for the first quarter of the 2025 CSBG Grant once CSD receives official l notification of California's grant award.

Attached is the 2025 CSBG contract and allocation spreadsheet for the program year. When completing your CSBG fiscal data budget forms, please use the amount identified for your agency on the spreadsheet labeled "Total 2025 Contract."

The contract packet, including all required documents, must be completed and returned to CSD within 30 calendar days from the date of this contract release for private agencies and within 45 calendar days of release for public agencies. Please refer to Article 2.1, Required Documents, for all program-specific requirements. To facilitate review, a contract checklist containing all required documents that must be returned with the signed contract is included as part of this contract packet.

CSD will release a pre-recorded CSBG contract webinar to provide guidance on the contract execution process, revised or added contract elements, and information on completing the required forms. The webinar link will be distributed via email and posted to the Local Agencies Portal. A 2025 CSBG contract live question and answer session will be scheduled to allow for any questions related to the contract. Additionally, CSD will post a redlined version of the changes made to the contract on the Local Agencies Portal. In the interim, please direct any questions related to contract submission, program requirements, or the contract webinar to your assigned Field Representative.

CSD looks forward to working in partnership with you to strengthen our capacity to effectively administer programs that improve the economic security of those we serve, and ultimately the lives of all Californians.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Director

Attachments

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

2025 Community Services Block Grant (CSBG) Contract Checklist

General Comments and Requirements:

Please contact your assigned Field Operations Representative immediately for assistance if this Agreement requires corrections or if you have not yet completed the **DocuSign® Contact Update Form, (CSD 489)** with the California Department of Community Services and Development (CSD). To access the DocuSign form, click on the following link: Local Agencies Portal (LAP)

Contract Packet:

The completed contract packet (list of documents/forms below) must be returned to CSD to execute the contract. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☒ **Submitted contract via DocuSign, which includes the signed Contract Face Sheet (STD 213)** with the name and title of the individual authorized to sign the Agreement.
- ☒ **Federal Funding Accountability and Transparency Act (FFATA) Form**
- ☒ **Signed Lobbying Form**
- ☒ **Current insurance documents or Self-Insurance Authority Certification** if not already on file with CSD. New evidence of insurance (ACORD 25) is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☒ **Board resolution.** (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes.)
- ☒ **Generate Artificial Intelligence (GenAI) Reporting and Factsheet (STD 1000)**

Please submit your completed contract packet within 30 days (45 days for public agencies) from the release of the contract via DocuSign.

Contract Deliverables:

The following **contract deliverables** (as applicable) must be completed and returned to your Field Representative within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please use the checkboxes below to indicate the completed documents/forms are included:

425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Local Agencies Portal at: Local Agencies Portal (LAP)

- o **CSD 425.S CSBG Contract Budget Summary**
- o **CSD 425.1.1 CSBG Budget Support Personnel Costs**

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

- **CSD 425.1.2 CSBG Budget Support Non-Personnel Costs**
- **CSD 425.1.3 CSBG Budget Support Other Agency Operating Funds**
- **CSD 425.1.4 CSBG Contract Budget Narrative**

- ☒ **CSBG Annual Work Plan** (CSD 641)
- ☒ **Submit CSBG Annual Work Plan target** projections for Modules 3 and 4 using CSD 641A and 641B (worksheets) available on the Local Agencies Portal.
- ☒ **CSD 188 Agency Staff and Board Roster Form**
- ☒ **Board Meeting Schedule**
- ☒ **CSD Public Website Update Form 168**
- ☐ **Updated Organizational Bylaws.** (Not applicable if no changes have occurred in the past calendar year)
- ☐ **Joint Powers Agreement** (If applicable)

Please return your completed **contract deliverables** (as applicable) via email to your assigned Field Operations Representative.

All forms are located on the **Forms** page under the **CSBG tab** of the CSD's Local Agencies Portal at: Local Agencies Portal (LAP)

Please Note: Per Article 5.2, Advance Payments – Amount, Subsection 5.2.1, Contractor will not be issued an advance or reimbursed for any costs incurred until CSD approves all contract deliverables.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
Department of Community Services and Development
2025 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

Agency	Contract Number	Initial Contract (8/16/24)	Total 2025 Contract	NAI 25% Advance (Automatic)
Karuk Tribe (NAI-LPA) (Core Funding)	25F-6101	42,000	42,000	0
Karuk Tribe (NAI-LPA)	25F-6102	105,840	105,840	0
NCIDC, Inc. (NAI-LPA) (Core Funding)	25F-6103	122,000	122,000	30,500
NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)	*(Included with NCIDC below)*			
NCIDC, Inc. (NAI-LPA)	25F-6104	1,949,823	1,949,823	487,455
Los Angeles County Department of Arts and Culture	25F-6105	447,118	447,118	0
TOTAL		2,666,781	2,666,781	517,955

MIGRANT & SEASONAL FARMWORKERS

Agency	Contract Number	Initial Contract (8/16/24)	Total 2025 Contract	MSFW 25% Advance (Automatic)
California Human Development Corporation	25F-6201	1,572,717	1,572,717	393,179
Proteus, Inc.	25F-6202	2,530,024	2,530,024	632,506
Central Valley Opportunity Center, Inc.	25F-6203	615,411	615,411	153,852
Center for Employment Training	25F-6204	2,119,749	2,119,749	529,937
TOTAL		6,837,901	6,837,901	1,709,474

LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)

Agency	Contract Number	Initial Contract (8/16/24)	Total 2025 Contract	DISC-LPA 25% Advance (Automatic)
Community Design Center	25F-6301	177,138	177,138	44,284
Del Norte Senior Center, Inc.	25F-6302	143,476	143,476	35,869
Rural Community Assistance Corporation	25F-6303	191,929	191,929	0
TOTAL		512,543	512,543	80,153

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
Department of Community Services and Development
2025 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (8/16/24)	Total 2025 Contract	CAA 25% Advance (Automatic)
Alameda	Berkeley Community Action Agency	25F-6001	299,495	299,495	74,873
Alameda	City of Oakland, Human Services Department	25F-6002	1,319,745	1,319,745	329,936
Alpine	Inyo Mono Advocates for Community Action, Inc.	25F-6003	1,359	1,359	0
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	25F-6004	279,197	279,197	69,799
Butte	Community Action Agency of Butte County, Inc.	25F-6005	397,263	397,263	99,315
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	25F-6006	299,493	299,493	74,873
Colusa	SEE GLENN COUNTY				
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	25F-6007	945,470	945,470	236,367
Del Norte	Del Norte Senior Center, Inc.	25F-6008	41,710	41,710	10,427
El Dorado	El Dorado County Health and Human Services Agency	25F-6009	330,268	330,268	0
Fresno	Fresno County Economic Opportunities Commission	25F-6010	2,039,380	2,039,380	509,845
Glenn/Colusa/Trinity	Glenn County Community Action Department	25F-6011	278,470	278,470	69,617
Humboldt	Redwood Community Action Agency	25F-6012	326,696	326,696	81,674
Imperial	Campesinos Unidos, Inc.	25F-6013	390,491	390,491	97,622
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	25F-6014	274,082	274,082	68,520
Kern	Community Action Partnership of Kern	25F-6015	1,791,327	1,791,327	447,831
Kings	Kings Community Action Organization, Inc.	25F-6016	285,893	285,893	0
Lake/Mendocino	North Coast Opportunities, Inc.	25F-6017	570,511	570,511	142,627
Lassen/Plumas/Sierra	Plumas County Community Development Commission	25F-6018	270,471	270,471	67,617
Los Angeles	Foothill Unity Center, Inc.	25F-6019	353,127	353,127	88,281
Los Angeles	Long Beach Community Action Partnership	25F-6020	713,790	713,790	178,447
Los Angeles	County of Los Angeles Dept. of Public Social Services	25F-6021	6,270,685	6,270,685	0
Los Angeles	City of Los Angeles Community Investment for Families Dept.	25F-6022	6,487,190	6,487,190	1,621,797
Madera	Community Action Partnership of Madera County, Inc.	25F-6023	318,202	318,202	79,550
Marin	Community Action Marin	25F-6024	299,424	299,424	74,856
Mariposa	SEE CALAVERAS COUNTY				
Mendocino	SEE LAKE COUNTY				
Merced	Merced County Community Action Agency	25F-6025	504,574	504,574	126,143
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	25F-6026	278,454	278,454	69,613
Mono	SEE INYO COUNTY				
Monterey	Monterey County Community Action Partnership	25F-6027	499,164	499,164	124,791
Napa	Community Action Napa Valley	25F-6028	279,766	279,766	69,941
Nevada	Nevada County Dept. of Housing & Community Services	25F-6029	298,666	298,666	0
Orange	Community Action Partnership of Orange County	25F-6030	3,197,415	3,197,415	799,353

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
Department of Community Services and Development
2025 CSBG Allocation
CAAs

Attachment A

County	Agency	Contract Number	Initial Contract (8/16/24)	Total 2025 Contract	CAA 25% Advance (Automatic)
Placer	Project GO, Inc.	25F-6031	422,347	422,347	105,586
Plumas	SEE LASSEN COUNTY				
Riverside	Community Action Partnership of Riverside County	25F-6032	3,065,608	3,065,608	766,402
Sacramento	Sacramento Employment and Training Agency	25F-6033	2,130,858	2,130,858	532,714
San Benito	San Benito County H&HSA, CS & WD	25F-6034	281,647	281,647	0
San Bernardino	Community Action Partnership of San Bernardino County	25F-6035	3,193,994	3,193,994	798,498
San Diego	County of San Diego, H&HSA, CAP	25F-6036	3,549,776	3,549,776	887,444
San Francisco	Urban Services YMCA	25F-6037	871,723	871,723	217,930
San Joaquin	San Joaquin County Dept. of Aging & Community Services	25F-6038	1,009,268	1,009,268	0
San Luis Obispo	CAP of San Luis Obispo County, Inc.	25F-6039	295,452	295,452	0
San Mateo	San Mateo County Human Services Agency	25F-6040	473,796	473,796	0
Santa Barbara	Community Action Commission of Santa Barbara County	25F-6041	546,140	546,140	136,535
Santa Clara	Sacred Heart Community Service	25F-6042	1,365,590	1,365,590	341,397
Santa Cruz	Community Action Board of Santa Cruz County, Inc.	25F-6043	312,283	312,283	78,070
Shasta	County of Shasta, A Political Subdivision of the State of CA	25F-6044	301,019	301,019	0
Sierra	SEE LASSEN COUNTY				
Siskiyou	SEE MODOC COUNTY				
Solano	Community Action Partnership of Solano, JPA	25F-6045	399,530	399,530	99,882
Sonoma	Community Action Partnership of Sonoma County	25F-6046	435,371	435,371	108,842
Stanislaus	Central Valley Opportunity Center, Inc.	25F-6047	732,490	732,490	183,122
Sutter	Sutter County Community Action Agency	25F-6048	282,675	282,675	70,668
Tehama	Tehama County Community Action Agency	25F-6049	302,929	302,929	75,732
Trinity	SEE GLENN COUNTY				
Tulare	Community Services & Employment Training, Inc.	25F-6050	1,005,645	1,005,645	251,411
Tuolumne	SEE AMADOR COUNTY				
Ventura	Community Action of Ventura County, Inc.	25F-6051	748,553	748,553	187,138
Yolo	County of Yolo Health and Human Services Agency	25F-6052	398,789	398,789	99,697
Yuba	Yuba County Community Services Commission	25F-6053	269,162	269,162	67,290
TOTAL, all counties			52,036,423	52,036,423	10,622,073

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER **25F-6015**	PURCHASING AUTHORITY NUMBER (if applicable)

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is: January 1, 2025 through April 30, 2026

3. The maximum amount of this Agreement is: Total $1,791,327.00

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

Preamble

Article 1 - Scope of Work
Article 2 - Contract, Administration, Procedure
Article 3 - Agreement Changes
Article 4 - Administrative Policies and Procedures
Article 5 - Program Budget Requirements and Payments
Article 6 - Financial Reporting
Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting
Article 8 - Compliance Policies and Procedures
Article 9 - Federal and State Policies and Provisions

Definitions
Table of Forms and Attachments

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

CONTRACTOR				**California Department of General Services Approval (or exemption, if applicable)**
CONTRACTOR NAME *(If other than an individual, state whether a corporation, partnership, etc.)* **Community Action Partnership of Kern**				
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 1300 18TH ST STE 200, Bakersfield, CA 93301-4537				
PRINTED NAME OF PERSON SIGNING Jeremy Tobias	TITLE CEO			
CONTRACTOR AUTHORIZED SIGNATURE DocuSigned by: Jeremy Tobias 9D18639327824A0...	DATE SIGNED 12/30/2024			**I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.**
STATE OF CALIFORNIA				DS
CONTRACTING AGENCY NAME **Department of Community Services and Development**				
CONTRACTING AGENCY ADDRESS **2389 Gateway Oaks Drive, Suite 100**	CITY **Sacramento**	STATE **CA**	ZIP **95833**	
PRINTED NAME OF PERSON SIGNING **Chris Vail**	TITLE **Chief Financial Officer**			
CONTRACTING AGENCY AUTHORIZED SIGNATURE Signed by: 7538DB7C3224437...	DATE SIGNED 1/10/2025			

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

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

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

Return with the Contract

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

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

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

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

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

AGENCY/SUB-AWARDEE INFORMATION

Agency Name	Community Action Partnership of Kern	
Program Type **(Check One)**	☒**CSBG** ☐**LIHEAP** ☐**DOE WAP** ☐**OTHER** _____	
Contract Number	25F-6015	
Performance Period(s) (mm/dd/yy - mm/dd/yy)	01/25/2025 through 04/30/2026	
Agency Unique Entity ID (SAM.gov) **NEW**	MH2JA4FK2WK1	
Agency Primary Contact Information *(person responsible for completing thisform)*	Name:	Pritika Ram
	Title:	Chief Business Development Officer
	E-Mail:	pram@capk.org
	Phone:	(661) 336-5236
Location of Agency	Mailing Address:	1300 18th St., Suite 200
	State:	California
	Zip + 4 Digits (+4 digit is required)	93301-4510
	U.S. Congressional District:	22nd Congressional District - David Valadao
	State Assembly District:	District 35 - Jasmeet Kaur Bains, MD
	State Senate District:	District 16 - Melissa Hurtado

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Place of Performance *(where program funds are primarily spent, if different from agency location above)*	Mailing Address:	1300 18th St., Suite 200
	State:	California
	Zip + 4 Digits (+4 digit is required)	93301-4510
	U.S. Congressional District:	22nd Congressional District - David Valadao
	State Assembly District:	District 35 - Jasmeet Kaur Bains, MD
	State Senate District:	District 16 - Melissa Hurtado
Agency (Sub-Awardee) Executive Compensation Reporting	Is more than 80% of your agency's annual gross revenue from the Federal government? ☐ Yes ☒ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Does your agency's total annual federal funding exceed $25 million? ☐ Yes ☐ No (If YES, continue to the next question. **If NO, you are now finished completing this form.)**	
	Is your agency one of the entities described below? ☐ Yes ☐ No ▪ A tax-exempt nonprofit entity required to file an annual Form 990 return with the Internal Revenue Service (IRS). ▪ A publicly owned corporation required to file annual reports with the Securities and Exchange Commission (SEC).	
	(If NO, please list the names and compensation of your agency's top five highest compensated employees in the spaces below. If YES, you are now finished completing this form.)	
Five Highest Compensated Executives/Employees	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	
	Name	
	Compensation	

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Description of Information Requested

Place of Performance

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

Agency/Sub-Awardee Executive Compensation Reporting

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

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

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

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

Additional Resources

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

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: **2025 Community Services Block Grant (CSBG)**

PERIOD: **January 1, 2025 through April 30, 2026**

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

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

CEO	DocuSigned by: Jeremy Tobias
Title	**Signature**
Community Action Partnership of Kern	12/30/2024
Agency/Organization	**Date**

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

Approved by OMB
0348-0046

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

Authorized for Local Reproduction

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

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

Generative Artificial Intelligence (GenAI) Reporting and Factsheet

Section 1: Bidder / Offeror / Contractor Information

25F-6015

Solicitation / Contract Number	**Bidder ID / Vendor ID (optional)**
Community Action Partnership of Kern	N/A
Business Name	**Business Telephone Number**
1300 18th St., Suite 200	Bakersfield, CA 93301

Business Address	**City**	**State**	**Zip Code**

Contract / Description of Purchase

N/A

Section 2: Reporting and Factsheet

Will you and/or your subcontractor(s) be using or offering GenAI technology, model, service, or system (collectively, "product")? ☐ **Yes** ☒ **No** (If no, skip to Signature section of this form.)

If yes, provide details regarding the GenAI system. See *GenAI Reporting and Factsheet Instructions* at the end of this form for more information.

Failure to provide information requested on this form may result in disqualification or may void any resulting contract.

1. GenAI Model Name	
LLM Version (Including number of parameters)	
All Model Names/ Owners for The Solution or Offering	

2. Applications / Product Owner (GenAI powered or driven)	
3. Product Description	
4. Use Case(s)	
5. Intended Information Domain	
6. Explain how the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.	

Signature

By signing this document, I have identified and reported any GenAI use in the performance of this contract. If any new or previously unreported GenAI use is identified in the future in the performance of this contract, we will complete and submit to the State an updated STD 1000.

DocuSigned by:
Jeremy Tobias
[illegible]824A0...

Signature

12/30/2024

Date

Submit completed form to the awarding department.

GenAI Reporting and Factsheet Instructions

Please use the following definitions and instructions to complete the GenAI Reporting and Factsheet:

1. GenAI Model Name, LLM Version (including number of parameters) and All Model Names/Owners for The Solution or Offering
    a. Definition: The unique identifier or name assigned to the specific GenAI model or service.
    b. Purpose: Allows users to refer to and distinguish between different GenAI models.
2. Applications/Product Owner (GenAI powered or driven):
    a. Definition**:** The name of the organization or entity responsible for creating or deploying the GenAI model or service.
    b. Purpose: Helps identify the source and accountability for the GenAI system.
3. Product Description:
    a. Definition: A concise summary of the GenAI model's purpose, functionality, and key characteristics.
    b. Purpose: Provides a high-level understanding for users and stakeholders.
4. Use Case(s):
    a. Definition: The intended use or goal of the GenAI model (e.g., image recognition, natural language processing, text summarization).
    b. Purpose: Helps users assess whether the GenAI model aligns with their needs.
5. Intended Information Domain:
    a. Definition: The context, subject matter, or domain for which the GenAI model is designed to operate effectively.
    b. Purpose: Helps users determine if the GenAI model is suitable for their specific use case.
6. Adverse Impact:
    a. Explain below how you are ensuring the GenAI system is not adversely affecting decisions that materially impact access to, or approval for, housing or accommodations, education, employment, credit, health care, and criminal justice.
7. Signature:
    a. The signatory for the Contract shall also sign the STD 1000

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

SUBVENTION AGREEMENT

TABLE OF CONTENTS

PREAMBLE **4**
ARTICLE 1 – SCOPE OF WORK **4**
1.1 General 4
1.2 Agreement Term 4
1.3 Agreement Amount 5
1.4 Service Area 5
1.5 Legal Authorities – Program Requirements, Standards, and Guidance 6
ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE **8**
2.1 Required Documents 8
2.2 Contractor's Option of Termination 9
2.3 Budget Contingencies 10
2.4 Miscellaneous Provisions 11
ARTICLE 3 – AGREEMENT CHANGES **12**
3.1 Amendment 12
3.2 Minor Modification 13
ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES **14**
4.1 Board Roster, Bylaws, Resolution, and Minutes 14
4.2 Training and Quarterly CSBG Service Provider (CSP) Meetings 15
4.3 Internal Control Certification 15
4.4 Record Retention Requirements 16
4.5 Insurance Requirements 16
4.6 Specific Insurance Requirements 17
4.7 System Security Requirements 19
4.8 Services Offered 19
4.9 Data Protection 20
4.10 Contractor Systems Security 20
4.11 Trusted Behavior Expectations 21
4.12 Incident Reporting 21
4.13 Audit Trail Responsibilities 21
4.14 Data Sharing Responsibilities 21
4.15 Travel and Per Diem 21
4.16 Codes of Conduct 22

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.17 Conflict of Interest 22
4.18 Fraud, Waste, and Abuse 23
4.19 Procurement Standards 23
4.20 Use and Disposition of Vehicles and Equipment 25
4.21 Subcontracts 26
ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS 28
5.1 Budget 28
5.2 Advance Payments – Amount 30
5.3 Advance Payments – Interest on Advances 30
5.4 Advance Payments – Liquidation of Advance 31
5.5 Advance Payments – Lien Rights 31
5.6 Payments 31
ARTICLE 6 – FINANCIAL REPORTING 32
6.1 Fiscal Reports 32
6.2 Close-Out Report 32
6.3 Transparency Act Reporting 33
ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS, AND REPORTING 34
7.1 Discretionary Funds Requirements 34
7.2 Fair Hearing for Denial of Client Benefits by Contractor 35
7.3 Organizational Standards 35
7.4 Programmatic Reporting 35
ARTICLE 8 – COMPLIANCE POLICIES AND PROCEDURES 36
8.1 Right to Monitor, Audit, and Investigate 36
8.2 Compliance Monitoring – Contractor's and CSD's Shared Responsibilities for Federal Funds 37
8.3 Collection of Disallowed Costs 38
8.4 Auditing Standards 38
8.5 Audit Reports 39
8.6 Failure to Comply with Audit Requirements 40
8.7 Enforcement Actions Resulting from Noncompliance with this Agreement 41
8.8 Generate Artificial Intelligence (GenAI) Reporting and Factsheet STD. 1000 46
ARTICLE 9 – FEDERAL AND STATE POLICY PROVISIONS 47
9.1 Federal Certification Regarding Debarment, Suspension, and Related Matters 47

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

9.2 Federal Requirements 47
9.3 Affirmative Action Compliance 48
9.4 Nondiscrimination Compliance 49
9.5 Specific Assurances 49
9.6 Subrecipient Monitoring 50
9.7 Executive Order N-6-22 – Russia Sanctions 51
DEFINITIONS 52
TABLE OF FORMS AND ATTACHMENTS 55

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

SUBVENTION AGREEMENT

PREAMBLE

This subvention agreement, for the funding of Community Services Block Grant (CSBG) programs in 2025 ("Agreement"), is entered into between the Department of Community Services and Development ("CSD") and the contractor named on the face sheet of this Agreement, Form STD 213 ("Contractor"), and shall be enforceable on the date last signed.

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

ARTICLE 1 – SCOPE OF WORK

1.1 General

Contractor shall administer and/or operate community-based programs designed to reduce poverty, revitalize low-income communities, and empower low-income families and individuals within Contractor's service area to achieve greater self-sufficiency, pursuant to Title 42 of the United States Code (USC) Sections 9901 et seq. (the Community Services Block Grant Act, as amended) and Government Code Sections 12085 et seq., as amended. Unless otherwise specified in the Contractor's Community Action Plan or elsewhere in this Agreement, Contractor shall make its services and activities available to the low-income community within its service area throughout the entire performance period of this Agreement. Contractor shall ensure that all services funded in whole or in part through this Agreement will support state and federal policies and goals of the CSBG Act as set forth in the above-referenced statutes. The CSBG Assistance Listing number is 93.569. The award is 100 percent funded through the United States Department of Health and Human Services (HHS).

1.2 Agreement Term

1.2.1 The term of this Agreement shall be as specified on the Agreement face sheet (STD 213) and is divided into two distinct sections: a Period of Performance and an Extension Period.

1.2.2 *Period of Performance*. The Period of Performance of this Agreement shall be from January 1, 2025, through December 31, 2025. One hundred percent of the Agreement amount specified in Article 1.3 below is expected to be fully expended by the end of the Period of Performance.

1.2.3 *Extension Period*. The Extension Period provided by this Agreement is available upon approval by CSD from January 1, 2026, through April 30, 2026, to those contractors who will not fully expend 100 percent of the Agreement amount by the end of the performance period. Requests for extensions must follow Article 3.1.3 of

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

this Agreement and be received by CSD no later than November 16, 2025.

1.3 Agreement Amount

The maximum amount of this Agreement shall be as specified on the face sheet (STD 213) and is subject to adjustment(s), in accordance with the following terms:

1.3.1 The initial amount shall be based on the prior year's grant award of the federal Community Services Block Grant award.

1.3.2 Upon notification of the full federal fiscal year grant award amount from the HHS, CSD shall, if necessary, issue an amendment to this Agreement to increase or decrease the maximum amount.

1.3.3 If the full amount of the HHS CSBG grant award to CSD is not available for allocation, CSD will notify Contractor in writing of the amount of Contractor's allocation that is available for expenditure and shall advance funds in accordance with Article 5.2 of this Agreement, as appropriate. When additional funds are subsequently made available by HHS, CSD will notify Contractor of the total amount of funds that may be expended. Contractor may not expend funds in excess of the amount available and authorized by CSD for expenditure. Access to funding shall be conferred upon Contractor through written authorization by CSD, and amendment to this Agreement shall not be required for such purpose, except in cases where the maximum amount of the Agreement has been revised.

1.3.4 In the event HHS fails to provide sufficient funding to CSD to enable payment of Contractor's maximum amount of the Agreement prior to the end of the contract term, the contract amount shall be deemed to be reduced commensurate to the amount actually provided by HHS or the contract shall be closed on that basis without need for amendment pursuant to Articles 2.3.1.2 and 2.3.2.2.

1.3.5 This Agreement may include a specific amount allocated from the annual discretionary allocation. These funds may target a specific purpose and require a separate budget and work plan in accordance with Article 7.1 of this Agreement.

1.4 Service Area

The services shall be performed in the Contractor's service area as indicated on CSD's Public Website at https://www.csd.ca.gov.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

1.5 Legal Authorities – Program Requirements, Standards, and Guidance

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

1.5.1.1 The Community Services Block Grant Act, as amended, 42 USC § 9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96;

1.5.1.2 California laws and regulations applicable to CSBG Programs, Government Code (Cal. Gov. Code) § 12085 et seq., as amended, and Title 22, California Code of Regulations (Cal. Code Regs.) §§ 100601- 100795;

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

1.5.1.4 California Civil Code §§ 1798 et seq., and the Federal Privacy Act of 1974 (5 USC § 552a); Requirements to Respond to Incidents Involving a Breach of Personal Information, Statewide Information Management Manual (SIMM) 5340-C, California Department of Technology; and

1.5.1.5 California Contractor Certification Clauses 04/2017 (CCC 04/2017); and State contracting requirements, "General Terms and Conditions, GTC 04/2017".

1.5.2 *Conflict of Laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed within this Agreement, as they may be amended from time to time, with respect to procurement requirements, administrative expenses, and other costs claimed under this Agreement, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the authorities directly conflict with any State law or regulation, or any provision of this Agreement, then that federal law or regulation shall apply, unless a provision of federal law applicable to block grants, such as 45 CFR § 96.30, specifically allows for the application of state law.

1.5.3 Contractor shall comply with specific CSD program guidance which shall be binding on the Contractor as a condition of the Contractor's eligibility to receive CSBG funds, provided:

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

1.5.3.1 That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" or "CSD Program Advisory (CPA) No. XX-XX";

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

1.5.3.3 That such guidance shall be reasonably necessary to realize the intent and purposes of the CSBG Act;

1.5.3.4 That major and material changes in program requirements, which substantially affect the Contractor's and/or CSD's ability to fulfill contractual obligations, or which otherwise create a substantial hardship on either the Contractor or CSD, shall be subject to an amendment to this Agreement;

1.5.3.5 That the parties' failure or inability to execute a mutually acceptable amendment within a period of time allowing the parties to reasonably comply with any major change(s) in CSBG requirements, shall result in this Agreement being without force and effect, subject only to such provisions contained herein as are intended to survive the Agreement in accordance with the express and implied provisions of applicable federal and state law;

1.5.3.6 That Contractor is duly informed of the risk of de-designation as an eligible entity, based on CSD's obligation to avoid/minimize interruption of CSBG-funded services in any part of the state, in the event that this Agreement terminates due to failure to agree to any necessary amendment; and

1.5.3.7 That upon CSD's or Contractor's good faith determination, delivered to the other party by written notice, that agreement to any necessary amendment cannot be achieved, then this contract shall be terminated, and any issues of eligible entity status addressed, in accordance with requirements of federal and state law and established CSD policy and procedure.

1.5.4 The federal and state laws, regulations, and other authorities referenced in this Agreement are hereby incorporated by reference. Copies may be accessed for reference on the Local Agencies Portal (agencies.csd.ca.gov).

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

ARTICLE 2 – CONTRACT ADMINISTRATION AND PROCEDURE

2.1 Required Documents

2.1.1 Contractor shall provide the following documents, satisfactory to CSD in form and substance, together with a signed copy of this Agreement before CSD executes and returns the Agreement to Contractor for implementation. The following documents shall be returned to the Procurement Services Unit at PSU@csd.ca.gov within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies:

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

2.1.1.2 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

2.1.1.3 Contractor Certification Clauses (CCC 04/2017);

2.1.1.4 Current Insurance or Self-Insurance Authority Certification; and

2.1.1.5 Board Resolution authorizing execution of this Agreement.

2.1.2 In addition to the documentation requirements set forth in Article 2.1.1, CSD's obligations under this Agreement are expressly contingent upon Contractor providing the supplemental documentation set forth below, and available on the Local Agencies Portal. Contractor shall return the following documents to the assigned CSD Field Representative within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies, and each shall be subject to approval by CSD in form and substance:

2.1.2.1 CSBG Contract Budget Summary (CSD 425.S);

2.1.2.2 CSBG Budget Support Personnel Costs (CSD 425.1.1);

2.1.2.3 CSBG Budget Support Non-Personnel Costs (CSD 425.1.2);

2.1.2.4 CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3);

2.1.2.5 CSBG Contract Budget Narrative (CSD 425.1.4);

2.1.2.6 CSBG Annual Report Work Plan (CSD 641);

2.1.2.7 CSBG Annual Report Projections (CSD 641A and/or CSD 641B);

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

2.1.2.8 Agency Staff and Board Roster (CSD 188);

2.1.2.9 Board Meeting Schedule;

2.1.2.10 Updated Organizational Bylaws (if applicable); and

2.1.2.11 Joint Powers Agreement (if applicable).

2.1.3 *Board Resolution.* Contractor must also submit a governing board resolution with a DocuSign signature or a wet signature of the board's authorized representative, identifying the individual(s) authorized to execute the 2025 CSBG Agreement and any amendments.

2.1.4 CSD shall maintain a certified date-stamped copy of this Agreement for inspection by Contractor during normal business hours.

2.1.5 This Agreement may not be changed or altered by any party, except by a formal written, fully executed amendment, or as provided in Article 1.5.3 with respect to program guidance, or as provided in Article 3 – Agreement Changes. Upon such amendment of any provision, the amended PDF version shall be date-stamped and posted to the Local Agencies Portal until such time as a subsequent agreement or amendment is executed by the parties.

2.1.6 Contractors that are public or governmental entities with local provisions requiring receipt of a copy of all parts of this Agreement as a prerequisite to execution, as well as other contractors that make special arrangements with CSD, may receive copies for execution and retention.

2.2 Contractor's Option of Termination

2.2.1 Contractor may, at Contractor's sole option, elect to terminate this Agreement in lieu of adherence to the procedures set out in Article 1.5.3, should Contractor determine that any subsequent program guidance or proposed amendment to the contract is unjustifiably onerous or otherwise adverse to Contractor's legitimate business interests and ability to implement the contract in an effective and reasonable manner, provided:

2.2.1.1 Such notice of termination is in writing and will be effective upon receipt by CSD, delivered by U.S. Postal Service Certified Mail, Return Receipt Requested.

2.2.1.2 Notice contains a statement of the reasons for termination with reference to

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

the specific provision(s) in the program guidance or proposed amendment in question.

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

2.2.3 Contractor shall, within 60 calendar days of termination, close-out the contract in accordance with contractual closeout procedures as provided in Article 6.2 – Close-Out Report.

2.2.4 By executing this Agreement, Contractor acknowledges and understands that voluntary termination prior to the end of the Agreement term may result in Contractor's permanent or temporary de-designation as an eligible entity, due to CSD's obligation to seek replacement CSBG Provider(s) in accordance with state and federal CSBG requirements.

2.3 Budget Contingencies

2.3.1 *State Budget Contingency.*

2.3.1.1 It is mutually agreed that if funds are not appropriated for implementation of CSBG programs through the state budget process or otherwise, whether in the current year and/or any subsequent year covered by this Agreement, this Agreement shall be of no further force and effect. Upon written notice to Contractor by CSD that no funds are available for contract implementation, the Agreement shall be terminated, and the State shall have no obligation to pay Contractor or to furnish other consideration under this Agreement and Contractor shall not be obligated for performance.

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

2.3.1.3 Pursuant to Cal. Gov. Code §12785, if federal funding is reduced by any amount up to 3.5 percent below the amount of the federal appropriation

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

from the prior year, the discretionary fund will be allocated to restore funding to the prior year's funding level for CSBG eligible entities. In the event the appropriation of the federal CSBG funds is significantly reduced, the CSBG discretionary funding may not be sufficient to restore funding to the prior year's funding level.

2.3.2 *Federal Budget Contingency.*

2.3.2.1 The parties agree that because of uncertainty in the federal budget process, this Agreement may be executed before the availability and amounts of federal funding can be ascertained, in order to minimize delays in the provision of services and the distribution of funds. The parties further agree that the obligations of the parties under this Agreement are expressly contingent on adequate funding being made available to the state by the United States Government.

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

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

2.4 Miscellaneous Provisions

2.4.1 *Assignment*. Neither this Agreement nor any of the rights, interests, or obligations under this Agreement shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Agreement is binding on the agency to which the program is assigned.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

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

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

2.4.4 *Notices.* Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") (Civ. Code §§ 1633.1 to 1633.17), for executing this Agreement. CSD encourages Contractor to adopt the DocuSign platform to facilitate the receipt of this Agreement. Unless otherwise provided herein, notice given by the parties shall be in writing, delivered personally, by United States mail, or by overnight delivery service (with confirmation). Certain reporting and other communications may be delivered electronically as specified by CSD or as is customary between the parties. Notice shall be delivered as follows:

To **Contractor's** address of record; and

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

ARTICLE 3 – AGREEMENT CHANGES

3.1 Amendment

3.1.1 Formal amendments to this Agreement are required for changes to the term, amount, scope of work, and/or formal name changes. No amendment to this Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.

3.1.2 If Contractor intends to request a formal amendment to this Agreement, the request must be submitted on CSD Form 425b, *Justification for Contract*

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Amendment/Modification, no later than 45 calendar days prior to the expiration of the Agreement term.

3.1.3 *Extension Period*. If Contractor identifies that they will not fully expend 100 percent of the Agreement amount by the end of the Period of Performance, then Contractor shall submit written notification to their assigned Field Representative on CSD Form 425b, *Justification for Contract Amendment/Modification*, no later than 45 calendar days prior to the expiration of the Period of Performance or no later than November 16, 2025. Refer to Article 1.2.2 for Period of Performance. The CSD Form 425b shall include:

3.1.3.1 The reason(s) the Contractor will not fully expend 100 percent of the Agreement amount by the end of the performance period; and

3.1.3.2 The date (January 31, February 28, March 31, or April 30, 2026) in which the Contractor proposes to fully expend 100 percent of the Agreement amount.

3.1.3.3 The acknowledgement of the adjusted Closeout timeline, as stated in Article 6.2.1 of the Agreement.

3.1.4 CSD Form 425b is located on the Local Agencies Portal.

3.1.5 All requests for an Extension Period are subject to CSD approval. In addition, the Contractor must execute the amendment before the expiration date of this Agreement.

3.2 Minor Modification

3.2.1 Contractor request(s) for modification to CSBG Fiscal Data or Work Plan documents must be submitted on CSD Form 425b, *Justification for Contract Amendment/Modification*, no later than 45 calendar days prior to the expiration date of this Agreement.

3.2.2 Any increase to out-of-state travel costs or equipment purchases will require a request for modification to the budget and must be submitted on CSD Form 425b, *Justification for Contract Amendment/Modification*.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

ARTICLE 4 - ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, Bylaws, Resolution, and Minutes

4.1.1 Concurrently with Contractor's submission of this Agreement, Contractor shall submit to CSD at CSBG.Div@csd.ca.gov and the Contractor's assigned Field Representative the following:

4.1.1.1 Unless otherwise specified in 4.1.1.3 and 4.1.1.4 below, Contractor shall submit to CSD an Agency Staff and Board Roster form (CSD 188) of the tripartite board including the name and sector (i.e., low-income, public, private) of each board member, unique contact information for each member including an address at a location other than the office of the eligible entity, vacancy title, and date each board seat was vacated for each board member. Contractor is responsible to notify CSD of any changes to the tripartite board within 30 calendar days of such occurrence.

4.1.1.2 Contractor must provide updated organizational bylaws if any changes occurred within the past calendar year.

4.1.1.3 In the case of Native American Indian (NAI) Contractors that have established another mechanism (in consultation with CSD and subject to CSD approval) to ensure low-income individuals' participation in the management of programs funded by this Agreement, a current roster of the NAI governing council, commission, board, or other body responsible for administration of CSBG-funded programs, and the most recent version of the organizational bylaws. The roster shall include unique contact information for each member of the governing body at a location other than the office of the NAI Contractor and shall identify how low-income individuals are represented in the organization's governance. NAI Contractors shall also submit the most recent version of the organizational bylaws. NAI Contractor is responsible to notify CSD of any changes to its governing body within 30 calendar days of such occurrence.

4.1.1.4 In the case of Limited Purpose Agency (LPA) Contractors, a current roster of Contractor's board, including the name of each board member, unique contact information for each member at a location other than the office of the LPA, and the most recent version of the organizational bylaws. LPA Contractor is responsible to notify CSD of any changes to its board within 30 calendar days of such occurrence.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.1.2 Contractor's current governing board must authorize the execution of this Agreement. Contractor has the option of demonstrating such authority by either: (a) direct signature of a board member having signing authority; or (b) any lawful delegation of such authority that is consistent with Contractor's bylaws.

4.1.3 Where Contractor delegates signing authority to the chief executive officer (CEO) or executive director (ED), CSD will accept either a resolution specific to this Agreement or a resolution approved by the current governing board with general applicability to any CSD program contract or amendment. Where Contractor provides a general resolution, Contractor shall maintain documentation that the CEO or ED provided timely and effective communication of the execution and terms of this Agreement to the board. Either a specific or current general resolution must be on file with CSD prior to CSD's final execution of this Agreement.

4.1.4 Contractor shall submit to CSD the approved minutes of regularly scheduled meetings of its tripartite board, LPA contractor's board, NAI governing council, commission, advisory board, or other body responsible for administration of CSBG-funded programs, no later than 30 calendar days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBG.Div@csd.ca.gov and to the Contractor's assigned Field Representative. Regularly scheduled board meetings shall be held in accordance with Contractor's bylaws.

4.1.5 In addition to the minutes referenced in Article 4.14, if Contractor's tripartite board is advisory to the elected officials of a local government, Contractor also shall submit to CSD the minutes from any meeting of the elected officials where matters relating to this Agreement are heard; including, but not limited to, discussions about or decisions affecting the Community Action program. Such minutes shall be submitted to CSD no later than 30 calendar days after the minutes are approved. Contractor shall submit board meeting minutes to CSD at CSBG.Div@csd.ca.gov and to the Contractor's assigned Field Representative.

4.2 Training and Quarterly CSBG Service Provider (CSP) Meetings

Contractor shall make every effort to attend all trainings and quarterly CSP meetings associated with CSD.

4.3 Internal Control Certification

Contractor shall establish and maintain a system of internal accounting and administrative control. This responsibility includes documenting the system, communicating system requirements to

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

employees, and assuring that the system is functioning as prescribed and is modified, as appropriate, for changes in conditions. The system of internal accounting and administrative control shall be attested to within the Contractor's independent audit conducted pursuant to this Agreement, and include:

4.3.1 Segregation of duties appropriate to safeguard State assets;

4.3.2 Access to Contractor assets is limited to authorized personnel who require these assets in the performance of their assigned duties;

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

4.3.4 Practices to be followed in performance of duties and functions;

4.3.5 Personnel of a quality commensurate with their responsibilities; and

4.3.6 Effective internal review.

4.4 Record Retention Requirements

4.4.1 All records maintained by Contractor shall meet the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.361 through § 75.370).

4.4.2 Contractor shall maintain all records pertaining to this Agreement for a minimum of three years after submission of the final report. However, Contractor shall maintain applicable records until CSD resolves all audit and monitoring findings.

4.4.3 Contractor ensures that employee and applicant records shall be maintained in a confidential manner to ensure compliance with the Information Practices Act of 1977, as amended (Civ. Code §§ 1798 et seq.), and the Federal Privacy Act of 1974, as amended (5 USC § 552a).

4.5 Insurance Requirements

4.5.1 By execution of this Agreement, Contractor agrees that required insurance policies and bond shall be in effect at all times during the term of this Agreement.

4.5.2 Contractor shall provide CSD with written notice at least 30 calendar days prior to cancellation or reduction of insurance coverage to an amount less than that required in this Agreement.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.5.3 Notices of Insurance must be submitted electronically via email to PSU@csd.ca.gov.

4.5.4 In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide within 30 calendar days prior to said expiration date, a new Certificate of Insurance (ACORD 25) evidencing insurance coverage as provided for herein for not less than the remainder of the term of this Agreement. The Certificate shall identify and name CSD as the Certificate Holder. New Certificates of Insurance will be reviewed for content and form by CSD.

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

4.5.6 With the exception of workers' compensation and fidelity bond, CSD shall be named as additional insured on all Certificates of Insurance required under this Agreement. The issuance of other CSD contracts, to include any cash advances and reimbursement payments, to the Contractor shall be contingent upon required current insurance coverage being on file at CSD for this Agreement.

4.5.7 Should Contractor utilize a subcontractor(s) to provide services under this Agreement, Contractor shall indemnify and hold the State harmless against any liability incurred by that subcontractor(s).

4.6 Specific Insurance Requirements

4.6.1 Self-Insurance.

4.6.1.1 When Contractor is a self-insured governmental entity, CSD, upon satisfactory proof, may waive the appropriate insurance requirements. To qualify for a waiver, an appropriate county or city risk manager shall sign a certification that shall contain assurance of the adequacy of the governmental entity's ability to cover any potential losses under this Agreement.

4.6.1.2 Contractor shall specify in writing a list of which coverage(s) will be self-insured under this Agreement and shall list all applicable policy numbers, expiration dates, and coverage amounts.

4.6.1.3 In the event that the Contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed by

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

authorized personnel stating that no changes have occurred from last year. This letter is due at the time of Agreement execution or within 30 calendar days of expiration of insurance.

4.6.1.4 In lieu of providing certification of self-insurance, Contractor may provide proof of excess insurance coverage through an insurance carrier who is licensed to underwrite insurance in the State of California.

4.6.2 Workers' Compensation Insurance.

4.6.2.1 Contractor shall have and maintain for the term of this Agreement workers' compensation insurance issued by an insurance carrier licensed to underwrite workers' compensation insurance in the State of California.

4.6.2.2 Contractor shall submit either an applicable Certificate of Insurance or a Certificate of Consent to Self-Insure issued by the Director of the California Department of Industrial Relations to CSD as evidence of compliance with the workers' compensation insurance requirement prior to issuance of an initial cash advance.

4.6.3 Commercial or Government Crime Coverage (Fidelity Bond).

4.6.3.1 Contractor shall maintain a commercial crime policy. If Contractor is a public entity, Contractor shall maintain a government crime policy. The commercial crime policy or government crime policy (hereinafter "fidelity bond") shall include the following coverages or their substantial equivalents: Employee Dishonesty/Theft, Forgery or Alteration, and Computer Fraud.

4.6.3.2 Contractor's fidelity bond coverage limits shall not be less than a minimum amount of 4 percent of the total amount of consideration set forth under this Agreement.

4.6.3.3 Contractor shall submit an applicable Certificate of Insurance (ACORD 25) to CSD as evidence of compliance with the fidelity bond requirement prior to issuance of an initial cash advance.

4.6.4 General Liability Insurance.

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

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.6.4.2 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured, as evidence of compliance with the general liability insurance requirement prior to issuance of an initial cash advance.

4.6.5 *Vehicle Insurance*.

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

4.6.5.2 When employees use their own vehicles to perform duties within the scope of their employment, Contractor shall have and maintain for the term of this Agreement non-owned and hired automobile liability insurance in the amount of $500,000 for each person and each accident for bodily injury and $500,000 for each person and each accident for property damage. Driving to and from place of business is not within the scope of employment.

4.6.5.3 Contractor shall submit to CSD an applicable Certificate of Insurance naming CSD as an additional insured as evidence of compliance with the vehicle insurance requirement prior to issuance of an initial cash advance.

4.7 System Security Requirements

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

4.8 Services Offered

Data exchange between CSD and Contractor shall be handled through one of three methods: (1) a Contractor user must upload data files or perform data entry using credentials provided by CSD; or (2) utilize CSD web applications as configured by the Contractor technology vendor; or (3) via email using security protocols, such as encryption and redaction, for any sensitive data.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.9 Data Protection

4.9.1 Data exchanged between CSD and Contractor must be limited to the data fields included on Data Transfer Rules documents posted on the Local Agencies Portal. No personal financial information (e.g., credit card, bank account numbers), shall be stored or exchanged in the data exchange sessions.

4.9.2 Data exchanged between CSD and Contractor must be limited to the data fields as requested within the web applications. No personal financial information, (e.g., credit card, bank account numbers), shall be stored or exchanged in the data exchange sessions.

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

4.9.4 Access to the above-mentioned data must only be given to authorized personnel to complete essential duties. Authorized personnel are to log into these systems using their own assigned credentials (i.e., no login account sharing). Upon departure of personnel with assigned credentials, the Contractor will remove the employee's access to the systems as soon as possible.

4.10 Contractor Systems Security

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

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

4.10.3 Contractor shall securely destruct data by sanitizing media prior to disposal.

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

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

4.11 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the federal Privacy Act of 1974 (5 USC § 552a), Trade Secrets Act (18 USC § 1905) and Stored Communications Act (18 USC § 2701). Technology and systems code and functionality are owned by the respective parties and may not be shared with anyone else or used without the written consent of the owner.

4.12 Incident Reporting

Any party discovering a security incident should report the incident in accordance with its incident reporting procedures. The incident reporting procedures, the contractor shall, within 24 hours of discovery, report to CSD's Chief Information Officer and the CSD Information Security Office at ISO@csd.ca.gov any security incident contemplated herein. Examples include but are not limited to, stolen or lost equipment, malware/ransomware detection, suspected hacking, release of privileged information, or inappropriate access to systems and services, etc.

The contractor further agrees CSD shall have the right to participate in the investigation of a security incident involving CSD's data, and to cooperate fully with CSD and other relevant State entities during independent investigation of the security incident.

4.13 Audit Trail Responsibilities

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

4.14 Data Sharing Responsibilities

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

4.15 Travel and Per Diem

4.15.1 Contractor's total travel and per diem costs for in-state and/or out-of-state shall be included in the Agreement Budget(s). Out-of-state travel costs that exceed the

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

budgeted amount shall not be reimbursed without prior written authorization from CSD.

4.15.2 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements, and subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.474) or any amendments thereto, as applicable.

4.15.3 In the absence of a written travel reimbursement policy, federal per diem limits shall apply.

4.16 Codes of Conduct

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

4.16.2 *Self-Dealing Prohibited.* Contractor shall not pay federal funds received from CSD to any entity in which it (or one of its employees, officers, agents, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 45 CFR § 75.327, or subsequent amendments to these requirements.

4.17 Conflict of Interest

4.17.1 Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

who performs any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit that either directly or indirectly arises from this Agreement.

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

4.18 Fraud, Waste, and Abuse

4.18.1 Contractor shall submit a written report to CSD within 45 days of incidents and activities, or suspected incidents and activities, involving fraud, waste, and abuse of CSBG funds by Contractor's employees, subcontractors, clients, or other parties affiliated with Contractor. Incidents and activities subject to reporting under this section include, but are not limited to, criminal acts and other violations of law constituting a misuse of funds that could result in cost disallowance. Contractor shall, in a timely manner, inform CSD of any reports or complaints submitted to law enforcement officials by Contractor, Contractor's employees, subcontractors, clients or other parties affiliated with Contractor, concerning the misuse of CSBG funds.

4.18.2 Contractor shall provide employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse to the U.S. Department of Health and Human Services (HHS) Office of Inspector General Fraud hotline.

4.19 Procurement Standards

4.19.1 *Maintenance of Written Procurement Procedures.* Contractors shall administer this Agreement in accordance with all federal and State rules and regulations governing the CSBG program pertaining to procurement, including the Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards and amendments thereto, consistent with the compliance requirement in Article 1 of this Agreement. Contractors shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in 45 CFR § 75.326 through § 75.340, or any subsequent amendments to these standards, and all additional provisions in this Agreement, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

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

4.19.3 Contractor assures that all supplies, materials, vehicles, equipment, or services purchased or leased with funds provided by this Agreement shall be used solely for the activities allowed under this Agreement, unless a fair market value for such use is charged to the benefiting program and credited to this Agreement.

4.19.4 Contractor shall provide for open and free competition and adequate cost analysis in all procurement transactions for each purchase order, lease, or subcontract for any articles, supplies, equipment, or services to be obtained from vendors or subcontractors.

4.19.5 *Non-Competitive Bid Justification.* If a service or product is of a unique nature, is in response to a public exigency or emergency, or more than one vendor/provider cannot reasonably be identified, Contractor shall maintain adequate justification for the absence of competitive bidding. "Adequate justification" must include but is not limited to: (a) explanation of why the acquisition of goods or services is limited to one vendor or supplier; (b) description of sole vendor/supplier's unique qualifications to provide the goods or services in question; and (c) analysis of cost(s) to demonstrate reasonableness.

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

4.19.7 In all procurements, whether requiring CSD pre-approval or not, Contractor is solely

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

responsible for maintenance of adequate procurement records demonstrating compliance with Federal and State requirements.

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

4.20 Use and Disposition of Vehicles and Equipment

4.20.1 Use of CSBG-funded vehicles and equipment by other programs shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320 and § 75.439).

4.20.1.1 Vehicles and equipment purchased with CSBG funds must be used by Contractor in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by CSBG funds, and Contractor must not encumber the property without prior approval of CSD. When no longer needed for the original program or project, the equipment may be used in other activities supported by CSD, in the following order of priority: (a) activities under a Federal award from CSD; then (b) activities under Federal awards from other HHS awarding agencies.

4.20.1.2 During the time that equipment is used on the project or program for which it was acquired, Contractor must also make the equipment available for use on other projects or programs currently or previously supported by the Federal Government. User fees should be considered, if appropriate, in accordance with federal regulations.

4.20.1.3 Any user fees shall be treated as “program income” to the CSBG program, as described in 45 CFR § 75.307.

4.20.1.4 Contractor may be compensated for the use of its buildings, capital improvements, equipment and software projects capitalized in accordance with generally accepted accounting principles (GAAP), provided they are used, needed in Contractor’s program activities, and properly allocated to the CSBG program. Such compensation must be made by allocating and computing depreciation in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.436).

4.20.2 Contractor shall comply with all equipment management requirements outlined in

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320 (d)), including, but not limited to: (a) property records; (b) physical inventory of the property; (c) a control system to prevent loss, damage, or theft; (d) adequate maintenance procedures; and (e) proper sale procedures.

4.20.3 *Sale or Disposition of CSBG-Funded Vehicles and Equipment.*

4.20.3.1 If/when Contractor's CSBG program(s) no longer need(s) items of equipment with a current per unit fair market value of $5,000 or less, the equipment may be retained, sold, or otherwise disposed in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards (45 CFR § 75.320).

4.20.3.2 Conflict of interest policies and proper sales procedures should be followed to ensure that the best possible value and sale price is realized.

4.20.3.3 Pursuant to 45 CFR § 75.307(d), , sale proceeds from the sale of real property, equipment, or supplies are not program income. (S*ee also* 45 CFR § 75.2 "Program Income".) Such proceeds will be handled in accordance with the requirements of Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards – *Subpart D–Post Federal Award Requirements* (including 45 CFR §§ 75.318, 75.320 and 75.321).

4.21 Subcontracts

4.21.1 Contractor may enter into subcontract(s) to perform part or all of the direct services covered under this Agreement. Prior to the commencement of subcontracted services under this Agreement, Contractor shall obtain board approval, to include but not be limited to, an assurance that the subcontractor agreement(s) shall comply with all terms, conditions, assurances, and certifications of this Agreement for the nonprofit and local governmental agencies performing services in the area(s) described in ARTICLE 1 - SCOPE OF WORK.

4.21.2 *Notification of Subcontract Execution.*

4.21.2.1 Contractor shall provide annual written notification to CSD within 60 calendar days of execution of each subcontractor agreement by completing the CSD 163 Subcontractor List (Form), which can be

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

found on the Local Agencies Portal.

4.21.2.2 This annual written notification shall also include a certification that, to the best of Contractor's knowledge, the subcontractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. For purposes of this certification of subcontractor eligibility, Contractor may rely on information as verified via the Excluded Parties List System (EPLS), available at https://www.sam.gov.

4.21.2.3 If CSD determines that Contractor has executed a subcontract with an individual or entity listed as debarred, suspended, or otherwise ineligible on EPLS as of the effective start date of the subcontract, costs Contractor has incurred under the subcontract may be disallowed.

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

4.21.3 Contractor is solely responsible for performance of the terms, conditions, assurances, and certifications of this Agreement, without recourse to the State, regarding the settlement and satisfaction of all contractual and administrative issues arising out of subcontract agreement(s) entered into in support of this Agreement, including disputes, claims, or other matters of a contractual nature as well as civil liability arising out of negligence or

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

intentional misconduct of the subcontractor(s).

4.21.4 Nothing contained in this Agreement shall create any contractual relation between CSD and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor shall be liable for any acts and omissions of its subcontractors or of persons either directly or indirectly employed by subcontractors in violation of this Agreement. Contractor's obligation to pay subcontractor(s) is independent from CSD's obligation to make payments to Contractor. As a result, CSD shall have no obligation to pay or to enforce payment of any moneys to any subcontractor.

4.21.5 In the event CSD suspends, terminates, and/or makes changes to the services to be performed under this Agreement, Contractor shall notify all of its subcontractors in writing within five business days of receipt of notice of such action.

ARTICLE 5 – PROGRAM BUDGET REQUIREMENTS AND PAYMENTS

5.1 Budget

5.1.1 Concurrent with the submission of this Agreement, Contractor shall complete and submit the CSBG Fiscal Data forms [CSBG Contract Budget Summary (CSD 425.S), CSBG Budget Support - Personnel Costs (CSD 425.1.1), CSBG Budget Support - Non-Personnel Costs (CSD 425.1.2), CSBG Budget Support - Other Agency Operating Funds (CSD 425.1.3), and Budget Narrative (CSD 425.1.4)] attached to this Agreement. Contractor must include an itemized list identifying all other funding sources and amounts that make up the total annual operating budget of the community action program(s). Notwithstanding any other provision of this paragraph, Contractor may submit the itemized list of other funding sources by either of the following methods: (a) completing the attached form (CSD 425.1.3); or (b) submitting an internal annual budget document displaying the funding sources and their anticipated revenues.

5.1.2 Contractor shall submit the CSBG Contract Budget Narrative form (CSD 425.1.4) with a justification for each projected line item reported on the CSD 425.1.1 and CSD 425.1.2.

5.1.3 *Administrative Expenses.* For the purpose of administrative expenditures, and pursuant to Cal. Gov. Code § 12781(c)(1)(D), Contractor may use funds allocated

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

under this Agreement in an amount not to exceed 12 percent of the total operating budget of its community action program(s), including other agency funds used to support CSBG. Contractor shall not use funds provided under this Agreement to cover administrative costs incurred in the Low Income Home Energy Assistance Program (LIHEAP) in excess of the LIHEAP contractual limitations by the Contractor's agency.

The budgets of the Contractor's community action programs, not the budget of the organization or the organizational division to which the community action programs are assigned, shall be used in calculating the amount of allowable administrative expenditures under this subparagraph.

5.1.3.1 A qualifying community action program is defined by Cal. Gov. Code § 12750(b) as:

A "locally planned and operated program comprising a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem."

5.1.3.2 Community action programs typically:

5.1.3.2.1 Maintain a tripartite board of directors or advisory board, as defined in Cal. Gov. Code § 12751, which in the case of governmental entities, has operational jurisdiction and oversight or advisory responsibility, and

5.1.3.2.2 Serve the purposes and goals of the federal Community Services Block Grant Act, Section 672 (42 USC § 9901) and Cal. Gov. Code § 12750 with particular reference to the reduction of the causes and conditions of poverty and persistent economic insecurity.

5.1.4 For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate. In the absence of a negotiated indirect cost rate, Contractor may elect to use a 15 percent de minimis indirect cost rate as permitted under 45 CFR § 75.414(f) and 2 CFR § 200.414(f).

5.1.5 *Budget modifications require pre-approval by CSD*. No originally approved budget

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

line item may be increased or decreased by more than 10 percent (10%) without prior CSD approval. Contractor shall submit a CSD 425b, *Justification for Contract Amendment/Modification* and updated budget forms to request a budget modification.

5.2 Advance Payments – Amount

5.2.1 Upon approval of all contract deliverables, CSD shall, in accordance with Cal. Gov. Code § 12781(b), issue an advance payment to Contractor in an amount not to exceed 25 percent of the maximum amount of this Agreement.

5.2.2 If HHS does not initially make enough funds available for CSD to pay the advance amount in full, CSD shall provide that portion of the advance payment that is available and pay the remaining portion(s) as funds become available.

5.2.3 If HHS fails to provide sufficient funds to pay the advance payment during the first six months of the contract term, Contractor will not be entitled to additional advance payments thereafter.

5.2.4 If, during the first six months of the contract term, CSD amends this Agreement to increase the maximum amount, CSD shall advance up to 25 percent of the increase to Contractor.

5.2.5 Contractors who opt not to receive an advance payment must notify CSD in writing on agency letterhead. Written notification must be submitted with the Agreement.

5.3 Advance Payments – Interest on Advances

5.3.1 Contractor must deposit all advances in an interest-bearing account in accordance with 45 CFR § 75.305(b)(8), unless one or more of the following apply:

5.3.1.1 Contractor receives less than $120,000 in Federal awards per year.

5.3.1.2 The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on federal cash balances.

5.3.1.3 The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

5.3.2 Interest earned amounts up to $500 may be retained by Contractor for

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

administrative expenses. Any additional interest earned on CSBG advance payments deposited in interest-bearing accounts must be remitted annually to the U.S. Department of Health and Human Services at:

HHS Program Support Center
P. O. Box 979132
St. Louis, MO 63197

When returning interest, the refund should include: an explanation stating that the refund is for interest, the name of the awarding agency (CSD), and the grant number for which the interest was earned.

5.4 Advance Payments – Liquidation of Advance

5.4.1 Contractor may liquidate the advance at any time through offsets against CSD-approved reimbursement requests; however, CSD shall initiate repayment of the advance through offsets of approved expenditures at the seventh monthly reporting period of the Period of Performance, or when the Contractor has expended 75 percent of the maximum amount of this Agreement.

5.4.2 CSD-initiated repayments of the advance shall be accomplished through offsets against subsequent reimbursement of approved expenditures. CSD shall determine the amount to be offset against reimbursements by dividing the unpaid advance amount by the number of remaining expenditure reporting periods in the Period of Performance In the event that an expenditure request for a reporting period is less than the offset amount as determined above, the entire amount of the expenditure reimbursement request shall be applied against the remaining advance balance. If the original contract is granted a term extension, this does not extend the advance repayment period.

5.4.3 If the advance payment is not fully paid by the end date of the original contract term, then CSD will offset any subsequent reimbursement of approved expenditures to fully repay the advance payment.

5.5 Advance Payments – Lien Rights

The State retains lien rights on all funds advanced.

5.6 Payments

5.6.1 Upon approval of Contractor deliverables CSD shall issue payments (as specified by

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Contractor on the CSD 425.S and CSD 627) to Contractor upon receipt and approval of a certified CSBG Expenditure/Activity Report. The report shall indicate the actual expenditures being billed to CSD for reimbursement for the specific report period.

5.6.2 Subsequent payments to Contractor shall be contingent on receipt and approval by CSD of the preceding Expenditure/Activity Report. If Contractor owes CSD any outstanding balance(s) for overpayments of any Agreement, current or previous, the balance(s) may be offset after notice to the Contractor providing an opportunity to present any valid objection to the offset.

ARTICLE 6 – FINANCIAL REPORTING

6.1 Fiscal Reports

6.1.1 Contractor shall request reimbursement for expenditures associated with all contract activities by reporting in the Expenditure Activity Reporting System (EARS) in accordance with CPN-C-22-01, CSBG Financial Reporting Policies and Procedures, which is available online at the Local Agencies Portal.

6.1.2 Contractor shall submit adjustments in accordance with CPN-C-22-01.

6.1.3 Contractor shall complete and submit to CSD a monthly CSBG Expenditure/Activity Report by entry in EARS on or before the 25th calendar day following the report period. This monthly submission is required regardless of the amount expended during the reporting period, even if the amount is zero.

6.2 Close-Out Report

6.2.1 Contractor shall complete and submit all CSD close-out forms when funds are 100 percent expended and according to the timelines below. The close-out report must be submitted for both the CSBG and Discretionary portions of the contract amount. The close-out report must be submitted according to the following Period of Performance timeline:

- Period of Performance: January 1, 2025, through December 31, 2025; Close-out due March 31, 2026 (90 calendar day close-out);
- Extension Period: January 1, 2025, through March 31, 2026; Close-out due May 31, 2026 (60 calendar day close-out); or

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

- Extension Period: January 1, 2025, through April 30, 2026; Close-out due May 31, 2026 (31 calendar day close-out).

6.2.2 The close-out report shall include the following forms: Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory Schedule (CSD 715D) and CSBG Discretionary Grant Work Plan/Final Report (CSD 626FR). The latest versions of the close-out forms are available on the Local Agencies Portal.

6.2.3 All close-out forms must be submitted electronically via email to CSBG.Div@csd.ca.gov.

6.2.4 Final expenditures must be submitted by entry into EARS by within the established close-out period coinciding with the performance period of this agreement as described in Section 6.2.1.

6.2.5 All adjustments must be submitted in accordance with CPN-C-22-01.

6.2.6 Subsequent payments for expenditures under any open CSD contract and the issuance of other CSD contracts shall be contingent upon timely submission of the closeout report.

6.2.7 If CSD grants Contractor a term extension, regardless of the Extension Period, Contractor must submit all required close-out documents, without exception, no later than May 31, 2026.

6.3 Transparency Act Reporting

6.3.1 Federal Funds Accountability and Transparency Act (FFATA) Requirements. Awards under these programs are included under the provisions of P.L. 109-282, the "Federal Funds Accountability and Transparency Act of 2006" (FFATA). Under this statute, the grant recipient is required to report information regarding executive compensation and all subawards, contracts, and subcontracts in excess of $25,000 through the Federal Subaward Reporting System (https://www.fsrs.gov/) and in accordance with the terms found in Federal regulations at 2 CFR Part 170, including Appendix A.

6.3.2 Pursuant to the FFATA reporting requirements (2 CFR Part 170), CSD is required to report information regarding contractors (sub-awardees) receiving CSBG funds. Contractor must complete CSD Form 279, located on the Local Agencies Portal and

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

return with the signed contract to ensure compliance.

6.3.3 CSD may issue guidance and/or amendment(s) to this Agreement, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

ARTICLE 7 – CSBG TERMS, CONDITIONS, PROGRAMMATIC PROVISIONS, AND REPORTING

7.1 Discretionary Funds Requirements

7.1.1 Contractor shall complete the following documents, available on the Local Agencies Portal, satisfactory to CSD in form and substance, and submit to the assigned CSD Field Representative within 30 calendar days of receipt for private agencies or 45 calendar days of receipt for public agencies.

7.1.1.1 CSBG Contract Discretionary Contract Budget Summary (CSD 627S);

7.1.1.2 CSBG Discretionary Budget Support Personnel Cost (CSD 627A);

7.1.1.3 CSBG Discretionary Budget Support Non-Personnel Cost (CSD 627B);

7.1.1.4 CSBG Discretionary Budget Contract Budget Narrative (CSD 627C); and

7.1.1.5 CSBG Discretionary Grant Work Plan/Final Report (CSD 626FR).

7.1.2 *Administrative Cap*. The discretionary allocation is subject to an administrative cap of 12 percent of the total discretionary funds received.

7.1.3 *Advance Payments*. Advance payments are not available on the 2025 Discretionary Funds.

7.1.4 *Fiscal Reporting*. Contractor shall complete and submit to CSD a monthly CSBG Expenditure/Activity Report by entry in EARS on or before the 25th calendar day following the report period. This monthly submission is required regardless of the amount expended during the reporting period, even if the amount is zero.

7.1.5 Discretionary funds are expected to be fully expended no later than December 31, 2025.

7.1.6 *Close-Out*. Contractor shall complete and submit all CSD close-out forms as required and outlined in Section 6.2.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

7.2 Fair Hearing for Denial of Client Benefits by Contractor

7.2.1 Pursuant to 22 Cal. Code Regs. § 100751, as amended, Contractor shall advise individuals who have been denied assistance under a program funded by this Agreement of their right to appeal to the Contractor, and if not satisfied with the Contractor's decision, then to CSD for a fair hearing within 20 calendar days from the denial of assistance. Contractor must establish a procedure for an appeal process which at a minimum complies with 22 Cal. Code Regs. § 100751.

7.2.2 Within five business days of receipt of an appeal from a client, CSD's Administrative Fair Hearing Officer shall schedule an administrative fair hearing to be conducted no later than 30 calendar days from the receipt of the request.

7.2.3 The client may withdraw the appeal/request for a fair hearing at any time during the appeal process by providing written, email, or telephonic notice to CSD. Telephonic notice of withdrawal must be confirmed in writing by the Administrative Fair Hearing Officer or designated CSD staff.

7.3 Organizational Standards

To maintain compliance with the Office of Community Services' *CSBG IM 138: State Establishment of Organizational Standards for CSBG Eligible Entities*, Contractor shall submit the Organizational Standards annually utilizing the eGov ReportHub system no later than September 2, 2025. Contractor shall have until January 31, 2026, to address modification requests from CSD and/or complete the technical assistance plan(s) for unmet standards in the 2025 Organizational Standards Assessment.

7.4 Programmatic Reporting

7.4.1 *Submission of Required Plans/Reports.* Unless otherwise specified by the provisions of this Article, all Community Action Plans and reports required by the provisions of this Article shall be submitted via email to CSBG.Div@csd.ca.gov, no later than the date specified.

7.4.2 *Community Action Plan*. Contractor shall submit a Community Action Plan meeting the requirements of Government Code § 12747 no later than June 30th of every odd year, unless/until otherwise instructed by CSD. All future Community Action Plans must include certification of a ROMA trainer, implementor, California ROMA Representative, or advocate prior to submission to CSD.

7.4.3 *CSBG Annual Work Plan Modules 3 and 4*. Annual programmatic work plan covers the proposed programmatic activities from January 1, 2025, through December 31, 2025. Contractor must complete and submit the CSBG Annual Work Plan CSD 641 form and enter the Targets using Work Plan CSD 641A Module 3 Targets and/or

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

641B Module 4 Targets as part of the contract deliverables. Required data for Module 3 and Module 4 will include selecting the appropriate CNPI(s) and or FNPI(s), entering the target, and entering the type of documentation the agency will use to verify the outcome has been met. The Annual Report projections for CY 2025 must be completed and submitted with the contract deliverables. Copies of the forms may be accessed on the Local Agencies Portal.

7.4.4 *CSBG Annual Report Modules 2 through 4 and Agency Success Stories.* Annual programmatic reporting covers the programmatic activities from January 1, 2025, through December 31, 2025. As applicable, Modules 2 through 4 and Agency Success Stories must be completed and submitted in the eGov Reporting system no later than February 3, 2026. Access to the eGov system is available at: https://cacsd.communitysoftwaregroup.com/CsgIdentity/Account/LogIn.

7.4.5 Contractor shall be required to collect programmatic outcomes associated with services provided under an extended Period of Performance covering the period January 1, 2026, through the extended Period of Performance as specified on the STD 213. Contractor must submit the programmatic outcomes through this period with the following year's annual report information.

ARTICLE 8 – COMPLIANCE POLICIES AND PROCEDURES

8.1 Right to Monitor, Audit, and Investigate

8.1.1 Any duly authorized representative of the federal or State government, which includes but is not limited to the State Auditor, CSD Staff, and any entity selected by CSD to perform inspections, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Agreement through on-site inspections, audits, and other applicable means the State determines necessary.

8.1.2 Contractor shall make available all reasonable information necessary to substantiate expenditures under this Agreement are allowable and allocable, including, but not limited to books, documents, papers, and records. Contractor shall agree to make such information available to the federal government, the State, or any of their duly authorized representatives including representatives of the entity selected by CSD to perform inspections, for examination, copying, or mechanical reproduction, on or off the premises of the appropriate entity upon a reasonable request.

8.1.3 Any duly authorized representative of the federal or State government shall have the right to undertake investigations in accordance with applicable federal and state

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

requirements, with particular reference to 42 USC §§ 9914-9916, and 22 Cal. Code Regs. § 100730, as amended.

8.1.4 All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Agreement shall contain a clause permitting any duly authorized representative of the federal or State government access to the working papers of said audit firm(s).

8.2 Compliance Monitoring – Contractor's and CSD's Shared Responsibilities for Federal Funds

8.2.1 As the recipient of federal CSBG funds under this Agreement, Contractor is responsible for substantiating that all costs claimed under this Agreement are allowable and allocable under all applicable federal and State laws, and for tracing all costs to the level of expenditure.

8.2.2 As the State CSBG administrator, CSD must conduct onsite and follow-up monitoring, and other audits/reviews as necessary, to ensure that:

8.2.2.1 Contractor meets federal and state performance goals, administrative and financial management standards, and other requirements, including federal organizational standards, as discussed in Article 7.2, applicable to CSBG-funded programs; and

8.2.2.2 Funds allocated to Contractor are expended for the purposes identified in federal and State CSBG law for allowable and allocable costs in accordance with CFR requirements.

8.2.3 CSD shall provide Contractor reasonable advance written notice of on-site monitoring reviews of Contractor's program or fiscal performance. Contractor shall cooperate with CSD program staff and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Agreement.

8.2.4 Except under certain conditions whereby advanced notice may not be feasible such as, a whistleblower or other investigation, CSD shall provide Contractor reasonable advance written notice of on-site audit of Contractor's program or fiscal performance. Contractor shall cooperate with CSD audits and other representatives, and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

administration and implementation of the services and activities funded directly or indirectly by this Agreement.

8.2.5 In the event CSD determines that Contractor is not in compliance with material or other legal requirements of this Agreement, CSD shall provide Contractor with observations, recommendations, and/or findings of noncompliance in writing, along with specific action plans for correcting the noncompliance. All noncompliance findings must be resolved by the mutually agreed upon corrective action timeframe.

8.3 Collection of Disallowed Costs

8.3.1 In the event questioned costs are identified in a final decision on cost disallowance issued by CSD, Contractor shall comply with any demand for repayment, as specified in such final report.

8.3.2 *Time for Response.* Contractor shall have no less than 30 calendar days from receipt of the final decision to tender payment to CSD or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

8.3.3 *Notice After Review of Further Supporting Evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in Article 8.3.2, CSD shall, after consideration of Contractor's submission, accordingly, issue a revised Notice of Disallowed Costs, if any, no later than 30 calendar days after receipt of Contractor's information or documentation. Contractor shall have 15 calendar days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with this Agreement, for CSD's final determination of disallowed costs.

8.3.4 All statements, notices, responses and demands issued in accordance with this Article 8.3 shall be in writing.

8.3.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Article 8.3.

8.4 Auditing Standards

8.4.1 *Applicability.* The standards set forth in in 2 CFR § 200.500 et seq. are hereby

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

incorporated by reference.

8.4.2 *Supplemental Audit Guide.* In addition to the applicable audit requirements specified in Article 8.4.1, Contractor must follow the most current CSD Supplemental Audit Guide, which is incorporated into this Agreement by reference and may be accessed on the Local Agencies Portal.

8.5 Audit Reports

8.5.1 Funds provided under this Agreement shall be included in an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements §§ 200.500-521, standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in "Government Auditing Standards," December 2011 Revision, as amended, or the 2018 revision effective for financial audits, attestation engagements, and reviews of financial statements for periods ending on or after June 30, 2023.

8.5.2 *Organizations below audit threshold.* Contractors falling below the federal funding threshold, currently $1,000,000, that mandates a single audit may be subject to an audit and/or other fiscal or program-specific review conducted by CSD or its agents, upon 30 calendar days written notice.

8.5.3 The financial and compliance audit report shall contain a Schedule of Expenditures of Federal Awards (SEFA) in accordance with 2 CFR § 200.510 (45 CFR § 75.510). All CSBG grants shall be reported separately on the SEFA, i.e., CSBG; Discretionary. In addition, a separate Supplemental Statement of Revenues and Expenditures (SSRE) for **each** contract whose **term ends** during the single-audit fiscal year shall be included in that year's single audit. The SSRE shall report revenue and expenditures for CSD funding by contract line item and fiscal year. The SSRE shall cover the entire contract term as required in CSD's Supplemental Audit Guide.

8.5.4 *Submission of Audit Reports*. Contractor shall submit to CSD one electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report, or nine months after the end of the Contractor's fiscal year.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

8.5.5 The audit report(s) and all supplemental financial information must be submitted to the following addresses:

One Electronic copy:

audits@csd.ca.gov

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within ten calendar days. Contractor should verify receipt of ASU's confirmation email to ensure your Single Audit report was received.

In accordance with the guidelines of the Division of Audits of the California State Controller's Office (SCO), if Contractor is a local government agency, additional copies of the audit report must be submitted to the following address:

State Controller's Office
Division of Audits
300 Capitol Mall, Fifth Floor
Sacramento, CA 95814

8.6 Failure to Comply with Audit Requirements

8.6.1 In the event that Contractor fails to comply with the audit requirements under this Article, CSD, as appropriate in the circumstances, may take one or more of the following actions, provided in 45 CFR § 75.371 - § 75.375 "Remedies for Noncompliance": (a) temporarily withhold cash payments pending correction of the deficiency by Contractor or more severe enforcement action by CSD; (b) disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; (c) wholly or partly suspend (suspension of award activities) or terminate the award; (d) recommend that suspension or debarment proceedings be initiated by the HHS awarding agency, as authorized under 2 CFR Part 180 and Federal awarding agency regulations at 2 CFR Part 376; (e) withhold further federal awards for the project or program; and (f) take other remedies that may be legally available.

8.6.2 *Collection of Disallowed Costs*. Contractor shall have no less than ten business days from receipt of the draft Audit Transmittal Report (TR) or comparable document to provide acceptance of the disallowed costs or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

8.6.3 If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs CSD shall, after consideration of Contractor's submission, issue a final TR, no later than 30 calendar days after receipt of Contractor's information or documentation. If questioned costs are determined to be owning, ASU shall notify CSD's Financial Services Unit (FSU) to send an invoice. Contractor will tender payment to FSU or negotiate a repayment plan acceptable to FSU.

8.7 Enforcement Actions Resulting from Noncompliance with this Agreement

8.7.1 *Legal Authority*. The authority for CSD Enforcement Actions, as defined in Article 8.7.2, for cost disallowances/recovery of misused funds, and for de- designation of eligible entity status (collectively "Enforcement Process") is found in the federal CSBG Act (42 USC §§ 9914-9916), in the Code of Federal Regulations, and in state regulations, with particular reference to 22 Cal. Code Regs. § 100780. In order to facilitate compliance with the cited authorities, the parties to this Agreement agree that Article 8.7 shall: (a) guide, inform and clarify the Enforcement Process; (b) establish the procedures to be followed; and (c) establish the rights and obligations of the parties with respect to the Enforcement Process, for purposes of implementing the principles set out in the applicable legal authorities.

8.7.2 *Definitions.*

Enforcement Action. For purposes of this Article, "Enforcement Action" shall refer to official steps taken by CSD in response to material breaches of this Agreement and/or Contractor's inability to fulfill contractual obligations of the Agreement due to serious financial instability or insolvency. Enforcement Actions may include any of the following: (a) "High-Risk" designation; (b) a determination of cost disallowance; (c) contract suspension; (d) contract termination; or (e) termination of Contractor's designation as an eligible entity.

High Risk Designation refers to the status of a Contractor which, due to material breach/failure to fulfill contractual obligations and/or serious financial instability, is subject to Enforcement Action(s) that may include imposition of Special Conditions and/or Sanctions designed to allow for continued performance of the Agreement within the conditions/sanctions imposed, or other actions deemed necessary to safeguard public funds.

Material Breach means any act or omission by Contractor that is in contravention or disregard of Contractor's duties and obligations under the terms of this Agreement and under applicable State and federal law, which act or omission: (a)

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

constitutes fraud or gross negligence by Contractor or its agent(s);
(b) is likely to result in significant waste and/or abuse of federal funds; (c) has a significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the contract or a significant portion thereof; (d) violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD; (e) may have serious adverse effects and consequences on the Contractor's customers, employees, subcontractors, creditors, suppliers, vendors, or other stakeholders; or (f) may otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

8.7.3 *Initiation of Enforcement Action.*

8.7.3.1 *Grounds for Enforcement Action.* If CSD determines that Contractor has not complied with the requirements of this Agreement and that Contractor's noncompliance constitutes a material breach of the Agreement, or if CSD determines that Contractor's financial condition is so unstable and tenuous that its ability to implement this Agreement is seriously compromised, CSD may initiate an Enforcement Action.

8.7.3.2 *Notice of High-Risk Designation.* To initiate an Enforcement Action, CSD must provide Contractor with written Notice of High-Risk designation, setting forth: (a) the factual and legal basis for the determination of noncompliance, upon which the High-Risk designation is based; (b) the corrective action(s) required; and (c) the date by which they must be taken and completed.

8.7.4 *Special Conditions and Sanctions.*

8.7.4.1 CSD may impose Special Conditions and/or Sanctions upon a determination that such steps are reasonably necessary to address acute financial instability or a material breach, as defined above. Imposition of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Such notices must contain the following information: (a) the nature of the Special Condition(s) and/or Sanction(s) being imposed; (b) the reason(s) for imposing Special Condition(s) and/or Sanction(s); and (c) the corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

8.7.4.2 Special Conditions may include but are not limited to: (a) requiring

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Contractor to obtain training and/or technical assistance; (b) imposition of special or additional reporting requirements; (c) special or conditional cost reimbursement requirements and procedures; (d) provision of documentation by Contractor; and/or (e) requiring Contractor to amend or modify systems, procedures, and/or policies.

8.7.4.3 Sanctions may include but are not limited to: (a) suspension of advances and/or reimbursements; and/or (b) issuance of notices to suspend operations.

8.7.4.4 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, *unless* CSD reasonably determines, based on credible information, that: (a) substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Agreement, and/or (b) associated costs are otherwise very likely to be disallowed; and (c) taxpayer dollars are at significant risk and are unlikely to be recovered if Sanctions are not immediately imposed.

8.7.5 *Procedures for Review of Special Conditions and/or Sanctions.*

8.7.5.1 If Contractor wishes to contest the imposition of Special Conditions and/or Sanctions, Contractor shall have five business days following receipt of a Notice of Enforcement Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be imposed.

8.7.5.2 CSD shall have five business days following receipt of Contractor's response to accept or reject Contractor's objection and to state in writing the consequences of the decision and Contractor's obligations going forward, if any.

8.7.5.3 *Hearing.* Within five business days of receipt of a Notice of Enforcement Action, Contractor may request a hearing for the parties to consider the matters addressed in the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines that the meeting would be helpful to the process, can be held expeditiously, and will not cause undue delay or further jeopardize taxpayer dollars.

8.7.5.4 Contractor may, at any time, request in writing that CSD initiate the contract suspension or contract termination processes, to include the requisite hearings, as set out in applicable federal and State law, with particular reference to 22 Cal. Code Regs. § 100780.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

8.7.5.5 Should Contractor fail to show cause as to why the Enforcement Action should not go forward, or should Contractor fail to request that CSD initiate either the contract suspension or termination processes, CSD may initiate such action at its own discretion.

8.7.5.6 Special Conditions and Sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that Article 8.7.5.3 applies.

8.7.6 *Enforcement Action Cost Disallowance.*

8.7.6.1 *Statement of Questioned Costs.* If CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the enforcement process as questioned costs are identified.

8.7.6.2 Statements of Questioned Costs shall include, at minimum: (a) particular item(s) of cost questioned and the specified amount(s) by type or category of costs; (b) factual basis for questioning costs, and the information and/or documentation required to justify payment of the costs; and (c) timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

8.7.6.3 *Investigative Audits and Reports.* If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor agrees to cooperate fully in any audit conducted and to ensure that Contractor's agents, accountants and subcontractors cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response.

8.7.6.4 *Effect of Non-Cooperation with Investigative Audits.* If Contractor fails to cooperate in the conduct of an audit initiated pursuant to Article 8.7.6.3, CSD may: (a) impose sanctions as provided in Article 8.7.4; and/or (b) issue a Notice of Disallowed Costs as determined appropriate.

8.7.6.5 *Notice of Disallowed Costs.* If CSD determines that further information

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

and/or documentation provided by Contractor has not fully addressed or resolved any outstanding issues of questioned costs, CSD shall issue a Notice of Disallowed Costs, which notice shall include: (a) the amount of disallowed costs to be repaid, if any; and (b) the date by which repayment must be made or, in the alternative, (c) the date by which Contractor must submit a proposed repayment plan for consideration by CSD.

8.7.6.6 *Right to Dispute Notice.* Not later than five business days after receipt of a Notice of Disallowed Costs, Contractor may request a hearing disputing the Notice or statements made therein. The hearing shall be conducted in accordance with the procedures set out in 22 Cal. Code Regs. § 100780, for the purpose of adjudicating the matter of cost disallowance; however, either Contractor or CSD may opt to adjudicate other pending enforcement action matters, in a combined proceeding.

8.7.6.7 *Waiver of Right to Dispute.* If Contractor declines to request a hearing to adjudicate cost disallowance, or neglects to submit a request as provided in Article 8.7.6.6, the Notice of Disallowed Costs shall be deemed final, and Contractor shall be obligated to comply with the requirements of the Notice.

8.7.6.8 Contractor will be deemed to have complied with a Notice of Disallowed Costs when CSD receives full repayment of outstanding disallowed amount(s), or when CSD formally approves a repayment plan. In reviewing Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to: (a) federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded; (b) the exigencies of the grant program and CSD's ability to reallocate the funds repaid or otherwise dispose of the funds in accordance with applicable law; (c) the risk of being unable to recover funding and the options for securing Contractor's repayment obligation; and (d) Contractor's financial condition and ability to pay.

8.7.7 *Removal of High-Risk Designation.* Contractor shall remain on High-Risk until CSD reasonably determines that Contractor has complied with the requirements of the Notice of High-Risk Designation, including verification by CSD that corrective measures have been implemented, that all conditions have been met and that disallowed costs have been repaid or, alternatively, that CSD has deemed Contractor's repayment plan to be acceptable and Contractor has demonstrated it is in compliance with the plan. Upon determination that Contractor has complied with the requirements of the Notice of High-Risk Designation, CSD

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

shall give Contractor written notice of such determination.

8.7.8 *Further Enforcement Action*. In the event Contractor's non-compliance with the terms and conditions of this Agreement are not remedied through imposition of Special Conditions, and/or Sanctions, thereby enabling CSD to remove High-Risk designation, CSD may initiate further Enforcement Actions involving Contract Suspension, Contract Termination and Termination of Contractor's designation as eligible entity, which shall be initiated and conducted in accordance with the applicable provisions found in 22 Cal. Code Regs. § 100780 and other applicable State and federal statutes and regulations.

8.7.9 *Contractor's Status During Federal Review Period.* The final decision with respect to any enforcement action which involves contract termination, cost disallowance, a denial of refunding, and/or de-designation of an eligible entity shall become effective upon completion of the applicable federal review, if initiated by Contractor, and in compliance with review requirements pursuant to Section 678C of the Community Services Block Grant Act, (42 USC § 9915), except that Special Conditions and Sanctions shall remain in force during the course of any federal review and appeal, and no new contracts or amendments will be executed during the federal review and appeal process.

8.8 Generate Artificial Intelligence (GenAI) Reporting and Factsheet STD. 1000

During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors. Contractor shall immediately complete the GenAI Reporting and Factsheet (STD 1000) to notify the State of any new or previously unreported GenAI technology. At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State and submit the GenAI Reporting and Factsheet (STD 1000) may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI and/or failure to submit the GenAI Reporting and Factsheet (STD 1000) as grounds for the immediate termination of the contract. The State is entitled to seek any and all relief to which it may be entitled to as a result of such nondisclosure.

The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

STD.1000 Form: https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std1000.pdf

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

ARTICLE 9 – FEDERAL AND STATE POLICY PROVISIONS

9.1 Federal Certification Regarding Debarment, Suspension, and Related Matters

9.1.1 Contractor hereby certifies to the best of its knowledge that it, any of its officers, and any subcontractor(s):

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

b. Have not, within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or State antitrust statutes; commission of embezzlement, theft, forgery, or bribery; falsification or destruction of records; making false statements; or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in Article 9.1.1; and

d. Have not, within a three-year period preceding this Agreement, had one or more public (federal, state, or local) transactions terminated for cause or default.

9.1.2 If any of the above conditions are true for the Contractor, any of its officers, or any subcontractor(s), Contractor shall describe such condition(s) in writing and submit this information to CSD with the other forms Contractor must complete and return prior to CSD's execution of this Agreement. Based on the description, CSD in its discretion may decline to execute this Agreement or set further conditions of this Agreement. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Agreement, and CSD may terminate this Agreement for cause immediately pursuant to the termination provisions of State and federal law governing the CSBG program.

9.2 Federal Requirements

9.2.1 Salary Limitation – Federal Executive Level II. Federal funds for these grant

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

programs consistently include a provision as part of the Consolidated Appropriations Act (e.g., Public Law 115-31, May 5, 2017) from Congress that the amount that "shall be used to pay the salary of an individual, through a grant or other extramural mechanism" including non-federal share, must not exceed the amount of the Federal Executive Level II salary for that calendar year. This amount is published annually by the U.S. Office of Personnel Management and can be found on their website at SALARY TABLE 2024-EX (opm.gov). This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the non-Federal entity's organization. This salary limitation also applies to subawards, contracts, and subcontracts under an ACF grant or cooperative agreement.

9.2.2 Human Trafficking Provisions. Contractor is subject to the requirements of Section 106(g) of the "Trafficking Victims Protection Act of 2000" (22 USC § 7104). The full text of this requirement can be found at https://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons.

9.2.3 Prohibition on Use or Procurement of Covered Telecommunications Equipment or Services. Pursuant to the "Prohibition on certain telecommunications and video surveillance services or equipment" (2 CFR § 200.216), contractors are prohibited from expending grant funds on "equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation and video surveillance and telecommunications equipment by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). The full text of this requirement can be found at Electronic Code of Federal Regulations (eCFR).

9.3 Affirmative Action Compliance

9.3.1 Each contractor or subcontractor with 50 or more employees and an agreement of $50,000 or more shall develop a written Affirmative Action Compliance Program.

9.3.2 The written Affirmative Action Compliance Program shall follow the guidelines set forth in 41 CFR § 60-1.40, §§ 60-2.10 through 60-2.32, and §§ 60-741.1 through 60-741.47.

9.3.3 Each contractor or subcontractor with less than 50 employees shall comply with

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Section 202 of Part II of Executive Order 11246, as amended by Executive Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall fully comply with the requirements thereof.

9.4 Nondiscrimination Compliance

9.4.1 Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

9.4.2 Contractor hereby certifies compliance with the following:

a. Federal Executive Order 11246, as amended by Executive Order 11375, relating to equal employment opportunity;

b. Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 USC §§ 2000d et seq. and 2000e et seq.);

c. Rehabilitation Act of 1973, as amended (29 USC §§ 701 et seq.);

d. Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (41 CFR Subtitle B, Part 60-300);

e. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, as amended (41 CFR Chapter 60); and

f. Americans with Disabilities Act of 1990, as amended (Pub. L. 101-336; 42 USC §§ 12101 et seq.).

9.5 Specific Assurances

9.5.1 *Smoking Prohibitions.* In accordance with Title XII of Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs whether directly or through State, Territories, local and Tribal governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, subawards, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions or facilities and used for inpatient drug and alcohol treatment. The above language must be included in any subawards that contain provisions for children's services and that all subawards shall certify

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to $1,000 per day. This Agreement incorporates by reference all provisions set forth in "Child Support Services and Referrals", under 42 USC § 9919(b).

9.5.2 *American-Made Equipment/Products*. Contractor shall assure, pursuant to Public Law 103-333, Section 507, to the extent practicable, that all equipment and products purchased with funds made available under this Agreement shall be American made.

9.5.3 *Federal and State Occupational Safety and Health Statutes*. Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes; the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health & Safety Code §§ 25249.5 et seq.); Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program) (60 FR 25492, codified at 40 CFR Part 273); and California Workers' Compensation laws (Labor Code §§ 3200 et seq.).

9.5.4 *Political Activities*. Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Agreement. Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Agreement.

9.5.5 *Lobbying Activities*. Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Agreement or any other fund, programs, projects, or activities that flow from this Agreement. If Contractor engages in lobbying activities, Contractor shall complete, sign and date the attached CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by the U.S. Department of Health and Human Services under 45 CFR Part 93 (Appendix A).

9.6 Subrecipient Monitoring

Contractor must obtain a Unique Entity Identifier (UEI) assigned by the System for Award Management (SAM.gov). CSD is required to check SAM.gov to verify that Contractor and subrecipients are not debarred, suspended, or ineligible. The UEI is a 12-character alphanumeric ID assigned by SAM.gov. CSD is also required to conduct risk assessments

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

of Contractor in accordance with 45 CFR § 75.352(b), and monitoring for each program, function, and activity (45 CFR § 75.342 & § 75.352.)

9.7 Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO direct state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for terminations of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide written response. Termination shall be at the sole discretion of the State.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

SUBVENTION AGREEMENT

DEFINITIONS

All terms used in this Agreement shall be defined as stated in applicable federal and state statutes and regulations (42 USC § 9902; Cal. Gov. Code § 12730; 45 CFR Part 75 and 22 Cal. Code Regs. § 100601). The following terms shall be more specifically defined for purposes of this Agreement, insofar as the definition accords with federal and state law, as follows:

Agreement:	The complete contents of this Agreement entered into by and between the CSD and Contractor, including all rights, duties, and obligations whether expressed or implied required toward the legal performance of the terms hereof, and including all documents expressly incorporated by reference.
Agreement Term:	The timeframe of this Agreement as specified on the Agreement face sheet (STD 213) including the established Period of performance and an extended period granted upon approval to the Contractor by CSD.
Amendment:	A formal change to the Agreement of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Agreement.
Authorized Agent:	The duly authorized representative of the Board of Directors of Contractor, and the duly elected or appointed, qualified, and acting officer of the State. In the case of Contractor, the State shall be in receipt of a board resolution affirming the agent's representative capacity to bind Contractor to the terms of this Agreement.
Board of Directors:	For the purposes of a private nonprofit Community Action Agency, Board of Directors refers to the tripartite board as mandated by 42 USC § 9910 and Government Code § 12751. For the purposes of a publicly governed Community Action Agency, Board of Directors refers to the tripartite advisory/ administering board that is mandated by 42 USC § 9910 and California Government Code § 12752.1 and established by the political subdivision or local government.
Community Action Agency:	A public or private nonprofit agency that fulfills all requirements of Government Code § 12750.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Continuing Resolution:	An appropriation act that provides budget authority for federal agencies, specific activities, or both to continue in operation when Congress and the President have not completed action on the regular appropriation acts by the beginning of the fiscal year.
Contractor:	The entity (partnership, corporation, association, agency, or individual) designated on the face sheet (STD 213) of this Agreement.
CSD:	The State of California Department of Community Services and Development.
Eligible Entity	"Eligible entity" means an entity—(1) that is an eligible entity as defined in 42 USC Section 9902(1), or is designated by the process described in 42 USC Section 9909 (including an organization serving migrant or seasonal farmworkers that is so described or designated); (2) that has a tripartite board or other mechanism described in subsection (a) or (b), as appropriate, of 42 USC Section 9910; and (3) provides services in their Service Area pursuant to a CSBG grant from CSD.
Equipment:	An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-profit organization for financial statement purposes, or $5000.
Extended Period of Performance:	An extension to the Period of Performance provided to Contractor upon approval if Contractor does not expect to complete award activities during the Period of Performance.
Limited Purpose Agency (LPA):	A community-based nonprofit organization without a tripartite board, as defined in California Government Code § 12775 and 42 USC § 9910(b)(2).
Maximum Amount:	The dollar amount reflected on line 3 of the face sheet (STD 213) of this Agreement.
Modification:	An immaterial change to this Agreement that does not require an

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	Amendment.
Native American Indian Program (NAI):	A tribal or other Native American Indian organization in an urban or rural off-reservation area, as defined in Government Code § 12772, such as an Indian nonprofit organization, which meets the criteria of 'eligible entity' as defined in subdivision (g) of § 12730. An NAI may be considered a 'public organization' for purposes of tripartite board requirements or other mechanisms of governance in accordance with 42 USC § 9910(b)(2).
Parties:	CSD on behalf of the State of California, and the Contractor.
Period of Performance:	Time during which Contractor is expected to complete award activities and expend approved funds.
Program:	The Community Services Block Grant (CSBG) Program, 42 USC §§ 9901 et seq., as amended.
State:	The State of California Department of Community Services and Development.
Subcontractor:	An entity (partnership, tribe, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Agreement**.**
Subcontract:	A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Agreement.
Total Allocation:	The actual amount of funds available to Contractor under this Agreement, as calculated pursuant to Government Code § 12759 after CSD receives the notice of grant award for the full allocation based on the appropriation by Congress for the related federal fiscal year, and as publicly announced by CSD's Director or designee, subsequent to the execution of this Agreement.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

SUBVENTION AGREEMENT

TABLE OF FORMS AND ATTACHMENTS

Forms (to be returned with signed Agreement):

A. CSBG Contract Allocation Increase:

1. CSBG Contract Budget Summary (CSD 425.S);
2. CSBG Budget Support Personnel Costs (CSD 425.1.1);
3. CSBG Budget Support Non-Personnel Costs (CSD 425.1.2);
4. CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3);
5. CSBG Contract Budget Narrative (CSD 425.1.4);
6. CSBG Annual Report Work Plan (CSD 641);
7. CSBG Annual Report Projections (CSD 641A and/or CSD 641B); and
8. Joint Powers Agreement (if applicable).

B. *CSBG Annual Work Plan Modules 3 and 4*. Annual programmatic work plan covers the proposed programmatic activities during the Period of Performance from January 1, 2025, through December 31, 2025. Contractor must complete and submit the CSBG Annual Work Plan CSD 641 form and enter the Targets using Work Plan CSD 641A Module 3 Targets and/or 641B Module 4 Targets. Required data for Module 3 and Module 4 will include selecting the appropriate CNPI(s) and or FNPI(s), entering the target, and providing the type of documentation the agency will use to verify the outcome has been met. The Annual Report projections for CY 2025 must be completed and submitted with the contract deliverables. All necessary forms may be accessed on the Local Agencies Portal.

C. CSBG Discretionary Funds:

1. CSBG Discretionary Contract Budget Summary (CSD 627);
2. CSBG Discretionary Budget Support Personnel Cost (CSD 627A);
3. CSBG Discretionary Budget Support Non-Personnel Cost (CSD 627B);
4. CSBG Discretionary Contract Budget Narrative (CSD 627C); and

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

5. CSBG Discretionary Grant Work Plan/Final Report (CSD 626FR - rev.11.2021).

D. Certification Regarding Lobbying/Disclosure of Lobbying Activities

E. California Contractor Certification Clauses (CCC 04/2017)

F. CSD Federal Accountability and Transparency Act Report (CSD 279)

G. Agency Staff and Board Roster (CSD 188)

The following documents are hereby incorporated by reference:

Attachment A: 2025 CSBG Allocation Spreadsheet
Attachment B: Supplemental Audit Guide

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

RESOLUTION # 2024-22

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2025 CSBG Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on December 11, 2024, in Bakersfield, California at a scheduled meeting and resolved as follows:

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

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

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2025 Community Services Block Grant (CSBG) Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2025 CSBG Contract and the Executive Committee of the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes the Chief Executive Officer to execute Contract #25F-6015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 11th day of December 2024.

Fred Plane, Chair
CAPK Board of Directors

12/11/24
Date

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Contract Budget Summary
CSD 425.S (Rev.10/19)

CSBG CONTRACT BUDGET SUMMARY

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number:	0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025		
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327		
Date:	12/19/2024	E-mail Address:	twebster@capk.org		

SECTION 10: ADMINISTRATIVE COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	$24,607.00
2	Fringe Benefits	$5,414.00
3	Operating Expenses	$26,216.00
4	Equipment	
5	Out-of-State Travel	
6	Contract/Consultant Services	
7	Other Costs	$169,042.00
8	Disaster	
Subtotal Section 10: Administrative Costs (cannot exceed 12% of the total operating budget in Section 80)		$225,279.00

SECTION 20: PROGRAM COSTS

	Line Item	CSBG Funds (round to the nearest dollar)
1	Salaries and Wages	$914,092.00
2	Fringe Benefits	$254,487.00
3	Operating Expenses	$397,469.00
4	Equipment	
5	Out-of-State Travel	
6	Subcontractor/Consultant Services	
7	Other Costs	
8	Disaster	
	Subtotal Section 20: Program Costs	$1,566,048.00
SECTION 40: Total CSBG Budget Amount (Sum of Subtotal Sections 10 and 20) Note: Total cannot exceed allocation amount.		$1,791,327.00
SECTION 70: Enter Other Agency Operating Funds Used to Support CSBG		$132,124,577.00
SECTION 80: Agency Total Operating Budget (Sum of Sections 40 and 70)		$133,915,904.00
SECTION 90: CSBG Funds Administrative Percent (Section 10 divided by Section 80)		0.17%

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Budget Support -- Personnel Costs
CSD 425.1.1 (Rev. 10/19)

CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number:	0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025		
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327		
Date:	12/19/2024	E-mail Address:	twebster@capk.org		

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG time allocated for each position	E Number of CSBG months allocated for each position	F Total CSBG Funds budgeted for each position
1	Chief Program Officer	$179,550.00	8.00%	12	$14,364.00
1	Administrative Coordinator	$64,250.00	8.00%	12	$5,140.00
1	Process Improvement Manager	$84,235.70	8.00%	7	$3,931.00
1	5% COLA/Merit/Incentive Compensation	$1,172.00	100.00%	12	$1,172.00
Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)					$24,607

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Program Manager - VITA	$70,095.77	71.00%	12	$49,768.00
1	Site Coordinator - VITA	$41,600.00	71.00%	12	$29,536.00
1	Program Manager - Friendship House	$74,298.66	75.00%	12	$55,724.00
1	Activities Specialist - Friendship House	$34,320.00	60.00%	6	$10,296.00
2	Activities Specialist - Friendship House	$34,320.00	100.00%	2	$11,440.00
1	Program Manager - Shafter Youth Center	$72,883.00	100.00%	12	$72,883.00
1	Activities Specialist - Shafter Youth Center	$34,320.00	100.00%	12	$34,320.00
1	Activities Specialist - Shafter Youth Center	$34,320.00	50.00%	12	$17,160.00
2	Activities Specialist - Shafter Youth Center	$34,320.00	100.00%	2	$11,440.00
1	Program Administrator - Food Bank	$89,917.15	35.00%	12	$31,471.00
Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)					$324,038

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
FICA/FICA Med	7.65%	$1,882.00	$69,928.00
State Unemployment Insurance	2.00%	$492.00	$18,282.00
Insurance (Medical, Dental, Vision, Long Term Disability and Life Insurance)	8.50%	$1,072.00	$93,150.00
Retirement (Pension)	5.00%	$1,230.00	$45,704.00
Workers' Compensation Insurance	3.00%	$738.00	$27,423.00
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)		$5,414	$254,487

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F
State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Budget Support -- Personnel Costs
CSD 425.1.1 (Rev. 11/21)

CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number:	0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025		
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327		
Date:	12/19/2024	E-mail Address:	twebster@capk.org		

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG time allocated for each position	E Number of CSBG months allocated for each position	F Total CSBG Funds budgeted for each position
Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)					

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Agency Relations Supervisor - Food Bank	$62,400.00	35.00%	12	$21,840.00
1	Administration Supervisor - Food Bank	$56,202.85	35.00%	12	$19,671.00
1	Operations Supervisor - Food Bank	$59,280.00	35.00%	12	$20,748.00
1	Warehouse Operations Coordinator - Food Bank	$55,120.00	35.00%	12	$19,292.00
1	Fresh Produce Sourcer - Food Bank	$28,037.15	35.00%	12	$9,813.00
1	Outreach Specialist - Food Bank	$37,440.00	35.00%	12	$13,104.00
6	Warehouse Specialists - Food Bank	$44,110.00	35.00%	12	$92,631.00
1	Volunteer Technician - Food Bank	$39,520.00	35.00%	12	$13,832.00
1	Pantry Specialist - Food Bank	$39,520.00	35.00%	12	$13,832.00
1	Driver - Food Bank	$18,148.58	35.00%	12	$6,352.00
Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)					$231,115

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)			

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Budget Support -- Personnel Costs
CSD 425.1.1 (Rev. 11/21)

CSBG BUDGET SUPPORT -- PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number:	0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025		
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327		
Date:	12/19/2024	E-mail Address:	twebster@capk.org		

Section 10 -- ADMINISTRATIVE COSTS -- SALARIES AND WAGES

A No. of Positions	B Position Title	C Total Salary for each position	D Percent (%) of CSBG time allocated for each position	E Number of CSBG months allocated for each position	F Total CSBG Funds budgeted for each position
Total (must match Section 10: Administrative Costs line item 1 on the CSD 425.S Budget Summary form)					

SECTION 20 -- PROGRAM COSTS -- SALARIES AND WAGES

1	Program Administrator - 211	$96,325.00	20.00%	12	$19,265.00
1	Program Supervisor - 211	$68,120.00	20.00%	12	$13,624.00
4	Information & Referral Specialist - 211	$40,477.00	100.00%	12	$161,908.00
1	Director of Health & Nutrition	$151,276.90	13.00%	12	$19,666.00
1	Director of Youth & Community Services	$131,789.45	19.00%	12	$25,040.00
1	Director of Housing	$121,451.20	62.50%	12	$75,907.00
1	8% COLA/Merit/Incentive Compensation	$43,529.00	100.00%	12	$43,529.00
Total (must match Section 20: Program Costs line item 1 on the CSD 425.S Budget Summary form)					$358,939

FRINGE BENEFITS

Enter description of Fringe Benefits. Please include the percentage of Salaries and Wages paid in Benefits. (Examples: FICA, SSI, Health Ins., Workers Comp. Etc.)	Percentage	Section 10 Administrative Costs List CSBG funds Budgeted Line 2	Section 20 Program Costs List CSBG funds Budgeted Line 2
TOTAL MUST MATCH THE AMOUNT ENTERED ON CSD 425.S (BUDGET SUMMARY)			

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG Budget Support -- Non Personnel Costs
CSD 425.1.2 (Rev. 10/19)

CSBG BUDGET SUPPORT -- NON PERSONNEL COSTS

Contractor Name:	Community Action Partnership of Kern	Contract Number: 25F-6015	Amendment Number: 0
Prepared By:	Tracy Webster, CFO	Contract Term: 01/01/2025 - 12/31/2025	
Telephone Number:	661-336-5236	Contract Amount: 1,791,327	
Date:	12/19/2024	E-mail Address: twebster@capk.org	

Hit Alt & Enter at the same time to begin a new line or paragraph within the cell.

LIST EACH LINE ITEM Totals must match CSD 425.S Budget Summary form Attach additional sheet(s) if necessary	**CSBG**	
	Section 10: Administrative Costs	**Section 20: Program Costs**
List all Operating Expenses See attached	3 *sum should equal total on line item 3 of CSD 425.S Budget Summary form* $26,216	3 *sum should equal total on line item 3 of CSD 425.S Budget Summary form* $397,469
List all Equipment Purchases	4 *sum should equal total on line item 4 of CSD 425.S Budget Summary form*	4 *sum should equal total on line item 4 of CSD 425.S Budget Summary form*
List all Out-of-State Travel: *Name of conference; Specify location; Cost per trip*	5 *sum should equal total on line item 5 of CSD 425.S Budget Summary form*	5 *sum should equal total on line item 5 of CSD 425.S Budget Summary form*
List all Contract/Consultant Services	6 *sum should equal total on line item 6 of CSD 425.S Budget Summary form*	
List all Subcontractor/Consultant Services		6 *sum should equal total on line item 6 of CSD 425.S Budget Summary form*
Other Costs - List each line item (i - iv): *Any additional Other Costs (attach additional sheet if necessary):*	**Section 10: Administrative Costs**	**Section 20: Program Cost**
i 10% Deminimus Indirect	$169,042	
ii		
iii		
iv		
Total Other Costs (Sum of i, ii, iii, iv):	7 *sum should equal total on line item 7 of CSD 425.S Budget Summary form* $169,042.00	7 *sum should equal total on line item 7 of CSD 425.S Budget Summary form*

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

COMMUNITY ACTION PARTNERSHIP OF KERN
COMMUNITY SERVICES BLOCK GRANT - 25F-6015
JANUARY 1, 2025 THROUGH DECEMBER 31, 2025
CSBG BUDGET SUPPORT - NON PERSONNEL COSTS (CSD 425.1.2 Rev. 9/14)
ORIGINAL BUDGET

	Section 10 Administrative Costs	Section 20 Program Costs
OPERATING EXPENSES		
Space Costs (rent, repair/maintenance, security, utilities (electric, gas, water, garbage, communication), liability insurance, janitorial and gardening services)	2,000.00	$ 308,779.00
Travel in State (mileage, gasoline and out-of-town travel	13,000.00	31,395.00
Equipment Rent/Lease	-	4,800.00
Equipment/Vehicle Repair and Maintenance	-	10,300.00
Supplies (office, janitorial, software, subscription fees, publications, printing, postage)	7,216.00	23,615.00
Program software maintenance	-	5,750.00
Membership Dues/Outreach	-	750.00
Employee Recruitment Costs	-	1,950.00
Training/Meeting Expenses	-	1,230.00
Conference Registration Fees	4,000.00	5,900.00
Volunteer Costs	-	3,000.00
Total	26,216.00	397,469.00
Total	**$ 26,216.00**	**$ 397,469.00**

CSBG Budget Support -- Other Agency Operating Funds

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number: 0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025	
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327	
Date:	12/19/2024	E-mail Address:	twebster@capk.org	

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
Head Start/Early Head Start (CFDA #93.600)	Federal	$40,091,425
Child Care and Development Block Grant (CFDA #93.575)	Federal	$6,077,877
Women, Infants and Children (CFDA #10.557)	Federal	$4,273,760
Low Income Home Energy Assistance (CFDA #93.568)	Federal	$13,346,589
Department of Energy Bipartisan Infrastructure Law (CFDA #81.042)	Federal	$862,500
Emergency Food Assistance (CFDA #10.568 and #10.569)	Federal	$2,900,000
Child and Adult Care Food (CFDA #10.558)	Federal	$1,500,000
Child Care and Development Fund (CFDA #93.596)	Federal	$275,855
Commodity Supplemental Food Program (CFDA #10.565)	Federal	$453,040
Supplemental Nutrition Assistance (CFDA #10.561)	Federal	$107,627
IRS - Volunteer Income Tax Assistance (CFDA #21.009)	Federal	$375,000
NEOPB Cal Fresh Living (CFDA #10.561)	Federal	$2,138,716
CSLFRF Recover Funds (Safe Camping) (CFDA #21.027)	Federal	$1,275,824
Department of Housing and Urban Development CES (CFDA #14.267)	Federal	$236,838
County of Kern Food Distribution (CFDA #10.812)	Federal	$1,000,000
California Dept of Education - Migrant Alternative Payment	State	$31,802,685
California Dept of Education - General Center Child Care	State	$3,083,653
California Dept of Education - State Preschool	State	$7,198,002
California Dept of Education - Migrant Child Care and Specialized Services	State	$291,239
California Dept of Education - Community School Partnership Program	State	$500,000
California Dept of Community Services & Development - Cal EITC Tax Prep	State	$1,466,598
California Children and Families Commission	State	$670,964
California Dept of Social Services - State Emergency Food Assistance	State	$261,778
California Dept of Human Services - Positive Youth Services	State	$381,000
California Dept of General Services	State	$57,000
County of Kern - Low Barrier Homeless Shelter	County	$2,715,812
County of Kern - 2-1-1 Kern	County	$45,000
County of Kern - Home Visit Initiative	County	$3,596,400
City of Bakersfield - Homeless Housing Assistance Program (HHAP)	City	$200,000
City of Bakersfield - CalVIP	City	$289,395
Total Other Agency Operating Funds to Support CSBG *(Total should match total on CSD 425 S form, Section 70)*		$127,474,577

CSBG Budget Support -- Other Agency Operating Funds

Contractor Name:	Community Action Partnership of Kern	Contract Number:	25F-6015	Amendment Number: 0
Prepared By:	Tracy Webster, CFO	Contract Term:	01/01/2025 - 12/31/2025	
Telephone Number:	661-336-5236	Contract Amount:	$1,791,327	
Date:	12/19/2024	E-mail Address:	twebster@capk.org	

Funding Source (DO NOT ABBREVIATE)	Funding Type Federal, State, Local, Private, Other	Funding Amount
PG&E Arrears Outreach	Private	$800,000
Kaiser 211 Kern	Private	$200,000
Day One Families Fund	Private	$1,800,000
CalAIM Housing Services	Private	$1,080,000
Child Care Family Fees	Fee for Service	$230,000
Food Bank Membership and Shared Maintenance fees	Fee for Service	$250,000
2-1-1 Call Center Fees	Fee for Service	$290,000
Total Other Agency Operating Funds to Support CSBG *(Total should match total on CSD 425 S form, Section 70)*		$4,650,000

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

State of California
Department of Community Services and Development
Community Services Division
Work Plan CSD 641
Rev. 12/10/21

Contract Number: 25F-6015
Date Submitted: 12/20/2024
Contract Year: 2025

Contractor Name:	Community Action Partnership of Kern
Contact Person and Title:	Pritika Ram, Chief Business Development Officer
Phone Number and Ext.:	(661) 336-5236 ext. 1142
Email Address:	pram@capk.org

Program/Service Name	Program Description	Domain(s) (check all that apply)
Example: Homeless Care Program	**Example:** A six bed, 24-hour recuperative care program at Memorial Shelter for homeless clients discharged from the hospital.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Food Bank	Partners with an estimated 150-175 food distribution sites throughout Kern County to provide food assistance to low-income families and individuals, which includes, farmers markets and senior food programs.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Volunteer Income Tax Assistance	Train and certify volunteers, provide free tax preparation for low-to-moderate income individuals and families and assist clients with ITIN (Individual Tax Identification Number), renewals and applications.	☐ Employment ☐ Education and Cognitive Development ☒ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☒ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Friendship House Community Center and Shafter Youth Centers	After-school tutoring, homework assistance, pre-employment program, recreational, mentoring, social enrichment activities, Medi-Cal information, and access to social services. This also includes mentoring services for at-risk of gang violence for youth and young adults.	☐ Employment ☒ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☒ Civic Engagement and Community Involvement
2-1-1 Call Center	Provides 24/7 information and referral services via phone or CAPK 2-1-1 website to residents of Kern County, as well as call handling services for Kings, Tulare, and Stanislaus Counties. The program also conducts developmental assessments to aid in early intervention of identified delays through First 5 Kern and offers over the phone Cal Fresh (SNAP benefits) and Medi-Cal application assistance to eligible Kern County residents.	☐ Employment ☒ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Housing Services	Coordination of housing permanent and transitional solutions to increase local capacity for low-income residents, including targeting sub-populations, such as elderly and foster youth, that are considered vulnerable populations with limited resources around housing.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☒ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Women, Infants & Children (WIC) CalFresh Healthy Living Program	Nutrition education, breastfeeding support, and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum, or breastfeeding. Services provided at 21 sites in Kern	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	County, 5 sites in San Bernardino County. The CalFresh Healthy Living program improves the nutritional health of USDA Supplemental Nutrition Assistance Program recipients by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.	
Migrant Childcare Alternative Payment Program (MCAP) & Agriculture Childcare Program	The Migrant Childcare Alternative Payment Program is a voucher-based childcare program for migrant agriculturally working families. The program has six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once enrolled, families can continue childcare services as they migrate throughout the state following agricultural work.	☐ Employment ☐ Education and Cognitive Development ☒ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Low-Income Home Energy Assistance Program (LIHEAP) / Weatherization Energy – Utility Assistance	Residential weatherization, utility bill payment assistance, and energy efficiency education for low-to moderate income Kern County residents.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☒ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Head Start & Early Childhood Development & the Home Visiting Program	Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options. The Home Visiting Program links new parents who face poverty with trained staff who visit their home to connect them with	☐ Employment ☒ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	resources and build skills that will help parents create a strong future for themselves & their children.	
Homeless Services Program - M Street Navigation Center & Coordinated Entry System (CES)	M Street Navigation Center is a 24-hour facility providing shelter beds, meals, laundry services, medical assessment and pet care to unsheltered individuals who face significant barriers to supportive housing care. CES is Kern County's direct link between people experiencing homelessness and the services and shelter they need. CES also connects individuals & families with rental assistance to help prevent homelessness.	☒ Employment ☐ Education and Cognitive Development ☒ Income and Asset Building ☒ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
East Kern (Mojave) and Oasis (Ridgecrest) Family Resource Center	Our two Family Resource Centers provide resources, education, and crisis assistance to individuals, families, and children in Eastern Kern County. They focus on providing case management and educational support to families that build their economic resilience.	☐ Employment ☒ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
CalFresh Healthy Living	The CalFresh Healthy Living program improves the nutritional health of USDA Supplemental Nutrition Assistance Program recipients by providing access to nutrition education, physical activity education, and training that will help	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	build a healthy, knowledgeable community	
Central Kitchen	Central Kitchen prepares and delivers breakfast, lunches, and snacks for all children enrolled in CAPK's Head Start/State Child Development Programs. Central Kitchen coordinates the Summer Food Service Program for youth aged 18 and under. It also provides meals to our Homeless Services program.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Home Visiting Program	The Home Visiting Program links new parents who face poverty with trained staff who visit their homes to connect them with resources and build skills that will help parents create a strong future for themselves & their children.	☐ Employment ☒ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
California Advancing and Innovating Medi-Cal (CalAIM)	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. Community Supports are an important part of whole-person care delivery for Members enrolled in Enhanced Care Management (ECM). Community Supports include: Housing Transition Navigation Services, Housing Deposits, Housing Tenancy and Sustaining Services.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☒ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Adult Re-Entry (ARG) Program	The program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The target population identified in AB 128 are people, 18 and over, who have been formerly incarcerated in state prison with priority being given to those recently released and/or on state parole.	☐ Employment ☐ Education and Cognitive Development ☒ Income and Asset Building ☒ Housing ☒ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Community Schools Partnership Program	This program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links families to community-based services addressing food insecurities, housing stability, or other related basic services.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ **Employment** ☐ **Education and Cognitive Development** ☐ **Income and Asset Building** ☐ **Housing** ☐ **Health and Social/Behavioral Development** ☐ **Civic Engagement and Community Involvement**
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ **Employment** ☐ **Education and Cognitive Development** ☐ **Income and Asset Building** ☐ **Housing** ☐ **Health and Social/Behavioral Development** ☐ **Civic Engagement and Community Involvement**
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	**Click or tap here to enter text.**	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

		☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement
Click or tap here to enter text.	Click or tap here to enter text.	☐ Employment ☐ Education and Cognitive Development ☐ Income and Asset Building ☐ Housing ☐ Health and Social/Behavioral Development ☐ Civic Engagement and Community Involvement

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Instructions for CSD 641A - M

Agency	List your agency's full title
Contact Person	List the name of the person CSD should c provided on this form.
Column A - CNPIs	This column lists Community National Per outcomes in Module 3 of the CSBG Annua
Column B - Target	Identify the projected number of outcom Column A during the contract year. Only e agency expects to achieve outcomes. Spa outcomes are projected for the correspor
Column C - Verification Document(s)	Identify the proposed documentation wh achieved for each CNPI with a projected c
Note	For additional information to guide your a CSBG Annual Report Instruction Manual " 2018, located here: https://nascsp.org/w Manual_F_04-23-18.pdf

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

lodule 3 Projections

ontact if there are questions regarding the information
formance Indicators (CNPIs) for which agencies can report al Report.
es your agency anticipates achieving for the CNPIs listed in enter a projected target number for CNPIs in which your ces left blank in Column B will be interpreted to indicate no nding CNPI.
ich will be used to validate actual outcomes have been outcome.
gency's identification and reporting of CNPIs, see NASCSP *Module 3* : *Community Level Version 1"* , released April 24, p-content/uploads/2018/06/Module-3-Instruction-

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Module 3 Projections 641A

Community Action Partnership of Kern

Pritika Ram, Chief Business Development Officer

Column A	B	C
Counts of Change for Employment Indicators	**Target**	**Verification Document(s)**
CNPI 1a. Number of jobs created to increase opportunities for people with low incomes in the identified community.		
CNPI 1b. Number of job opportunities maintained in the identified community.		
CNPI 1c. Number of "living wage" jobs created in the identified community.		
CNPI 1d. Number of "living wage" jobs maintained in the identified community.		
CNPI 1e. Number of jobs created in the identified community with a benefit package.		
CNPI 1z. Other Count Of Change: (please specify)		
CNPI 1z. Count of businesses that increased the minimum wage		
CNPI 6z. Other Count Of Change: (please specify in the box below)		
Rates of Change for Employment Indicators	**Target**	**Verification Document(s)**
CNPI 1f. Percent decrease of the unemployment rate.		
CNPI 1g. Percent decrease of the youth unemployment rate.		
CNPI 1h. Percent decrease of the underemployment rate.		
CNPI 1z. Other Rate Of Change: (please specify in the box below)		
Counts of Change for Education and Cognitive Development Indicators	**Target**	**Verification Document(s)**
CNPI 2a. Number of accessible and affordable early childhood or pre-school education assets or resources added to the identified community.		
CNPI 2b. Number of accredited or licensed affordable child care facilities added in the identified community.		
CNPI 2c. Number of new Early Childhood Screenings offered to children (ages 0-5) of families with low-incomes in the identified community.		
CNPI 2d. Number of accessible and affordable education assets or resources added for school age children in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)		
CNPI 2e. Number of accessible and affordable post secondary education assets or resources added for newly graduating youth in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)		

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Module 3 Projections 641A

CNPI 2f. Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)		
CNPI 2z. Other Count Of Change: (please specify in box below in the box below)		

Rates of Change for Education and Cognitive Development Indicators	Target	Verification Document(s)
CNPI 2g. Percent increase of children in the identified community who are kindergarten ready.		
CNPI 2h. Percent increase of children in the identified community at (or above) the basic reading level.		
CNPI 2i. Percent increase of children in the identified community at (or above) the basic math level.		
CNPI 2j. Percent increase in high school (or high school equivalency) graduation rate in the identified community.		
CNPI 2k. Percent increase of the rate of youth in the identified community who attend post-secondary education.		
CNPI 2l. Percent increase of the rate of youth in the identified community who graduate from post-secondary education.		
CNPI 2m. Percent increase of adults in the identified community who attend post-secondary education.		
CNPI 2n. Percent increase of adults in the identified community who graduate from post-secondary education.		
CNPI 2o. Percent increase in the adult literacy rate in the identified community.		
CNPI 2z. Other Rate Of Change: (please specify in the box below)		

Counts of Change for Income, Infrastructure, and Asset Building Indicators	Target	Verification Document
CNPI 3a. Number of new accessible assets/resources created in the identified community:		
CNPI 3a.1. Commercial		
CNPI 3a.2. Financial		
CNPI 3a.3. Technological/ Communications (e.g. broadband)		
CNPI 3a.4. Transportation		
CNPI 3a.5. Recreational (e.g. parks, gardens, libraries)		
CNPI 3a.6. Other Public Assets/Physical Improvements		
CNPI 3b. Number of existing assets/resources made accessible to the identified community:		
CNPI 3b.1. Commercial		
CNPI 3b.2. Financial		
CNPI 3b.3. Technological/ Communications (e.g. broadband)		
CNPI 3b.4. Transportation		

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Module 3 Projections 641A

CNPI 3b.5. Recreational (e.g. parks, gardens, libraries)		
CNPI 3b.6. Other Public Assets/Physical Improvements		
CNPI 3z. Other Count Of Change: (please specify in the box below)		

Rates of Change for Income, Infrastructure, and Asset Building Indicators	Target	Verification Document(s)
CNPI 3c. Percent decrease of abandoned or neglected buildings in the identified community.		
CNPI 3d. Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.).		
CNPI 3e. Percent decrease of predatory lenders and/or lending practices in the identified community.		
CNPI 3f. Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.		
CNPI 3g. Percent increase of transportation services in the identified community.		
CNPI 3z. Other Rate Of Change: (please specify in the box below)		

Counts of Change for Housing Indicators	Target	Verification Document(s)
CNPI 4a. Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low incomes).	27	Continuum of Care - Homeless Management Information System (HMIS), CAPK Coordinated Entry System (CES), and CAPK's CRM, Microsoft Dynamics.
CNPI 4b. Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.		
CNPI 4c. Number of shelter beds created in the identified community.		
CNPI 4d. Number of shelter beds maintained in the identified community.	147	Continuum of Care and HUD-approved Point In Time Count, including data from the CAPK Coordinated Entry System (CES), M Street Navigation Center, and related data points.

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Module 3 Projections 641A

CNPI 4z. Other Count Of Change: (please specify in the box below)		

Rates of Change for Housing Indicators	Target	Verification Document(s)
CNPI 4e. Percent decrease in the rate of homelessness in the identified community.		
CNPI 4f. Percent decrease in the foreclosure rate in the identified community.		
CNPI 4g. Percent increase in the rate of home ownership of people with low incomes in the identified community.		
CNPI 4h. Percent increase of affordable housing in the identified community.		
CNPI 4i. Percent increase of shelter beds in the identified community.		
CNPI 4z. Other Rate Of Change: (please specify in box below)		

Counts of Change for Health and Social/Behavioral Development (includes nutrition) Indicators	Target	Verification Document(s)
CNPI 5a. Number of accessible and affordable physical health assets or resources created in the identified community.		
CNPI 5b. Number of accessible and affordable behavioral and mental health assets or resources created in the identified community.		
CNPI 5c. Number of public safety assets and resources created in the identified community.		
CNPI 5d. Number of accessible and affordable healthy food resources created in the identified community.		
CNPI 5e. Number of activities designed to improve police and community relations within the identified community.		
CNPI 5z. Other Count Of Change: (please specify in the box below)		

Rates of Change for Health and Social/Behavioral Development (includes nutrition) Indicators	Target	Verification Document(s)
CNPI 5f. Percent decrease in infant mortality rate in the identified community.		
CNPI 5g. Percent decrease in childhood obesity rate in the identified community.		
CNPI 5h. Percent decrease in adult obesity rate in the identified community.		
CNPI 5i. Percent increase in child immunization rate in the identified community.		
CNPI 5j. Percent decrease in uninsured families in the identified community.		

Module 3 Projections 641A

CNPI 5k. Percent decrease in the teen pregnancy rate in the identified community.		
CNPI 5l. Percent decrease in unplanned pregnancies in the identified community.		
CNPI 5m. Percent decrease in substance abuse rate in the identified community.(e.g. cigarettes, prescription drugs, narcotics, alcohol).		
CNPI 5n. Percent decrease in domestic violence rate in the identified community.		
CNPI 5o. Percent decrease in the child abuse rate in the identified community.		
CNPI 5p. Percent decrease in the child neglect rate in the identified community.		
CNPI 5q. Percent decrease in the elder abuse rate in the identified community.		
CNPI 5r. Percent decrease in the elder neglect rate in the identified community.		
CNPI 5s. Percent decrease in recidivism rate in the identified community.		
CNPI 5t. Percent decrease in non-violent crime rate in the identified community.		
CNPI 5u. Percent decrease in violent crime rate in the identified community.		
CNPI 5v. Percent decrease in teens involved with the juvenile court system in the identified community.		
CNPI 5z. Other Rate Of Change: (please specify in the box below)		

Rates of Change for Civic Engagement and Community Involvement Indicators	Target	Verification Document(s)
CNPI 6. G.2a. Percent increase of donated time to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.		
CNPI 6. G.2b. Percent increase of donated resources to support the CSBG Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.		
CNPI 6. G.2c. Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.		
CNPI 6. G.2z. Other Rate Of Change: (please specify)		
CNPI 6. G.3a. Percent increase of people with low incomes who support the CSBG Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.		
CNPI 6. G.3b. Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG Eligible Entity or other organizations within the identified community.		
CNPI 6. G.3z Other Rate Of Change: (please specify in the box below)		

Projections for 2022 CSBG Annual Contract CSD 641A: Module 3

Projections for 2022 CSBG Annual Contract CSD 641A: Module 3

Projections for 2022 CSBG Annual Contract CSD 641A: Module 3

Projections for 2022 CSBG Annual Contract CSD 641A: Module 3

Projections for 2022 CSBG Annual Contract CSD 641A: Module 3

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Instructions for CSD 641B - Modul

Agency	List your agency's full title.
Contract Person	List the name of the person CSD should contact if th provided on this form.
Column A - FNPIs	This column lists Family National Performance Indic outcomes in Module 4 of the CSBG Annual Report.
Column B - Target	Identify the projected number of outcomes your ag Column A during the contract year. It is only necessa which your agency expects to achieve outcomes. Sp indicate that no outcomes are projected for the cor
Column C - Verification Document(s)	Identify the proposed documentation which will be achieved for each FNPI with a projected outcome.
Note	For additional information to guide your agency's id CSBG Annual Report Instruction Manual, Module 4: December 6, 2018, located here: https://nascsp.org Instruction-Manual_V2_12_7_18_F.pdf

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

e 4 Projections

ere are questions regarding the information
ators (FNPIs) for which agencies can report
ency anticipates achieving for the FNPIs listed in ary to enter a projected target number for FNPIs in aces left blank in Column B will be interpreted to responding FNPI.
used to validate actual outcomes have been
entification and reporting of FNPIs, see NASCSP Individual and Family Level Version 2, released /wp-content/uploads/2018/12/Module-4-

Module 4 Projections (641B)

Community Action Partnership of Kern
Pritika Ram, Chief Business Development Officer

Column A	B	C
Employment Indicators	**Target** = Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 1a. The number of unemployed youth who obtained employment to gain skills or income.		
FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)		
FNPI 1c. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).		
FNPI 1d. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).		
FNPI 1e. The number of unemployed adults who obtained employment (with a living wage or higher).		
FNPI 1f. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).		
FNPI 1g. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).		
FNPI 1h. The number of employed participants in a career-advancement related program who entered or transitioned into a position that provided increased income and/or benefits.		
FNPI 1h.1. the number of employed participants who Increased income from employment through wage or salary amount increase.		
FNPI 1h.2. the number of employed participants who increased income from employment through hours worked increase.		
FNPI 1h.3. the number of employed participants who increased benefits related to employment.		
FNPI 1z. The number of individuals _____ .: (please specify in box below)		
FNPI 1z. Number of employed individuals at risk of losing employment who maintained employment as a result of CAA interventions.		
FNPI 1z. Number of youth who maintained employment for 90 days.		
FNPI 1z. Number of employed individuals at risk of losing employment who maintained employment as a result of CAA interventions.		
FNPI 1z. Number of youth who maintained employment for 90 days.		
Education and Cognitive Development Indicators	**Target** = Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 2a. The number of children (0 to 5) who demonstrated improved emergent literacy skills.	1,350	Head Start Child Plus Desired Results Developmental Profile (DRDP)
FNPI 2b. The number of children (0 to 5) who demonstrated skills for school readiness.	1,350	Head Start Child Plus Desired Results Developmental Profile (DRDP)
FNPI 2c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills. (auto total).		

FNPI 2c.1. Early Childhood Education (ages 0-5)	1,350	Head Start Child Plus Desired Results Developmental Profile (DRDP)
FNPI 2c.2. 1st grade-8th grade	50	Program Intake Form
FNPI 2c.3. 9th grade-12th grade		
FNPI 2d. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills). (auto total).		
FNPI 2d.1. Ages 0-5 in Early Childhood Education	1,350	Head Start Child Plus Desired Results Developmental Profile (DRDP)
FNPI 2d.2. 1st grade-8th grade	50	Program Intake Form
FNPI 2d.3. 9th grade-12th grade		
FNPI 2e. The number of parents/caregivers who improved their home environments.		
FNPI 2f. The number of adults who demonstrated improved basic education.		
FNPI 2g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.		
FNPI 2h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	25	Parent self-attestation; family goal identified at time of intake from the Family Resource Centers.
FNPI 2i. The number of individuals who obtained an Associate's degree.		
FNPI 2j. The number of individuals who obtained a Bachelor's degree		
FNPI 2z. The number of individuals _____ .: (please specify in box below)		
FNPI 2z. Number of individuals who obtained and moved from a high school diploma and/or equivalent to post secondary education (of any kind).		
Income, Infrastructure, and Asset Building Indicators	**Target =** Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 3a. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.		
FNPI 3b. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.		
FNPI 3c. The number of individuals who opened a savings account or IDA.		
FNPI 3d. The number of individuals who increased their savings.		
FNPI 3e. The number of individuals who used their savings to purchase an asset.		
FNPI 3e.1. the number of individuals who purchased a home.		
FNPI 3f. The number of individuals who improved their credit scores.		
FNPI 3g. The number of individuals who increased their net worth.		
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.		
FNPI 3z. The number of individuals _____ .: (please specify in box below)		
FNPI 3z. Number of individuals who started their own business.		
FNPI 3z. Number of individuals who maintained their own business for 180 days.		

FNPI 3z. Number of individuals who increased their income from a non-employment source.		
FNPI 3z. Number of individuals who reduced their reliance on public subsidies.		
FNPI 3z. Number of individuals who reduced debt.		
Housing Indicators	**Target** = Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter.	1,200	M Street Shelter Client Intake form
FNPI 4b. The number of individuals who obtained safe and affordable housing.	1,200	M Street Shelter Client Intake form
FNPI 4c. The number of individuals who maintained safe and affordable housing for 90 days.	1,200	M Street Shelter Client Intake form
FNPI 4d. The number of individuals who maintained safe and affordable housing for 180 days.	1,200	M Street Shelter Client Intake form
FNPI 4e. The number of individuals who avoided eviction.		
FNPI 4f. The number of individuals who avoided foreclosure.		
FNPI 4g. The number of individuals who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon monoxide and/or fire hazards or electrical issues, etc).		
FNPI 4h. The number of individuals with improved energy efficiency and/or energy burden reduction in their homes.	150	Vendor invoice; client acknowledgement form
FNPI 4z. The number of individuals _____ .: (please specify in box below)		
FNPI 4z. Number of individuals who improved physical access in their living space (wheel chair ramps, grab bars etc.).		
FNPI 4z. Number of individuals who avoided a utility shut-off.		
FNPI 4z. Number of individuals who obtained utilities.		
FNPI 4z. Number of individuals whose energy service was restored after disconnection		
FNPI 4z. Number of individuals whose Number of individuals whose inoperable home energy equipment was repaired or replaced		
Health and Social/Behavioral Development (includes nutrition) Indicators	**Target** = Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 5a. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).		
FNPI 5b. The number of individuals who demonstrated improved physical health and well-being.		
FNPI 5c. The number of individuals who demonstrated improved mental and behavioral health and well-being.		
FNPI 5d. The number of individuals who improved skills related to the adult role of parents/ caregivers.		
FNPI 5e. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.		
FNPI 5f. The number of seniors (65+) who maintained an independent living situation.		
FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.		
FNPI 5h. The number of individuals with a chronic illness who maintained an independent living situation.		
FNPI 5i. The number of individuals with no recidivating event for six months.		
FNPI 5i.1. Youth (ages 14-17)		
FNPI 5i.2. Adults (ages 18+)		

FNPI 5z. The number of individuals _____ .: (please specify in box below)		
Civic Engagement and Community Involvement Indicators	**Target =** Number of participants expected to achieve outcome	**Verification Document(s)**
FNPI 6a. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.	300	Food Bank - court-ordered, partner organization/working training program, and community partners intake forms. VITA - Link Learn Certificate IRS Training Homeless - Hire Up workforce training program.
FNPI 6a.1. the number of Community Action program participants who improved their leadership skills.		
FNPI 6a.2. the number of Community Action program participants who improved their social networks.		
FNPI 6a.3. the number of Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage.	45	VITA - Link Learn Certificate IRS Training VITA - Link Learn Certificate IRS Training
FNPI 6z. The number of individuals _____ .: (please specify)		

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Agency Staff and Board Roster

Programs Administered: CSBG ☑ Energy ☐

Agency Name:	Community Action Partnership of Kern	Contact Email Address:	jtobias@capk.org
Contact Person:	Jeremy T. Tobias	Date Submitted:	11/20/24
Contact Phone Number:	(661) 336-5236	Total Number of Board Seats:	15

List the name of each program manager for CSBG and Energy Programs. If there is more than one manager please list them as well i.e. Utility Assistance Program Manager.

This document must be updated within 30 days of any changes to the Executive Director, Program Manager, Chief Financial Officer and board roster.

Agency Key Staff

	Name	Title/Position (Include date of vacancy if applicable)	Address	Phone Number	Email
1	Jeremy T. Tobias	Chief Executive Officer	1300 18th St., Suite 200 Bakersfield, CA 93301	(661) 336-5236	jtobias@capk.org
2		Additional Authorized signer of the Contract			
3	Tracy Webster	Chief Financial Officer	1300 18th St., Suite 200 Bakersfield, CA 93301	(661) 336-5236	twebster@capk.org
4	Pritika Ram	CSBG Program Manager Dir. of Administration	1300 18th St., Suite 200 Bakersfield, CA 93301	(661) 336-5236	pram@capk.org
5	Freddy Hernandez	Weatherization Program Manager / Dir. of Youth and Community Svcs.	1300 18th St., Suite 200 Bakersfield, CA 93301	(661) 336-5236	fhernandez@capk.org
6	、	Utility Assistance Program Manager	、		
7		Other			

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
Executive Director and Board Roster
CSD 188 (Rev 08/2016)

List the name of each board member and identify any board vacancies. In the "Title/Position" field identify the date the seat became vacant and specify the sector represented in the "Sector" field.
Sector: Please indicate P=Public, PR= Private, L= Low Income (Energy only agencies are not required to identify the sector.)

Board Roster

	Name	Title/Position (Include date of vacancy if applicable)	Address	Sector	Phone Number	Email
1	Fred Plane	Chair	14941 Spring Crossing Dr. Bakersfield, CA 93314	P	(661) 809-0052	fplane@bak.rr.com
2	Maritza Jimenez	Vice Chair	9412 Pilgrim Heights Dr. Bakersfield, CA 93313	L	(661) 330-2708	maritzaj@khs-net.com
3	Ana Vigil	Secretary	281 Knight St. Shafter, CA 93263	L	(661) 93263	avigil@gbla.org
4	Michelle Jara-Rangel	Treasurer	348 Real Rd. Bakersfield, CA 93309	PR	(661) 204-4251	jmjararangel@yahoo.com
5	Vacant	Member		PR		
6	Curtis Floyd	Member	11701 Buffington St. Bakersfield, CA 93312	PR	(661) 333-6240	curtis@curtisfloydlaw.com
7	Denise Boshers	Member	9705 Swansboro Way Bakersfield, CA 93314	PR	(661) 599-9785	dboshers@sbcglobal.net
8	Gema Perez	Member	5705 Osborne St. Bakersfield, CA 93307	P	(661) 741-6679	gemagemarara@aol.com

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	Name	Title/Position (Include date of vacancy if applicable)	Address	Sector	Phone Number	Email
9	Fatima Echeverria	Member	206 Woodlands Meadow Ct. Bakersfield, CA 93308	L	(661) 300-2929	fatima661ca@outlook.com
10	Jeff Flores	Member	1713 Country Club Dr. Bakersfield, CA 93306	P	(661) 332-2717	floresjeff@kerncounty.com
11	Gina Martinez	Member	1409 10th Ave. Bakersfield, CA 93215	P	(661) 586-2743	ginagiron@gmail.com
12	Jonathan Mullings	Member	4702 Cimarron Ridge Dr. Bakersfield, CA 93313	PR	(661) 900-5103	mullingsj@aol.com
13	Yolanda Ochoa	Member	13900 Adams Dr. Weldon, CA 93283	L	(760) 223-1608	yochoa58@yahoo.com
14	Lily Pimentel-Stratton	Member	8601 Spanish Bay Dr. Bakersfield, CA 93312	P	(661) 343-1948	limiment@bakersfieldcollege.edu
15	Guadalupe Perez	Member	825 Sterling Rd. Bakersfield, CA 93306	L	(661) 864-5483	gperez@ufwfoundation.org
16						
17						
18						
19						

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

	Name	Title/Position (Include date of vacancy if applicable)	Address	Sector	Phone Number	Email
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
Executive Director and Board Roster
CSD 188 (Rev 08/2016)

Instructions: Agency Staff and Board Roster (CSD 188)

Agency Name:	Legal entity title as stated on Federal Tax ID Form (STD 204)
Contact Person:	Name, phone number and email of person completing the form
Programs Administered:	Please check each box that applies. For example, if your agency administers both CSBG and Energy, please check both boxes; however, if your agency administers one, check the applicable program box.
Date Submitted:	Enter the date the Agency Staff and Board Roster (CSD 188) form is submitted to CSD.
Total Number of Board Seats:	Enter the total number of Board seats required under your agency Bylaws.

Table 1: Agency Staff

Chief Financial Officer and Program Manager(s) Information:	Enter the Chief Financial Officers and Program Manager's information, as well as the executive director's information. If applicable, enter the name of the additional authorized signer of the contract. If applicable, enter additional managers if your Agency has a Program Manager for CSBG, Weatherization or Utility Assistance. For each agency staff provide an address and a contact phone number.

Table 2: Board Roster

Board Member Information:	Enter the current Board Chair and board member names, title and sector*. For each board member provide an address other than the Agency's and a contact phone number for each member.

Agency must submit any changes/updates to the Executive Director, Chief Financial Officer, Program Managers and Board Roster (CSD 188) within thirty days of such occurrence(s). The updated form identifying the changes should be submitted electronically to the Contract Services Unit at: contracts2@csd.ca.gov

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

BOARD OF DIRECTORS

2025 BOARD & STANDING COMMITTEE MEETING CALENDAR

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

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

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

Notes:

- For the January Board Meeting, the meeting will be held on Monday January 27th due to the NCAP Management & Leadership Conference taking place beginning on Wednesday, January 29th.

- For the August Committee meetings, there will be 2 committee meetings the week of August 4, and two meetings the week of August 11 with the Board meeting on Wednesday, August 20, 2025, due to the NCAP Annual Convention the last week of August.

- For the November Committee meetings, due to the CalCAPA Conference taking place the 1st week of the month and 3 holidays, there will be 2 committee meetings in one week for the 2nd and 3rd week of the month and the Board Meeting will be on the Monday before Thanksgiving.

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

Approved: 11/25/2024

Docusign Envelope ID: 9B6D2A22-DF27-47A8-A8A3-ED8D265EDB8F

Energy & Environmental Services
Public Website Update

Name of Agency Staff Completing This Form:	Date of Update:
Pritika Ram	12/20/24
Staff Phone:	Staff Email:
(661) 336-5236	pram@capk.org

Instructions: The agency contact and application information below will be used by CSD to update our website. Please go to the CSD website to see your current agency contact information that will be viewed by the public to reach your agency for services (Find Assistance (ca.gov)). Please review it carefully and enter any changes in Column B. If the information is correct, please enter "NC" (No Change).

A	B
	Updated Information
Agency	Community Action Partnership of Kern (CAPK)
County(*ies*)	Kern
Address	1300 18th St., Suite 200 Bakersfield, CA 93301
Phone	661-336-5236
Office Hours	Mon-Fri 8 am to 5 pm
Website Link	www.capk.org
Does your agency offer an Online Intake Application? (YES/NO)	Yes
If your agency wants to provide a link from CSD's website to the Online Intake Application, provide the link here.	N/A
Energy Services Offered	☐X Utility Assistance ☐X Weatherization Assistance ☐X Energy Crisis Assistance ☐Lead-Based Paint Hazard Control
How to Apply for Services	N/C
Additional Office Locations *(Address, Phone Number and Hours)*	N/C

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales

Date: December 10, 2025

Subject: *Agenda Item IV(d)* – Head Start Policy Council Elected Representative to CAPK Board of Directors – **Action Item**

During a scheduled Policy Council meeting on November 18, 2025, nominations and elections were conducted for the position of Policy Council Representative to the CAPK Board of Directors.

The roles and responsibilities of this position were shared with Council members, as was the recently approved 2025 Board of Directors meeting schedule. It was also indicated that this position requires the elected representative to serve, at a minimum, on one Board of Directors Committee. Furthermore, it was emphasized that all meetings of the Board of Directors, including committee meetings, are conducted in person with the expectation of attendance at all meetings.

All members adequately understood the role of the Policy Council Board of Directors Representative and recognized the responsibilities, as well as the significant time commitment required of this position. Several Policy Council members expressed interest in serving in this capacity. Each nominee was given the opportunity to address the Council to share why they were interested in this position. This forum was then followed by a verbal voting process. Through a majority decision, Maria Reyes was elected by the Policy Council to serve as the Representative to the Board of Directors for the 2025-2026 Policy Council term.

Recommendation:

The Head Start Policy Council recommend the Executive Committee approve the elected Policy Council member, Maria Reyes, to the CAPK Board of Directors to serve as the Head Start Policy Council Low-Income Representative effective January 1, 2026 through December 31, 2026.

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 10, 2025

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2025 through February 28, 2026	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of October 31, 2025	D1
	- Bank Reconciliations	D2 - D9
E.	Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual October 31, 2025	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 29, 2024	I1
J.	Financial Statements as of October 31, 2025	J1
K.	Agency-wide Budget to Actual as of October 31, 2025	K1 - K7
L.	Indirect Fund Budget To Actual as of October 31, 2025	L1 - L7
M.	Check Register as of October 31, 2025	M1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/25 - 02/28/26	501000	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/25 - 02/28/26	502000	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/25 - 02/28/26	504000	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/25 - 02/28/26	505000	DONATIONS
ENERGY			NOT APPLICABLE	03/01/25 - 02/28/26	524000	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	527000	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/25 - 02/28/26	531000	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	533000	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	534000	DONATIONS
211			NOT APPLICABLE	03/01/25 - 02/28/26	536000	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	541000	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/25 - 02/28/26	545000	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/25 - 02/28/26	595000	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	40,091,425	93.600	09CH012489-02	03/01/25 - 02/28/26	108000/109000/117000	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042305	08/01/24 - 07/31/25	160024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	375,000	21.009	25VITA0313	10/01/24 - 09/30/25 10/01/25 - 09/30/26	149024 149025	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	25F - 6015	01/01/25 - 12/31/25 01/01/26 - 12/31/26	103025 103026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	11,322,591	93.568	25B-3012	11/1/24 - 6/30/26	122025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	325,163	93.568	24Q-2561	05/01/24 - 05/31/25	122095	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	23J-5716	04/1523 - 05/31/25	122093	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123022	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	799,779 1,184,616	93.575	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	117,038 105,401	93.596	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	2,138,716	10.561	23-10317	10/01/24 - 09/30/25	145024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	476,918	10.568/.569	15 - MOU - 00118	10/01/24 - 09/30/25	105000/111000	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105023-2105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	190,056	10.187	15 - MOU - 00118	00/00/00 - 06/30/25	105023-2106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CITY OF BAKERSFIELD HOME REPAIR SLFRF	839,548	21.027	2024-304	11/20/24-12/31/26	128024	US DEPT OF TREASURY, CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, CITY OF BAKERSFIELD
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	996,918	10.182		04/01/25 - 03/31/26	131023	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218		2/20/25 - 03/31/26	138024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824 1,275,824	21.027		07/01/24 - 06/30/25 07/01/25 - 06/30/26	142024 142025	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	535,242	10.565	MOU-20-6003	10/01/24 - 09/30/25	147024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/24 - 09/30/25 10/01/25 - 09/30/26	112024/139024 112025/139025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,760 4,671,207	10.557	22 - 10236	10/01/24 - 09/30/25 10/01/25 - 09/30/26	115024 115025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
HOME ARP - CITY OF BAKERSFIELD	248,852	14.239	2024-308	12/01/24 - 11/30/25	162024	US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROC	64,693	10.561	22 - CF - SUB - KERN	10/01/24 - 09/30/25	164024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO

A2

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	TBD	84.412	N/A	07/01/25 - 06/30/26	117000-1005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191023	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
SJCOE HEADSTART	1,998,719	93.600	N/A	02/01/25 - 01/31/26	157025	U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION
KCCD CERF REGIONAL CONVENER	160,000 93,993	N/A		03/06/23 - 10/31/24 11/14/24 - 10/31/25	208023 208024	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209023	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218024	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - RAMKABIR HHAP 4	500,000	N/A	2025-048	03/26/25 - 02/28/26	230025	STATE OF CALIFORNIA, DEPARTMENT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231022	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CALIFORNIA SGC - COMMUNITY RESILENCE CENTER (CRC)	988,752	N/A	0650-SGC24126	01/31/25 - 01/30/27	233025	STATE OF CALIFORNIA, GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION (LCI)
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243023	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247022	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/24 - 06/30/25	248024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	TBD		N/A	07/01/25 - 06/30/26	258025-1005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528 255,528		N/A	07/01/24 - 06/30/25 07/01/25 - 06/30/26	259024 259025	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
MIGRANT ALTERNATIVE PAYMENT	31,802,685 31,802,685		CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,083,653 2,706,453		CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

A3

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,198,002 7,612,170		CSPP - 4122 CSPP-5118	07/01/24 - 06/30/25 07/01/25 - 06/30/26	258024 258025	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239 293,823		CMIG - 4004 CMIG - 5004	07/01/24 - 06/30/25 07/01/25 - 06/30/26	250024 250025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079 44,073		CMSS - 4004 CMSS - 5004	07/01/24 - 06/30/25 07/01/25 - 06/30/26	252024 252025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,723,682		21T-1015	12/01/21 - 09/30/25	234023 234024	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,598,400		494-2024	07/01/24 - 06/30/25 07/01/25 - 06/30/26	270024 270025	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	102,384 102,384		333-2024 267-2025	07/01/24 - 06/30/25 07/01/25 - 06/30/26	271024 271025	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812 2,715,812		017-2020	07/01/24 - 06/30/25 07/01/25 - 06/30/26	275024 275025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000 150,000 150,000		N/A 2022-017 2023-302 645-2023 2023-313 2023-320	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25 06/01/24 - 10/01/26 11/01/24 - 06/30/27	276001 276002 276003 276013 276023 276004	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
TAX CHECK - OFF (FOOD BANK)	13,749 10,209		15 MOU - 00118	07/01/24 - 06/30/25 07/01/25 - 06/30/25	216024 216025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	261,778		MOU-22-00118	07/01/24 - 05/30/25	216024-2087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/25	216024-2088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216022-2102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216023-2104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CA FARM TO SCHOOL INCUBATOR GRANT PROGRAM	199,243		24-0888-000-SG	01/01/25 - 12/31/26	267025	STATE OF CALIFORNIA, DEPT OF FOOD AND AGRICULTURE (CDFA)
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277024	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS

A4

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/24 - 06/30/25	288024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799 145,000		2020.2.06 2025.2.02	07/01/24 - 06/30/25 07/01/25 - 06/30/26	281024 281025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/24 - 06/30/25	284024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165 155,000		2020.2.18 2025.2.03	07/01/24 - 06/30/25 07/01/25 - 06/30/26	286024 286025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293023	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN HELPLINE 211	45,000			07/01/24 - 06/30/25	389024	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/24 - 06/30/25	366000	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410023	DAY ONE FAMILIES FUND
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE
FEEDING AMERICA - LOCAL CONSULTING	20,000		GR-1622	02/01/25 - 01/31/26	423025	FEEDING AMERICA
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482024	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536000-4230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536000-4231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536000-4232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536000-4234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536000-4235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536000-4235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE

A5

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467025	THE WONDERFUL COMPANY FOUNDATION
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550000	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553000	KERN FAMILY HEALTH SYSTEMS

A6

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2025/26

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/25	n/a				
04/30/25	n/a				
05/31/25	n/a				
06/30/25	n/a				
07/31/25	2,600,000	2,602,758	5	$ 2,758.33	0.5304%
08/31/25	n/a				
09/30/25	n/a				
10/31/25	n/a				

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF OCTOBER 31, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(336,862.14)
HEAD START/EARLY HEAD START	4,089,943.09
SJCOE Head Start	(51,361.76)
SUBTOTAL	**3,701,719.19**
CACFP - San Joaquin	(40,741.16)
SAN JOAQUIN COE GENERAL CHILD CARE	(180,776.07)
MIGRANT CHILD CARE	201,130.16
MIGRANT SPECIALIZED SERVICES	(28,659.64)
GENERAL CHILD CARE	(1,321,953.82)
STATE PRESCHOOL	1,745,028.68
SJCOE State Preschool (CSPP)	156,967.97
Child Care Facilities	114,084.67
MIGRANT A/P	10,160,048.48
Child Development Reserve Fund No. 1	478,936.99
Child Development Reserve Fund No. 2	90,345.75
SUBTOTAL	**11,374,412.01**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(193,103.33)
EF&S	0.00
EFAP	(171,828.40)
USDA Commodities	(1,071.94)
County of Kern Food Distribution	(43,708.09)
FOOD BANK	(600,045.00)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	(324,030.35)
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	39,703.22
CDFA Healthy Refrigeration Grant Program (HRGP)	(133,016.76)
SUBTOTAL	**(1,521,467.22)**
ENERGY	(141,636.91)
LIHEAP	(895,981.11)
DOE	(50,446.59)
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	522,322.88
TRANSFER NEGATIVE BALANCE	581,462.72
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	(219,743.40)
CSBG Discretionary 2025	(15,027.09)
WIC	(717,428.20)
City of Bakersfield Home Repair SLFRF	(369,309.20)
Local Purchase Assistance (LFPA) USDA	(92,441.43)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(35,457.78)
NEOPB CAL FRESH HEALTHY LIVING	(581,886.05)
IRS - VITA	(20,640.21)
SSVF 2025-26	(84,284.41)
Grant Per Diem	(52,778.05)
HUD-COORDINATED ENTRY SYSTEM	(15,247.72)
HOME ARP - City of Bakersfield	(8,149.62)
CAL FRESH	(8,267.18)
CalCAPA-Diaper Distribution Pilot	(16,991.69)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	75.16
KCCD CERF REGIONAL CONVENOR	(7,119.80)
KCCD CWDB High Road Training Partnership	26,699.72
City of Bakersfield Ramkabir Project HHAP 4	(145,568.74)
City of Bakersfield - FHCC Sports Field	(19,688.00)
California SGC - CRC	(51,961.44)
CALEITC	(6,400.74)
TCC Low Income Energy Efficiency Program	(8,734.49)
City of Bkfd-Cal VIP Outreach	(25,032.10)
CITY OF BAKERSFIELD CAL VIP	(58,888.97)
CA Farm to School Incubator Grant	(2,985.71)
HOME VISIT INITIATIVE (CO OF KERN)	(397,662.63)
POSITIVE YOUTH DEV SVC	(14,127.46)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(186,640.84)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(87,356.94)
ARG III - Warm Handoff	(99,816.30)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(58,381.61)
FIRST 5 HELP ME GROW	762.57
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(63,377.25)
FIRST 5 KERN 211	0.00
BKRHC-Encampment Resolution	(15,038.95)
City of Bakersfield HHAP	(19,344.12)
BKRHC HHAP Youth Services (VSS)	(10,564.47)
Day 1 Families Housing Support	5,153,960.25
Kaiser	52,702.94
Kaiser 211 Kern	(493.18)
FEEDING AMERICA SERVICE INSIGHTS	20,000.00
Kaiser - Food Locker Pilot	60,000.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(52,473.77)
California Veterans Assistance Foundation	(22,267.61)
GENERAL FUND	(48,403.45)
DISCRETIONARY FUND	1,664,794.22
SHAFTER YOUTH CENTER	52,668.77
FRIENDSHIP HOUSE	(9,131.01)
EAST KERN FAMILY RESOURCE CENTER	23,169.12
OASIS FAMILY RESOURCE CENTER	34,612.86
211	(42,780.27)
M ST NAVIGATION CENTER	18,443.83
TAX ASSISTANCE	22,457.67
CALAIM HOMELESS PREVENTION SERVICES	449,644.46
CalAIM Enhanced Case Management	(71,946.35)
CalAIM East Kern Family Resource Center	411,000.79
Veterans Services	(33,251.83)
CAPK FOUNDATION	(42,207.84)
GAAP FUND	0.22
INDIRECT FUND	1,389,664.15
COST POOLS	(75,111.37)
Facilities Cost Pools	256,626.57
LESS: ENERGY NEGATIVE BALANCE	(581,462.72)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**5,240,091.66**
TOTAL OPERATING CASH	18,794,755.64

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO & CITIZENS BUSINESS BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash in a restricted bank account.

2. Head Start Accrued Vacation: This is an interest-bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest-bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low-Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest-bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Childcare (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest-bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

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

BANK RECONCILIATION FOR THE MONTH ENDED
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 10/31/25		12,400,069.78
LESS: OUTSTANDING CHECKS	577,192.23	
ADJUSTED BANK BALANCE AT 10/31/25		11,822,877.55
GENERAL LEDGER BALANCE AT 09/30/25		13,516,158.88
ADD: DEPOSITS	4,718,136.40	
US TREAS DRAWDOWNS	1,332,757.24	
FUNDS FROM OTHER GRANTS	4,560,816.88	
TRANSFERS FROM WELLS FARGO	260,000.00	
ADP /HEALTH EQUITY REFUND	1.13	
REIMBURSEMENT OF ALTERED PAYEE	1.00	
LOAN	-	
LESS: CHECKS	1,757,749.03	
ADP PAYROLL 10/03/25	2,120,589.90	
ADP PAYROLL 10/17/25	2,093,886.27	
ADP PAYROLL 10/31/25	2,200,755.68	
EFTS FOR HRA/HSA/ STD/403B	627,595.55	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	68,517.61	
CREDIT CARD	56,467.29	
BANK FEES		
ACH VOUCHERS	3,639,432.65	
GENERAL LEDGER BALANCE AT 10/31/25		11,822,877.55
	DIFFERENCE:	-

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 11/18/2025

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 11/19/2025

Naomi Ibarra
Naomi Ibarra (Nov 19, 2025 10:00:42 PST) 11/19/2025

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**10/31/25**		**1,378,124.16**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/25**		**1,378,124.16**
BALANCE PER G/L	**09/30/25**		**1,309,583.14**
ADD: DEPOSITS		0.00	
INTEREST		23.41	
WAIVE FEE		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		68,517.61	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**10/31/25**		**1,378,124.16**
		DIFFERENCE:	0.00

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

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 11/14/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 11/18/2025
Tracy Webster (Nov 18, 2025 09:54:15 PST)

Naomi Ibarra 11/18/2025
Naomi Ibarra (Nov 18, 2025 09:30:59 PST)

Community Action Partnership of Kern
Journal Entries
10/31/25
Head Start Accrued Vacation

	Initials	Date
Prepared By:	Yolanda Nunez	11/14/2025
Approved By:		11/14/2025

Account Description	Account Code	Debit	Credit
Restricted Bank Account	1145 108000 1000 100 100 100	6.80	
Interest Income	4310 108000 1000 100 100 100		6.80
Restricted Bank Account	1145 109000 1000 100 100 100	11.00	
Interest Income	4310 109000 1000 100 100 100		11.00
Restricted Bank Account	1145 117000 1000 100 100 100	5.61	
Interest Income	4310 117000 1000 100 100 100		5.61

Explanation:

To record interest income for headstart accrued vac 10/31/25
acct. #4945066256 with Wells Fargo Bank, N.A.

Account Allocation:		
Fund - 108	380,295.88	29.04%
Fund - 109	615,319.19	46.99%
Fund - 117	313,968.06	23.97%
	1,309,583.13	100.00%

Current Month's Interest:		
Fund - 108	6.80	29.04%
Fund - 109	11.00	46.99%
Fund - 110	0.00	0.00%
Fund - 117	5.61	23.97%
TOTAL	23.41	100.00%

Current Month's Fees:		
Fund - 108	0.00	29.04%
Fund - 109	0.00	46.99%
Fund - 117	0.00	23.97%
TOTAL	0.00	100.00%
	0.00	

	Debit	Credit
Total	23.41	23.41
Batch Total		$ 46.82

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**10/31/25**		**120,370.12**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/25**		**120,370.12**
BALANCE PER G/L	**09/30/25**		**380,367.93**
ADD: DEPOSITS		0.00	
INTEREST/WAIVE FEE		2.19	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		260,000.00	
BALANCE PER G/L	**10/31/25**		**120,370.12**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 11/18/25

APPROVED BY: Tracy Webster (Nov 18, 2025 09:59:18 PST) TITLE: Chief Financial Officer DATE: 11/18/2025

Naomi Ibarra (Nov 18, 2025 09:34:24 PST) 11/18/2025

Community Action Partnership of Kern

		Initials		Date
Journal Entries	Prepared By:	Yolanda Nunez	#	11/18/25
#				
CSD ADVANCES ACCOUNT	Approved By:		#	

Account Description	Account Code	Debit	Credit
Restricted Bank Account	1125-103025-4000-100-400-100	-	
Interest Income	4310-103025-4000-100-400-100		-
Restricted Bank Account	1125-123022-3000-100-300-100	2.19	
Interest Income	4310-123022-3054-147-320-1130		2.19

Explanation:

To record the October 2025 interest income for CSD Advances Acct., acct. #521105968 with Citizens Business Bank.

Account Allocation:		
Fund - 103025	47.22	0%
Fund - 122093	12.22	0%
Fund - 122025	258.11	0%
Fund - 123022	380,367.93	100%
	380,685.48	1.00

Current Month's Interest:		
Fund - 103025	-	0%
Fund - 122093	-	0%
Fund - 122025	-	0%
Fund - 123022	2.19	100%
TOTAL	2.19	1

Total	2.19	2.19
Batch Total		$ 4.38

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**10/31/25**		**25,116.50**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/25**		**25,116.50**
BALANCE PER GENERAL LEDGER	**09/30/25**		**25,116.07**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST/ WAIVE FEE		0.43	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO CITIZENS BUSINESS		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**10/31/25**		**25,116.50**

Difference: **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 11/18/25

APPROVED BY: Tracy Webster (Nov 18, 2025 09:59:44 PST) TITLE: Chief Financial Officer DATE: 11/18/2025

Community Action Partnership of Kern Naomi Ibarra (Nov 18, 2025 09:39:01 PST) 11/18/2025

Journal Entries
10/31/2025

Initiated By Yolanda Nunez 11/18/2025

Approved By 11/18/2025

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	10/31/2025	1125-410023-4000-100-400-100	0.43	
Interest Income	10/31/2025	4310-410023-4000-100-400-100		0.43
Client Analysis Charge	10/31/2025	6695-410023-4000-100-400-100	846.40	
Restricted Bank Account	10/31/2025	1155-410023-4000-100-400-100		846.40
Restricted Bank Account	10/31/2025	1155-410023-4000-100-400-100	17,339.27	
Donation	10/31/2025	4310-410023-4000-100-400-100		17,339.27
TO REC DAY 1 FAMILIES, INT, & FEES FOR October 2025			18,186.10	18,186.10

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**10/31/25**		**244,019.15**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/25**		**244,019.15**

BALANCE PER G/L	**09/30/25**		**244,015.01**
ADD: DEPOSITS/WAIVE FEE		0.00	
INTEREST		4.14	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**10/31/25**		**244,019.15**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 11/10/25

APPROVED BY: Tracy Webster (Nov 18, 2025 09:53:34 PST) TITLE: Chief Financial Officer DATE: 11/18/2025

Naomi Ibarra (Nov 18, 2025 09:24:28 PST) 11/18/2025

Community Action Partnership of Kern
Journal Entries
10/31/2025
CDR #1 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	11/10/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	10/31/2025	1125-262000- 1000-100-100-100	4.14	
Interest Income	10/31/2025	4310-262000-1000-100-100-100		4.14
Interest Income	10/31/2025	6695-262000-1000-100-100-100	-	0.00
Restricted Bank Account	10/31/2025	1125-262000- 1000-100-100-100	0.00	-

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for October 2025

	Debit	Credit
Total	4.14	4.14

ABILA DESCRIPTION

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

BANK RECONCILIATION FOR MONTH ENDING
October 31, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**10/31/25**		**55,268.30**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**10/31/25**		**55,268.30**

BALANCE PER G/L	**09/30/25**		**55,267.36**
ADD: DEPOSITS		0.00	
INTEREST		0.94	
BANK ACCOUNT TRANSFER		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER		0.00	
BALANCE PER G/L	**10/31/25**		**55,268.30**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 11/18/25

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: 11/18/2025
Tracy Webster (Nov 18, 2025 09:54:40 PST)

Naomi Ibarra 11/18/2025
Naomi Ibarra (Nov 18, 2025 09:32:50 PST)

Community Action Partnership of Kern

Journal Entries

10/31/2025

CDR #2 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	11/18/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	10/31/2025	1125-265000-1000-100-100-101	0.00	
Interest Income	10/31/2025	6695-265000-1000-101-100-101		0.00
Restricted Bank Account	10/31/2025	1125-265000-1000-100-100-100	0.94	
Interest Income	10/31/2025	4310-265000-1000-101-100-100		0.94

Explanation:

TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR October 2025

Total	0.94	0.94

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	658.10
Gloria Barbero	Administrator - EHS San Joaquin	2,434.21
Yolanda Gonzales	Director of Head Start/State Child Development Programs	8,279.49
Freddy Hernandez	Director of Youth and Community Services	9,386.87
Lisa McGranahan	Director of Human Resources	1,464.25
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	3,267.89
Pritika Ram	Chief Business Development Officer	8,377.88
Jeremy Tobias	Chief Executive Officer	740.48
Emilio Wagner	Chief Facilities and Technology Officer	6,347.76
Tracy Webster	Chief Financial Officer	3,205.96
Rebecca Moreno	Director of Housing Support Services	4,340.96
Susana Magana	Director of Nutrition Services	5,924.91
Sabrina Jones- Roberts	Administrator - 211	-
Deborah Johnson	Director Veteran's Services	1,062.68
Veterans - Food Service	Veterans - Food Service	849.39
Veterans - Fuel Card	Veterans - Fuel Card	156.46
	Total	$ 56,497.29

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 10/24/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/30/2025 10/02/2025	HILTON HOTELS 209-9579090, CA	**$1.09** $1.09	USD	1.09	Accidental Travel Charge- Water Bottle that was accidentally taken.
10/06/2025 10/08/2025	LITTLE CAESARS 0292 0010 661-873-9999, CA	**$124.38** $124.38	USD	124.38	Pizzas for the volunteers at Stand Down
10/11/2025 10/13/2025	TARGET 00025247 BAKERSFIELD, CA	**$25.57** $25.57	USD	25.57	Candy for a fundraising event
10/22/2025 10/22/2025	--IMPRINTNOW* 281-533-8932, TX	**$162.99** $162.99	USD	162.99	Swag for Fundraising Event
10/22/2025 10/23/2025	AMAZON MKTPL*NU5990D31 AMZN.COM/BILL, WA	**$17.30** $17.30	USD	17.30	Supplies for Taste of Gratitude Event
10/22/2025 10/23/2025	4IMPRINT, INC 4IMPRINT.COM, WI	**$145.85** $145.85	USD	145.85	Napkins for Friendship House Casino Night
10/23/2025 10/24/2025	WALGREENS #3294 800-289-2273, CA	**$58.43** $58.43	USD	58.43	Posters for Taste of Gratitude event
10/23/2025 10/24/2025	WALGREENS #3294 BAKERSFIELD, CA	**$32.03** $32.03	USD	32.03	Posters for Taste of Gratitude event

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/23/2025 10/24/2025	WALGREENS #7909 800-289-2273, CA	**$90.46** $90.46	USD	90.46	Posters for Taste of Gratitude event

Activity Totals	Purchases	Payments
$658.10	$658.10	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/29/2025 09/30/2025	KNOX COMPANY INC 623-687-2300, AZ	**$583.16** $583.16	USD	583.16	Manteca Fire department required Knox Box for Tiny Powers location.
10/03/2025 10/06/2025	CITY OF STOCKTON 209-9378561, CA	**$183.00** $183.00	USD	183.00	215 W Fifth St 2025-2026 Annual Fre Permit.
10/06/2025 10/08/2025	AMTRAK TELEP2795215555429 WASHINGTON, DC	**$164.00** $164.00	USD	164.00	Train Tickets for Rashi Strother & Nelly Mendoza attending the Education/Planning Meeting in Bakerfield 10/27-10/29/25.
10/19/2025 10/20/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$1,504.05** $1,504.05	USD	1,504.05	Sheraton hotel stay for Gloria Barbero attending the HS West 2025 Family Engagement conference 10/13-10/17/25.

Activity Totals	Purchases	Payments
$2,434.21	$2,434.21	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/27/2025 09/29/2025	LUIGIS RESTAURANT BAKERSFIELD, CA	**$275.22** $275.22	USD	275.22	108000@36%=$99.08/109000@64%=$176.14 Lunch provided for Department and Compliance Meeting on 9/26/25
09/29/2025 10/01/2025	DOMO JAPANESE SUSHI GR 209-9184223, CA	**$1,437.24** $1,437.24	USD	1,437.24	117000@100%=$1,437.24 Dinner provided for SJC Ribbon Cutting Ceremony on 9/29/25
10/04/2025 10/06/2025	AMTRAK .COM 2770742610930 WASHINGTON, DC	**$41.00** $41.00	USD	41.00	117000@100%=$41.00 Amtrak ticket for Yolanda G. to provide Admin. Support to SJC & attend Fire Inspection at University Park on 10/8/25
10/15/2025 10/17/2025	HYATT REGENCY MONTEREY 8313721234, CA	**$933.57** $933.57	USD	933.57	108000@36%=$336.09/109000@64%=$597.48 Lodging for 34th Annual CACFP Conference in Monterey, CA on 10/20/25-10/22/25 for Andrew Chavez
10/15/2025 10/17/2025	HYATT REGENCY MONTEREY 8313721234, CA	**$933.57** $933.57	USD	933.57	108000@36%=$336.09/109000@64%=$597.48 Lodging for 34th Annual CACFP Conference in Monterey, CA on 10/20/25-10/22/25 for Kevin Goudge
10/15/2025 10/17/2025	HYATT REGENCY MONTEREY 8313721234, CA	**$933.57** $933.57	USD	933.57	108000@36%=$336.09/109000@64%=$597.48 Lodging for 34th Annual CACFP Conference in Monterey, CA on 10/20/25-10/22/25 for Susana Magana
10/19/2025 10/20/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$1,862.66** $1,862.66	USD	1,862.66	108000@31%=$577.42/109000@56%=$1,043.09/117000@13%=$242.15 Lodging for HS West 2025 Family Engagement Conf. in Maui, HI on 10/13-10/17- Yolanda Gonzales

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/19/2025 10/20/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$1,862.66** $1,862.66	USD	1,862.66	108000@36%=$670.56/109000@64%=$1,192.10 Lodging for HS West 2025 Family Engagement Conf. in Maui, HI on 10/13-10/17- Elsa Navarrete

Activity Totals	Purchases	Payments
$8,279.49	$8,279.49	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/26/2025 09/29/2025	SWISSOTEL CHICAGO HTL CHICAGO, IL	**$785.43** $785.43	USD	785.43	NASCSP Conference- Freddy Hernandez 9/24/2025
10/02/2025 10/03/2025	SQ *LA COCINA DONA VERO BAKERSFIELD, CA	**$350.00** $350.00	USD	350.00	SYC Meeting Supplies
10/08/2025 10/09/2025	DOLLAR TREE, INC. 877-530-8733, VA	**$375.00** $375.00	USD	375.00	Oasis FRC Client Incidentals
10/08/2025 10/09/2025	SQ *LA COCINA DONA VERO BAKERSFIELD, CA	**$350.00** $350.00	USD	350.00	SYC CRC Town Hall meeting
10/08/2025 10/10/2025	MARRIOTT MARQUIS WASH WASHINGTON, DC	**$1,618.68** $1,618.68	USD	1,618.68	VITA Prosperity Summit- 10/5/2025
10/08/2025 10/10/2025	MARRIOTT MARQUIS WASH WASHINGTON, DC	**$1,618.68** $1,618.68	USD	1,618.68	VITA Prosperity Summit- 10/5/2025
10/08/2025 10/10/2025	MARRIOTT MARQUIS WASH WASHINGTON, DC	**$1,618.68** $1,618.68	USD	1,618.68	VITA Prosperity Summit- 10/5/2025
10/10/2025 10/13/2025	KOHNEN'S BAKERY 661-8223350, CA	**$73.36** $73.36	USD	73.36	EKFRC County Site Meeting

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/16/2025 10/20/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$400.97** $400.97	USD	400.97	Energy DOE Training for weatherization 10/14/2025
10/16/2025 10/20/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$400.97** $400.97	USD	400.97	Energy DOE Training for weatherization 10/14/2025
10/16/2025 10/20/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$400.97** $400.97	USD	400.97	Energy DOE Training for weatherization 10/14/2025
10/16/2025 10/20/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$400.97** $400.97	USD	400.97	Energy DOE Training for weatherization 10/14/2025
10/21/2025 10/23/2025	HODEL'S COUNTRY DINING BAKERSFIELD, CA	**$993.16** $993.16	USD	993.16	FHCC Client Incentives

Activity Totals	Purchases	Payments
$9,386.87	$9,386.87	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
Lisa Mcgranahan
Statement Date : 10-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$1,464.25
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$1,464.25**
Disputed Amount	$0.00

General Information

Total Activity $1,464.25

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-09	10-08	24036295281714608034294	EZCATER*WEST COAST SOU 800-488-1803 MA	297.83
10-13	10-10	2475542528318283233 7976	BIOMETRICS4ALL 714-5689888 CA	10.50
10-16	10-15	2490641528824099382 5769	SAFETY HOLDINGS 888-9472622 NM	1,155.92

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579120607 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: LISA MC GRANAHAN **Account Number: **7461**

Cycle End Date: 10/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/09/25	EZ-CATER West Coast Sourdough	**$297.83**	Lunch for Personnel Committee Meeting on 10/8/25
10/13/2025	Biometrics4All	**$10.50**	Relay Fees for New Hire Fingerprints
10/16/2025	Safety Holdings	**1,155.92**	Driving Monitoring Service
		$1,464.25	**Total Expenses for Cycle with End Date of 10/25/2025**

Cardholder Activity

Name: JERRY MEADE **Account Number:** **3950 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount
09/29/2025 10/01/2025	OFFICE DEPOT #486 STOCKTON, CA	**$35.38** $35.38	USD	35.38
09/30/2025 10/02/2025	THE BALLOONERY INC STOCKTON, CA	**($100.00)** ($100.00)	USD	(100.00)
09/30/2025 10/02/2025	SAVE MART #39 STOCKTON, CA	**$38.10** $38.10	USD	38.10
10/06/2025 10/08/2025	DOMO JAPANESE SUSHI GR 209-9184223, CA	**($112.20)** ($112.20)	USD	(112.20)
10/18/2025 10/20/2025	76 - CARLS MAALAEA WAILUKU, HI	**$50.00** $50.00	USD	50.00
10/18/2025 10/20/2025	ENTERPRISE RENT-A-CAR KAHULUI, HI	**$759.75** $759.75	USD	759.75
10/19/2025 10/20/2025	SHERATON MAUI HOTEL LAHAINA, HI	**$2,066.86** $2,066.86	USD	2,066.86

201

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
10/22/2025 10/23/2025	LUIGIS RESTAURANT BAKERSFIELD, CA	**$500.00** $500.00	USD	500.00

Activity Totals	Purchases	Payments
$3,237.89	$3,237.89	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

202

Elan Expense Report

Cardholder: Jerry Meade

Account Number 4807-9501-4669-XXXX

Total Amount $3,237.89

Transaction Date	Merchant Name	Transaction Total	Source of Currency	
09/29/25	Office Depot	$35.38	USD	Supplies purchased for Ribbon Cutting event held in SJC at University Park on 9/30/25
09/30/25	Save Mart	$38.10	USD	Supplies purchased for Ribbon Cutting event held in SJC at University Park on 9/30/25
09/30/25	The Balloonery INC	-$100.00	USD	Refund returned to account for balloon stand rentals for Ribbon Cutting event held in SJC at University Park on 9/30/25
10/02/25	Luigi's Delicatessen	$500.00	USD	Deposit for Staff Development event
10/06/25	Domo Japanese Grill	-$112.20	USD	Refund returned to account for deposit mistakenly charged twice by the vendor.
10/12/25	Sheraton	$2066.86	USD	Hotel accommodations for Assistant Director attending the Family Engagement Conference October 13th – 17th
10/12/25	Enterprise	$759.75	USD	Rental car used during attendance to the Family Engagement Conference October 13th – 17th
10/18/25	Phillips 66	50.00	USD	Fuel for rental car used during attendance to the Family Engagement Conference October 13th – 17th
			Total	$3,237.89

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/25/2025 09/26/2025	LOGCABINFLORIST.COM LOGCABINFLORI, CA	**$27.01** $27.01	USD	27.01	Ribbon purchase for Head Start Ribbon cutting ceremony in Stockton,CA
09/25/2025 09/26/2025	PARADISE AWARDS 800-5634720, CA	**$204.06** $204.06	USD	204.06	Donor plaque purchased for Covey Cottages Project
09/26/2025 09/29/2025	WRIGHT CELEBRATIONS INC. 916-773-2133, CA	**$2,892.00** $2,892.00	USD	2,892.00	Rental expense for Head Start Ribbon Cutting Ceremony in Stockton, CA
09/26/2025 09/29/2025	WRIGHT CELEBRATIONS INC. 916-773-2133, CA	**$2,037.83** $2,037.83	USD	2,037.83	Rental expense for Head Start Ribbon Cutting Ceremony in Stockton, CA
09/30/2025 10/01/2025	ENTERPRISE RENT-A-CAR BAKERSFIELD, CA	**$108.24** $108.24	USD	108.24	Car rental for Pritika Ram used for the HS Ribbon Cutting Ceremony in Stockton, CA
09/30/2025 10/01/2025	CHEVRON 0384724 TURLOCK, CA	**$53.66** $53.66	USD	53.66	Fuel for car rental used for the HS Ribbon Cutting Ceremony in Stockton, CA
09/30/2025 10/02/2025	7-ELEVEN 22150 BAKERSFIELD, CA	**$26.31** $26.31	USD	26.31	Fuel for car rental used for the HS Ribbon Cutting Ceremony in Stockton, CA. Filled tank before returning
10/02/2025 10/03/2025	CALCAPA* CALCAPA WWW.CALCAPA.O, CA	**$650.00** $650.00	USD	650.00	CalCAPA registration for Savannah O. in Indian Wells 11.3-11.6

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/06/2025 10/07/2025	FACEBK *R7AQM5DEM2 650-5434800, DE	**$500.00** $500.00	USD	500.00	Social Media boosted ad charges fro KCCD Grant and Food Bank HAM activities
10/08/2025 10/09/2025	VARNER BROS INC 661-3992944, CA	**$120.88** $120.88	USD	120.88	Dumpster rentals for Veteran Stand Down on 10/9/2025 at Stramler Park
10/20/2025 10/21/2025	FACEBK *XKA8Y6DEM2 650-5434800, DE	**$317.89** $317.89	USD	317.89	Social Media boosted ad charges fro KCCD Grant and Food Bank HAM activities
10/21/2025 10/22/2025	PADDLE.NET* ELFSIGHT NEW YORK, NY	**$1,440.00** $1,440.00	USD	1,440.00	Marketing Dept. expense for website development

Activity Totals	Purchases	Payments
$8,377.88	$8,377.88	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Account Number : 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Jeremy T Tobias
Statement Date : 10-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$740.48
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$740.48**
Disputed Amount	$0.00

General Information

Total Activity $740.48

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-10	10-10	24692165283108005734630	CHEVRON 0380243 BAKERSFIELD CA	80.11
10-14	10-13	24011345286100107510025	NNA SERVICES LLC WWW.NATIONALN CA	627.38
10-24	10-23	24071055296939107070070	MISTER CAR WASH #1006 866-2543229 CA	32.99

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579122443 S

JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8558**

Cycle End Date: 10/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/10/25	Chevron	**$80.11**	Gasoline for CEO's Agency Vehicle
10/14/2025	NNA (National Notary Services, LLC)	**$627.38**	Training for Paula Daoutis to renew Notary Commission, Bond, Insurance, NNA Membership Fee and Notary Stamp/Supplies
10/24/2025	Mister Car Wash	**$32.99**	Monthly Car Wash Fee for CEO's Agency Vehicle
		$740.48	**Total Expenses for Cycle with End Date of 10/25/2025**

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
Emilio Wagner
Statement Date : 10-25-2025

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$6,347.76
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$6,347.76**
Disputed Amount	$0.00

General Information

Total Activity $6,347.76

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount	
10-02	10-01	2449216527410008837 4023	BLUEBEAM INC. BLUEBEAM.COM CA	1,320.00	software license renewal
10-03	10-01	2469216527510055394 9637	APPLE STORE #R550 BAKERSFIELD CA	789.14	Iphone,Board Meeting Live translation
10-06	10-02	2469216527610176637 8381	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-02-25	371.89	Hotel Deposit for M. Ahmed Power Conf 10/25-11/01/2025
10-06	10-02	2469216527610176637 8399	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-02-25	371.89	Hotel Deposit for J. Figueroa Power Conf 10/25-11/01/2025
10-06	10-02	2469216527610176638 0726	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-02-25	17.01	CC Authorization fee for M. Ahmed Power Conf 10/25-11/01/2025
10-06	10-02	2469216527610176638 0734	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-02-25	17.01	CC Authorization fee for J Figueroa Power Conf 10/25-11/01/2025
10-10	10-09	2420429528200060649 8078	MICROSOFT-G117884627 800-6427676 WA	1,686.10	Microsoft Azure monthly subscription
10-10	10-08	2449398528215607400 3505	UNIVERSITY PLAZA WATERFR STOCKTON CA 33045446 ARRIVAL:10-07-25	183.34	E. Wagner 10/7-10/8 Stockton visit to meet with Fire Marshall
10-10	10-08	2449398528215607400 3679	UNIVERSITY PLAZA WATERFR STOCKTON CA 33045445 ARRIVAL:10-07-25	157.34	K. Lawrence 10/7-10/8 Stockton visit to meet with Fire Marshall
10-17	10-15	2449398528915842200 2802	UNIVERSITY PLAZA WATERFR STOCKTON CA 33045447 ARRIVAL:10-07-25	183.34	M. Contreras 10/7-10/8 Stockton visit to meet with Fire Marshall
10-17	10-15	2474455528900107501 1027	ARC STOCKTON 209-4648724 CA	93.24	fee to scan plans for University Plaza
10-20	10-19	2401134529210006751 1551	MINDBODY, INC. WWW.MINDBODYO CA	578.65	Recurring subscription
10-20	10-17	2469216529010489673 9326	APPLE.COM/BILL 866-712-7753 CA	19.99	App for developing as-built plans on site
10-21	10-21	2420429529400060076 8217	MSFT * E0400XIXXD 800-6427676 WA	558.82	Virtual Network Monthly Bill

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579120777 S

EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/30/2025 10/02/2025	HILTON HOTELS 209-9579090, CA	**$179.98** $179.98	USD	179.98	Incorrect Charge from Stockton Hilton. Will be invoiced to CAPK
09/30/2025 10/02/2025	HILTON HOTELS 209-9579090, CA	**$179.98** $179.98	USD	179.98	Incorrect Charge from Stockton Hilton. Will be invoiced to CAPK
09/30/2025 10/21/2025	HILTON HOTELS 209-9579090, CA	**($179.98)** ($179.98)	USD	(179.98)	CREDIT For Incorrect Charge from Stockton Hilton. Will be invoiced to CAPK
09/30/2025 10/21/2025	HILTON HOTELS 209-9579090, CA	**($179.98)** ($179.98)	USD	(179.98)	CREDIT For Incorrect Charge from Stockton Hilton. Will be invoiced to CAPK
10/07/2025 10/09/2025	GG *KERN COUNTY LAW EN 503-5970395, CA	**$2,500.00** $2,500.00	USD	2,500.00	Donation Kern County Law Enforcement Foundation
10/10/2025 10/13/2025	CANOPY PORTLAND PEARL DI PORTLAND, OR	**$352.98** $352.98	USD	352.98	Hotel for CVAF Event in Portland

211

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/10/2025 10/13/2025	CANOPY PORTLAND PEARL DI PORTLAND, OR	**$352.98** $352.98	USD	352.98	Hotel for CVAF Event in Portland

Activity Totals	Purchases	Payments
$3,205.96	$3,205.96	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/25/2025 09/29/2025	TST*VICTORS MEXICAN GRI BAKERSFIELD, CA	**$318.74** $318.74	USD	318.74	Food purchase for staff meeting.
09/26/2025 09/29/2025	MANDATED REPORTER MANDATEDREPOR, CA	**$179.80** $179.80	USD	179.80	Mandated Reporting Certificates - Raul Jimenez
09/26/2025 09/29/2025	MARRIOTT BURBANK A/P BURBANK, CA	**$375.84** $375.84	USD	375.84	Hotel for Nicole Roberson while attending EDP-CDEP Conference in Burbank
10/02/2025 10/06/2025	STUDIO 6 BAKERSFIELD 5312 BAKERSFIELD, CA	**$630.00** $630.00	USD	630.00	Motel for CalAim client - Reece Elmore
10/03/2025 10/06/2025	NAEH 202-638-1526, DC	**$950.00** $950.00	USD	950.00	NAEH Registration fee for Rebecca Moreno
10/09/2025 10/13/2025	SECURCARE SELF STORAGE 661-3227834, CA	**$337.00** $337.00	USD	337.00	Storage for Housing Services
10/10/2025 10/13/2025	INDIAN WELLS RESORT-WEB INDIAN WELLS, CA	**$179.79** $179.79	USD	179.79	Hotel for Laurie Hughey to volunteer before CalCAPA.
10/10/2025 10/13/2025	INDIAN WELLS RESORT-WEB INDIAN WELLS, CA	**$179.79** $179.79	USD	179.79	Hotel for Angelica Daniels to volunteer before CalCAPA

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/10/2025 10/13/2025	STUDIO 6 BAKERSFIELD 5312 BAKERSFIELD, CA	**$85.00** $85.00	USD	85.00	Motel for CalAim client - Reece Elmore
10/11/2025 10/13/2025	STUDIO 6 BAKERSFIELD 5312 BAKERSFIELD, CA	**$1,105.00** $1,105.00	USD	1,105.00	Motel for CalAim client - Reece Elmore

Activity Totals	Purchases	Payments
$4,340.96	$4,340.96	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 10/24/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
09/26/2025 09/29/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$8.58** $8.58	USD	8.58	Purchase of Special Diet Foods/Milk Central Kitchen
09/27/2025 09/29/2025	DOUBLE TREE SACRAMENTO, CA	**$488.14** $488.14	USD	488.14	Hotel for Marissa Ortiz-Cortez while attending WIC Meeting/Training in Sacramento
09/29/2025 09/30/2025	TEXTEDLY TEXTEDLY.COM, CA	**$317.00** $317.00	USD	317.00	Monthly Text Service Subscription for CSFP
09/29/2025 09/30/2025	SQ *MAYACAMAS FINE FOODS GOSQ.COM, CA	**$60.73** $60.73	USD	60.73	Purchase Special Diet/Food/Milks - Central Kitchen
09/30/2025 10/02/2025	HILTON HOTELS 209-9579090, CA	**$149.42** $149.42	USD	149.42	Hotel for Susana Magana while attending Stockton Ribbon Cutting and site visits and migrant camp visits.
10/07/2025 10/08/2025	WM SUPERCENTER #1624 BAKERSFIELD, CA	**$443.46** $443.46	USD	443.46	Purchase Special Diet/Food/Milks - Central Kitchen
10/09/2025 10/13/2025	DOUBLE TREE SACRAMENTO, CA	**$0.02** $0.02	USD	0.02	Adjustment to hotel folio for Marissa Ortiz-Cortez while attending WIC Meeting/Training in Sacramento
10/10/2025 10/13/2025	RADISSON HOTELS CHICAGO, IL	**$1,099.44** $1,099.44	USD	1,099.44	Hotel for Kelly Lowery while attending Feeding America Fall Forum in Chicago
10/10/2025 10/17/2025	RADISSON HOTELS CHICAGO, IL	**($46.35)** ($46.35)	USD	(46.35)	Refund for Robo Bar cost - Kelly did not use/ purchase items from Robo Bar

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/13/2025 10/14/2025	J & E RESTAURANT SUPPLY BAKERSFIELD, CA	**$44.92** $44.92	USD	44.92	Purchase of Special Diet Foods/Milk Central Kitchen
10/14/2025 10/16/2025	DOUBLE TREE SACRAMENTO, CA	**$658.71** $658.71	USD	658.71	Hotel cost for Laura Porta while attending Thriving Families California Conference in Sacramento, CA
10/14/2025 10/16/2025	DOUBLE TREE SACRAMENTO, CA	**$658.71** $658.71	USD	658.71	Hotel Cost for Laura Porta while attending Thriving Families California Conference in Sacramento, CA
10/14/2025 10/16/2025	DOUBLE TREE SACRAMENTO, CA	**$658.71** $658.71	USD	658.71	Hotel Cost for Susana Bailon while attending Thriving Families California Conference in Sacramento, CA
10/14/2025 10/16/2025	DOUBLE TREE SACRAMENTO, CA	**$658.71** $658.71	USD	658.71	Hotel cost for Evelyn Ramirez while attending Thriving Families California Conference in Sacramento, CA
10/14/2025 10/16/2025	DOUBLE TREE SACRAMENTO, CA	**$658.71** $658.71	USD	658.71	Hotel cost for Graciela Espinoza while attending Thriving Families California Conference in Sacramento, CA
10/16/2025 10/20/2025	CITYOFSAC_PARKNG GARAGE SACRAMENTO, CA	**$6.00** $6.00	USD	6.00	Parking stub for Susana Magana while attending Thriving Families California Conference in Sacramento, CA
10/17/2025 10/20/2025	DOUBLE TREE SACRAMENTO, CA	**$30.00** $30.00	USD	30.00	Parking fee from hotel for Susana Magana while attending Thriving Families California Conference in Sacramento, CA

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/17/2025 10/20/2025	DOUBLE TREE SACRAMENTO, CA	**$30.00** $30.00	USD	30.00	Parking fee for Laura Porta while attending Thriving Families California Conference in Sacramento, CA

Activity Totals	Purchases	Payments
$5,924.91	$5,924.91	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 10/24/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Account Number : 4807 9500 0005 2145
Unique ID: XXXX XXXX XXXX 0124
Deborah A Johnson
Statement Date : 10-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$1,062.68
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$1,062.68**
Disputed Amount	$0.00

General Information

Total Activity $1,062.68

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-13	10-10	24137465284501414287016	U-HAUL-CT-SOUTHSIDE #7097 BAKERSFIELD CA 94130900	201.43
10-13	10-10	2443565528312541301315 1	TTR SHIPPING 888-333-6865 OH	586.25
10-13	10-10	24692165283108239077749	INTUIT *QBOOKS ONLINE CL.INTUIT.COM CA	275.00

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9500 0005 2145
Unique ID: XXXX XXXX XXXX 0124
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579118557 S

DEBORAH A JOHNSON
COMMUNITY ACTION-PYSLC
1300 18TH STREET, STE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: DEBORAH A JOHNSON **Account Number: **2145**

Cycle End Date: 10/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/13/25	U-Haul	**$201.43**	U-Haul Rental for Veterans Stand Down Event on 10/9/25
10/13/2025	TTR Shipping	**$586.25**	Shipping cost to return Copy Machine
10/13/2025	Intuit Quickbooks Online	**$275.00**	Monthly Subscription to Quickbooks Online for CVAF
		$1,062.68	**Total Expenses for Cycle with End Date of 10/25/2025**

Account Number : 4807 9500 0005 2152
Unique ID: XXXX XXXX XXXX 0130
Veterans A Food Services
Statement Date : 10-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$849.39
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$849.39**
Disputed Amount	$0.00

General Information

Total Activity $849.39

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-16	10-15	2403629528874468408 5103	IC* INSTACART 888-246-7822 CA	555.04
10-23	10-22	2403629529571475591 8400	IC* INSTACART 888-246-7822 CA	294.35

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9500 0005 2152
Unique ID: XXXX XXXX XXXX 0130
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579118558 S

VETERANS A FOOD SERVICES
COMMUNITY ACTION-PYSLC
1300 18TH STREET, STE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: DEBORAH A JOHNSON (Food Card) Account Number: **2152 Cycle End Date: 10/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/16/25	Instacart	**$555.04**	Food purchased for the Grant & Per Diem Program
10/23/2025	Instacart	**$294.35**	Food purchased for the Grant & Per Diem Program
		$849.39	**Total Expenses for Cycle with End Date of 10/25/2025**

Account Number : 4807 9500 0005 2335
Unique ID: XXXX XXXX XXXX 0141
Veterans Svc Fuel Card
Statement Date : 10-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$156.46
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$156.46**
Disputed Amount	$0.00

General Information

Total Activity $156.46

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-13	10-10	24692165283108755582890	GOLDEN STATE FOOD & FUEL BAKERSFIELD CA	70.55
10-16	10-15	24692165288103391838546	GOLDEN STATE FOOD & FUEL BAKERSFIELD CA	30.64
10-17	10-16	24692165289104163531458	CHEVRON 0358476 BAKERSFIELD CA	55.27

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9500 0005 2335
Unique ID: XXXX XXXX XXXX 0141
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481579118563 S

VETERANS SVC FUEL CARD
COMMUNITY ACTION-PYSLC
1300 18TH STREET, STE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: DEBORAH A JOHNSON (Fuel Card) Account Number: **2335
Cycle End Date: 10/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/13/25	Golden State Food & Fuel Bakersfield	**$70.55**	Fuel for program vehicles.
10/16/2025	Golden State Food & Fuel Bakersfield	**$30.64**	Fuel for Transportation - Grant & Per Diem Program
10/17/2025	Chevron	**$55.27**	Fuel for HHAP YS Program
		$156.46	**Total Expenses for Cycle with End Date of 10/25/2025**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (8 OF 12 MONTHS OR 66.67%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	917,467	56.3%	712,718
Head Start Subsidy	1,405,385	1,097,698	78.1%	307,687
Total Revenue	3,035,570	2,015,165	66.4%	1,020,405
Expenditures (Note B)				
Salaries	923,953	561,869	60.8%	362,084
Benefits	319,677	194,123	60.7%	125,554
Vehicle Gasoline, Repair/Maintenance	51,300	45,378	88.5%	5,922
Space Costs	121,700	139,767	114.8%	(18,067)
Supplies - Office & Food Service	156,000	40,367	25.9%	115,633
Equipment Repair/Maintenance & Lease	11,000	4,606	41.9%	6,394
Communication	13,000	5,757	44.3%	7,243
Risk Insurance	12,700	22,534	177.4%	(9,834)
Printing	1,000	108	10.8%	892
Hiring & Employee Costs	100	286	285.5%	(186)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,147,647	787,993	68.7%	359,654
Sub Total	2,758,577	1,802,786	65.4%	955,791
Adult Meals Prepared	128,794	129,306	100.4%	(512)
Indirect	148,199	83,073	56.1%	65,126
Total Expenditures	3,035,570	2,015,165	66.4%	1,020,405

	Prior Period	OCTOBER 2025	Cumulative
Total Meals Prepared and Vended (Note C)	391,696	77,623	469,319
Total Meals Claimed	263,930	54,429	318,359
Difference	127,766	23,194	150,960

Percentage Claimed to Prepared/Vended		70.1%	67.8%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/25 - 6/30/26 (4 OF 12 MONTHS = 33.33%)

Contract CMAP-5000	July 2025	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total	%	% Earned to MRA
Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,245,097	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,082,177		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,245,097	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,082,177	79.75%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**27.49%**
Administration & Support Services Revenue															
Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,245,097	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,082,177		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 478,315	$ 519,539	$ 553,776	$ 596,799	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,148,429		
Program Administration/Support Services Costs	211,659	256,121	402,034	268,636	-	-	-	-	-	-	-	-	1,138,450	11.23%	
Indirect (10% x MTDC) Costs	198,873	218,903	246,368	249,057	-	-	-	-	-	-	-	-	913,202	9.01%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 410,533	$ 475,024	$ 648,402	$ 517,693	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	2,051,652	20.25%	
Revenue Earned Over/(Under) Costs	$ 67,783	$ 44,515	$ (94,626)	$ 79,106	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	96,777		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,209,908	$ 2,429,477	$ 2,731,653	$ 2,762,790	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	10,133,829	100.00%	

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

Provider payments	8,082,177
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	2,148,429

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%
Administration	6,642,643	17.85%
Support Services	1,172,231	3.15%
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/25 - 6/30/26 (4 OF 12 MONTHS = 33.33%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5068)														
Adjusted Days of Enrollment - Certified	10,499	10,062	10,269	11,125	-	-	-	-	-	-	-	-	41,954	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 541,202	$ 518,703	$ 529,367	$ 573,470	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,162,742	**54.12%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.09%	99.54%	99.49%	99.32%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**99.09%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5118)														
Adjusted Days of Enrollment - Certified	7,002	9,193	12,691	16,025	-	-	-	-	-	-	-	-	44,912	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 387,028	$ 508,094	$ 701,455	$ 885,716	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,482,293	**32.61%**
Maximum Reimburseable Amount (MRA)													**$7,612,170**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.35%	99.07%	98.95%	98.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.35%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
MIGRANT CHILD CARE (CMIG-5004)														
Adjusted Days of Enrollment - Certified	-	-	-	-	-	-	-	-	-	-	-	-	0	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$293,823**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/25 - 6/30/26 (4 OF 12 MONTHS = 33.33%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5XXX)														
Adjusted Days of Enrollment - Certified	4,676	5,001	5,052	5,200	-	-	-	-	-	-	-	-	19,930	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 228,392	$ 244,230	$ 246,762	$ 253,975	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 973,359	**32.35%**
Maximum Reimburseable Amount (MRA)													**$3,008,544**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.58%	99.18%	99.38%	98.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.58%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5XXX)														
Adjusted Days of Enrollment - Certified	-	52	384	749	-	-	-	-	-				1,185	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ 2,541	$ 18,889	$ 36,796	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 58,226	**2.59%**
Maximum Reimburseable Amount (MRA)													**$2,250,612**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	0.00%	86.11%	93.95%	96.87%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Five Percent Flexibility, Maximum = 100 Percent	5.00%	91.11%	98.95%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 Cooperative Agreement with the San Joaquin County Office of Education

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

Services: Overall financial and accounting functions of the organization

Activities	October 2025		Year to Date 03/1/25 - 10/31/25	
Description	Number	Amount		Amount
Bank/Wire Deposits	75	10,871,713	570	71,065,885
Vendor Checks Issued	1,684	5,477,768	13,719	56,979,503
Payroll Disbursed		6,415,232		37,764,812
Grant Reports Prepared	40		320	
2-1-1				
ARG III - Warm Handoff				
BKRHC Encampment Resolution				
BCSD California Community School Partnership				
BKRHC - HHAP)				
CAL EITC				
CalCAPA Diaper Distribution Pilot				
California State Preschool				
CalVIP (CA Violence Intervention and Prevention)				
CFDA - Healthy Refrigeration Program Grant				
Child and Adult Care Food				
City of Bakersfield FHCC Sports Field				
County of Kern Low Barrier Homeless Shelter				
CSBG (Community Services Block Grant)				
CSFP (Commodity Supplemental Food Program)				
DOE BIL				
E Kern Family Resource Center				
Early Head Start (EHS)/Head Start - Kern & San Joaquin				
EFAP				
Food Bank Capacity Program				
Help Me Grow				
Home Visit Initiative				
HOME-ARP City of Bakersfield 2024-25				
Housing and Urban Development				
HUD CPF Food Bank Expansion				
Internal Revenue Servicie - VITA				
KCCD CERF Regional Convener				
KCCD CWDB High Road Training Partnership				
LIHEAP				
Local Purchase Assistance (LFPA) USDA				
Migrant Alternative Payment				
NEOPB Cal Fresh Healthy Living				
Oasis FRC				
Positive Youth Development Services				
QRIS San Joaquin				
Safe Camping				
San Joaquin COE General Child Care (CCTR)				
San Joaquin QRIS				
SJCOE COE Headstart				
State Disaster Food Boxes				
SNAP (Cal Fresh Outreach)				
WIC (Women, Infants & Children)				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	575	57	517	2,511
Contracts	40	4	36	166
Leases	8	1	8	35
Requests for Proposals	17	2	15	67

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 Positions

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

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2025

ASSETS	
Cash in Bank	25,377,207
Cash - Vacation Reserve	1,107,758
Petty Cash	-
Accounts Receivable	9,329,530
Travel Advance	6,910
Prepaid Expense	895,466
Inventory	4,851,792
Net Fixed Assets - Unrestricted	9,556,452
Net Fixed Assets - Restricted	41,042,599
Operating lease ROU	4,493,179
Total Assets	96,660,894
LIABILITES AND NET ASSETS	
Accounts Payable	6,164,310
Accrued Expenses	4,101,294
Accrued Vacation	2,201,945
Line of Credit	-
Note Payable	7,629,178
Advance Payable	3,890,350
Deferred Revenue	16,523,054
Operating Lease Liability	4,511,411
Total Liabilites	45,021,542
Total Net Assets	51,639,353
Total Liabilities and Net Assets	96,660,895

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025

REVENUE	
Grant Revenue	137,819,710
Donations	41,364,481
Other Revenue	2,026,996
In-Kind	65,488
Total Revenue	181,276,675
EXPENDITURES	
Salaries	47,593,937
Benefits	15,542,023
Travel	734,942
Space Costs	10,553,941
Supplies	4,715,779
Consultant/Contract Services	4,883,791
Other Costs	3,655,427
Program Costs	76,420,042
Capital Expenditures	-
Indirect	11,588,968
In-Kind	65,488
Total Expenditures	175,754,338
Net Change in Assets	5,522,337
Net Assets, beginning	46,117,016
Net Assets, ending	51,639,353

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF OCTOBER 31, 2025

ASSETS	
Cash in Bank	17,416,631
Cash - Vacation Reserve	1,378,124
Petty Cash	-
Accounts Receivable	6,373,751
Travel Advance	23,301
Prepaid Expense	966,662
Inventory	4,711,135
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	39,494,977
Operating lease ROU	4,493,179
Total Assets	83,964,373
LIABILITES AND NET ASSETS	
Accounts Payable	4,269,130
Accrued Expenses	133,109
Accrued Vacation	1,257,052
Line of Credit	-
Note Payable	7,381,704
Advance Payable	1,011,069
Deferred Revenue	13,363,463
Operating Lease Liability	4,511,411
Total Liabilites	31,926,939
Total Net Assets	52,037,435
Total Liabilities and Net Assets	83,964,374

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

REVENUE	
Grant Revenue	88,447,308
Donations	301,054
Other Revenue	8,796,697
In-Kind	12,040,229
Total Revenue	109,585,289
EXPENDITURES	
Salaries	34,732,571
Benefits	12,111,928
Travel	711,637
Space Costs	9,417,035
Supplies	3,192,842
Consultant/Contract Services	3,569,800
Other Costs	3,227,496
Program Costs	22,463,236
Capital Expenditures	56,894
Indirect	7,663,539
In-Kind	12,040,229
Total Expenditures	109,187,206
Net Change in Assets	398,082
Net Assets, beginning	51,639,353
Net Assets, ending	52,037,435

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,648,986	31,476,925	21,172,061	60%
BENEFITS	16,057,706	10,973,193	5,084,513	68%
TRAVEL	1,169,206	601,905	567,301	51%
SPACE COST	8,189,839	6,398,173	1,791,666	78%
SUPPLIES	2,243,864	2,688,733	(444,869)	120%
EQUIPMENT	-	40,773	(40,773)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	2,366,069	2,355,928	50%
OTHER COSTS	3,481,549	2,389,436	1,092,113	69%
PROGRAM COSTS	32,585,152	22,290,505	10,294,647	68%
INDIRECT	11,637,040	7,681,686	3,955,354	66%
TOTAL	132,735,339	86,907,398	45,827,941	65%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	23,282,142	15,717,782	60%
BENEFITS	11,690,857	8,163,692	3,527,165	70%
TRAVEL	836,996	332,236	504,760	40%
SPACE COST	3,757,138	3,566,740	190,398	95%
SUPPLIES	1,649,146	1,841,024	(191,878)	112%
EQUIPMENT	-	(475)	475	0%
CONSULTANT/CONTRACT SERVICES	1,407,736	959,999	447,737	68%
OTHER COSTS	1,688,881	978,498	710,383	58%
PROGRAM COSTS	28,405,475	19,445,424	8,960,051	68%
INDIRECT	8,755,735	5,786,879	2,968,856	66%
TOTAL	97,191,888	64,356,160	32,835,728	66%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	2,498,797	2,588,052	49%
BENEFITS	1,666,602	901,267	765,335	54%
TRAVEL	115,667	155,500	(39,833)	134%
SPACE COST	733,727	1,032,383	(298,656)	141%
SUPPLIES	199,399	400,313	(200,914)	201%
EQUIPMENT	-	18,922	(18,922)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	569,351	383,553	60%
OTHER COSTS	614,558	442,053	172,505	72%
PROGRAM COSTS	3,061,030	1,970,583	1,090,447	64%
INDIRECT	1,067,671	702,563	365,108	66%
TOTAL	13,498,407	8,691,732	4,806,675	64%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	1,651,244	1,375,386	55%
BENEFITS	966,559	551,918	414,641	57%
TRAVEL	80,650	20,526	60,124	25%
SPACE COST	253,000	211,953	41,047	84%
SUPPLIES	136,000	57,923	78,077	43%
EQUIPMENT	-	10,142	(10,142)	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	574,889	1,503,242	28%
OTHER COSTS	563,693	396,343	167,350	70%
PROGRAM COSTS	302,662	257,026	45,636	85%
INDIRECT	740,732	373,120	367,612	50%
TOTAL	8,148,057	4,105,084	4,042,973	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	3,331,803	950,307	78%
BENEFITS	1,347,365	1,117,342	230,023	83%
TRAVEL	66,742	74,880	(8,138)	112%
SPACE COST	3,195,293	1,454,564	1,740,729	46%
SUPPLIES	208,638	364,808	(156,170)	175%
EQUIPMENT	-	12,184	(12,184)	0%
CONSULTANT/CONTRACT SERVICES	277,476	243,718	33,758	88%
OTHER COSTS	447,277	346,064	101,213	77%
PROGRAM COSTS	812,985	605,320	207,665	74%
INDIRECT	852,469	685,213	167,256	80%
TOTAL	11,490,355	8,235,896	3,254,459	72%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	520,124	430,188	55%
BENEFITS	282,380	188,971	93,409	67%
TRAVEL	43,851	17,152	26,699	39%
SPACE COST	253,681	125,611	128,070	50%
SUPPLIES	31,831	9,621	22,210	30%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	2,785	2,965	48%
OTHER COSTS	51,480	39,230	12,250	76%
PROGRAM COSTS	3,000	11,217	(8,217)	374%
INDIRECT	169,042	108,306	60,736	64%
TOTAL	1,791,327	1,023,018	768,309	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 10-31-25 (66.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	192,817	110,344	64%
BENEFITS	103,943	50,002	53,941	48%
TRAVEL	25,300	1,611	23,689	6%
SPACE COST	(3,000)	6,922	(9,922)	-231%
SUPPLIES	18,850	15,043	3,807	80%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	15,327	(15,327)	Not budgeted
OTHER COSTS	115,660	187,248	(71,588)	162%
PROGRAM COSTS	-	934	(934)	0%
INDIRECT	51,391	25,606	25,785	50%
TOTAL	615,305	495,509	119,796	81%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 02/28/26 (8 OF 12 MONTHS = 66.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 7,663,539**	**65.9%**	**$ 3,973,501**
Expenditures				
Salaries	6,185,191	3,401,339	55.0%	2,783,852
Benefits @ 23.6% actual	1,946,896	1,064,505	54.7%	882,391
Total Personnel Costs	8,132,087	4,465,844	54.9%	3,666,243
Operating Costs				
Travel	113,200	104,849	92.6%	8,351
Space Costs	459,000	645,589	140.7%	(186,589)
Supplies	270,486	210,929	78.0%	59,557
Equipment	-	16,121	0.0%	(16,121)
Consultant/Contract	1,254,700	1,138,722	90.8%	115,978
Other Operating Costs	713,015	580,106	81.4%	132,909
Total Operating Costs	2,810,401	2,696,315	95.9%	114,086
Total Expenditures	**$ 10,942,488**	**$ 7,162,159**	**65.5%**	**$ 3,780,329**
Excess (Deficit) Indirect Revenue	**$ 694,552**	**$ 501,380**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,682,171	$ 823,578	49.0%	$ 858,593
Operations	3,779,805	2,730,655	72.2%	1,049,150
Executive	749,484	568,915	75.9%	180,570
Finance	3,354,458	2,241,587	66.8%	1,112,871
Community Development	1,376,570	795,941	57.8%	580,629
	$ 10,942,488	$ 7,162,159	65.5%	$ 3,780,329

Prepared Date: 12/04/25

Community Action Partnership of Kern (CAPK)

Check register

Company name:	Community Action Partnership of Kern (CAPK)
Report name:	Check register
Created on:	12/2/2025

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank	**Account no: 0521105933**			
	10/1/2025	V00159--CALIFORNIA DEPT OF COMMUNITY SERVICES AND D	305545	260,000.00
	10/1/2025	V04913--JUAN JOSE LEOS	305543	993.53
	10/1/2025	V03295--RANCHO DE STINE LLC	305544	14,600.00
	10/3/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305548	1,201.00
	10/3/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305547	1,045.00
	10/3/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305546	975.00
	10/3/2025	V04204--JANELL NICOLE GORE	122234140009005	151.90
	10/6/2025	V04544--ELAN	45901	80,731.52
	10/6/2025	V04572--ERICA FRIAS	305549	1,901.03
	10/7/2025	V04934--TURRELL LEE COLLINS	305635	186.50
	10/7/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	305606	877.50
	10/7/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	305605	5,872.50
	10/7/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	305588	14,644.45
	10/7/2025	V04926--AMY CORRINE TAPIA	305553	2,573.90
	10/7/2025	V04922--GUADALUPE SANCHEZ	305578	1,500.00
	10/7/2025	V04923--SALVADOR AGUILAR	305611	1,500.00
	10/7/2025	V04924--BENTON PARK COTTAGES	305557	600.00
	10/7/2025	V03098--GEAHI GREEN GARDENS LP	305576	650.00
	10/7/2025	V03100--HOUSINGAUTHORITY OF THE COUNTY OF KERN	305582	660.00
	10/7/2025	V04635--HOUSING AUTHORITY OF THE COUNTY OF KERN	305581	715.00
	10/7/2025	V01809--BGA PROPERTIES INC	305559	999.00
	10/7/2025	V01027--VARNER BROS INC	305632	115.44
	10/7/2025	V01845--DESERT OASIS APTS LLC	305572	1,500.00
	10/7/2025	V02107--TEHACHAPI HOUSING INVESTORS, LP	305627	1,648.00
	10/7/2025	V02116--TNT WESTERN HOMES INC	305628	920.00
	10/7/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	305621	156.25
	10/7/2025	V04194--KERN HEALTH SYSTEMS	305589	85.00
	10/7/2025	V00207--CINTAS CORPORATION #668	305566	445.70
	10/7/2025	V00617--LODI HEALTH WEST OCCUPATIONAL MEDICINE	305596	2,205.64
	10/7/2025	V00597--LAMONT SANITATION INC	305594	1,597.61
	10/7/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	305593	1,510.70
	10/7/2025	V00799--PRICE DISPOSAL	305608	510.62
	10/7/2025	V02136--WATSON REALTY SERVICES, INC	305634	978.00
	10/7/2025	V01026--VARNER & SON INC	305631	691.69
	10/7/2025	V03430--SPECTRUM/CHARTER	305620	214.00
	10/7/2025	V03430--SPECTRUM/CHARTER	305619	214.00
	10/7/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	305601	392.55
	10/7/2025	V04917--LUIS D ALAMILLO	305598	1,100.00
	10/7/2025	V00948--SUPERIOR SANITATION SERVICE INC	305625	893.06
	10/7/2025	V00885--SEQUOIA SANDWICH COMPANY	305612	821.25
	10/7/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	305633	2,134.20
	10/7/2025	V03413--DENISE BOSHERS	305570	321.30
	10/7/2025	V03426--MAYRA GARCIA	305599	36.40
	10/7/2025	V03427--LANEISHA HAMMOND	305595	91.00
	10/7/2025	V03653--HANNAH MARIE WEIGHTMAN	305579	195.30
	10/7/2025	V03448--ABRAN GONZALEZ	305551	9.92
	10/7/2025	V03548--CATHERINE ANSPACH	305563	87.75
	10/7/2025	V04756--MEDRANO ROOFING, INC.	305600	12,800.00
	10/7/2025	V02597--CATHARYN LAURIE SPROULE	305562	112.70

Bank	Date	Vendor	Document no.	Amount
	10/7/2025	V00949--SUPERIOR TECHNICAL SERVICES INC	305626	250.00
	10/7/2025	V00801--PRODUCERS DAIRY FOODS INC	305609	2,223.87
	10/7/2025	V04198--INSURICA INSURANCE SERVICES, LLC	305583	213.58
	10/7/2025	V00919--SPECTRUM	305618	220.25
	10/7/2025	V00206--CHRISTOPHER PERCIVAL	305565	229.44
	10/7/2025	V00055--AMERICAN INCORPORATED	305552	190.00
	10/7/2025	V00370--FEDEX	305573	62.11
	10/7/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	305624	31.99
	10/7/2025	V04658--BEAR MOUNTAIN ROOFING INC.	305556	12,100.00
	10/7/2025	V00787--PG&E	305607	25,963.27
	10/7/2025	V00919--SPECTRUM	305617	346.25
	10/7/2025	V00511--JIM'S TOWING SERVICE, INC	305586	1,500.00
	10/7/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	305604	11,000.00
	10/7/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	305603	3,300.00
	10/7/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	305592	25,280.74
	10/7/2025	V03172--OFFICE1 LEASING	305602	851.84
	10/7/2025	V00914--SOUTHERN CALIFORNIA EDISON	305614	377.66
	10/7/2025	V00907--SOCALGAS	305613	105.26
	10/7/2025	V03114--FS FORTIETH STREET LP	305575	608.50
	10/7/2025	V00919--SPECTRUM	305616	176.25
	10/7/2025	V00229--COMCAST CORPORATION	305568	1,786.09
	10/7/2025	V03157--KERN ISLAND INVESTORS, GP	305590	808.70
	10/7/2025	V00212--CITY OF DELANO	305567	364.78
	10/7/2025	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	305558	116,254.80
	10/7/2025	V00917--SOUTHWEST GAS CORPORATION	305615	11.00
	10/7/2025	V00169--CALIFORNIA WATER SERVICE	305560	268.66
	10/7/2025	V04835--LOS BROTHERS KITCHEN	305597	500.25
	10/7/2025	V00255--COVERALL NORTH AMERICA INC	305569	1,025.00
	10/7/2025	V00094--AT&T	305555	2,443.94
	10/7/2025	V02091--SPRINGWOOD COURT APTS LLC	305623	840.00
	10/7/2025	V04860--JEF SALTERS INC	305585	2,320.61
	10/7/2025	V01022--VALLEY PROPANE SERVICE	305630	251.09
	10/7/2025	V00374--FERGUSON ENTERPRISES INC #1350	305574	982.41
	10/7/2025	V00092--AT&T	305554	1,939.16
	10/7/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	305580	5,122.77
	10/7/2025	V04906--SPECTRUMVOIP, INC	305622	44.53
	10/7/2025	V04890--JASPER SLACK	305584	200.00
	10/7/2025	V03354--TOMASA JARA	305629	105.70
	10/7/2025	V00296--DEPARTMENT OF MOTOR VEHICLES	305571	607.00
	10/7/2025	V04912--JUAN RAMIREZ CALDERON	305587	99.40
	10/7/2025	V00429--GRIMMWAY ENTERPRISES, INC.	305577	23,316.00
	10/7/2025	V00170--CALIFORNIA WIC ASSOCIATION	305561	2,000.00
	10/7/2025	V00001--2-1-1 CALIFORNIA	305550	1,820.60
	10/7/2025	V00821--REGION IX HEAD START ASSOCIATION	305610	1,875.00
	10/7/2025	V04774--CERTIFIED HVAC INCORPORATED	305564	4,601.68
	10/7/2025	V00592--LAKESHORE PARENT, LLC	305591	9,105.71
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009157	9.69
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009156	75.75
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009155	32.57
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009154	280.68
	10/7/2025	V04718--HARC, INC.	122234140009153	3,685.00
	10/7/2025	V03082--IDEAL SPECIALTIES INC	122234140009152	24,463.68
	10/7/2025	V03641--GLORIA BARBERO	122234140009151	578.00
	10/7/2025	V03326--CLEMMER AND COMPANY	122234140009150	1,048.00
	10/7/2025	V03986--YOLANDA GONZALES	122234140009149	669.00
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009148	75.73

Bank	Date	Vendor	Document no.	Amount
	10/7/2025	V04727--ALEXIS SAVEDRA	122234140009147	6,000.00
	10/7/2025	V03174--OFFICE IMAGING, INC	122234140009146	148.32
	10/7/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140009145	247.55
	10/7/2025	V00883--SEIU LOCAL 521	122234140009144	19,847.26
	10/7/2025	V02042--PLAYA AZUL PROPERTY MANAGEMENT, LLC	122234140009143	590.00
	10/7/2025	V00753--ORKIN PEST CONTROL	122234140009142	5,880.99
	10/7/2025	V00631--M AND S SECURITY SERVICES INC	122234140009141	150.00
	10/7/2025	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140009140	29,020.40
	10/7/2025	V00478--INDOFF INCORPORATED	122234140009139	10,326.09
	10/7/2025	V00440--HANCOCK SOFTWARE, INC.	122234140009138	875.01
	10/7/2025	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140009137	2,940.00
	10/7/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140009136	252.23
	10/7/2025	V00312--DONAHUE TRUCK CENTERS	122234140009135	1,177.72
	10/7/2025	V00286--DELL TECHNOLOGIES, INC.	122234140009134	1,430.45
	10/7/2025	V00226--RLH FIRE PROTECTION, INC.	122234140009133	435.00
	10/7/2025	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140009132	5,565.00
	10/7/2025	V00057--AMERICAN REFUSE, INC.	122234140009131	631.39
	10/7/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140009130	271.40
	10/7/2025	V04699--FYLE, INC.	122234140009129	215.88
	10/7/2025	V03344--ANNELISA PEREZ	122234140009128	257.60
	10/7/2025	V03246--YESENIA SALAZAR PENA dba BABIES BLOOM LLC	122234140009127	9,000.00
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009126	16,905.43
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009125	3,304.33
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009124	550.48
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009123	472.22
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009122	282.56
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009121	145.54
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009120	100.04
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009119	95.50
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009118	51.81
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009117	46.32
	10/7/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009116	6.87
	10/7/2025	V00704--MISSION LINEN SUPPLY	122234140009115	1,374.59
	10/7/2025	V00704--MISSION LINEN SUPPLY	122234140009114	594.88
	10/7/2025	V00704--MISSION LINEN SUPPLY	122234140009113	514.51
	10/7/2025	V00704--MISSION LINEN SUPPLY	122234140009112	62.25
	10/7/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009111	198.01
	10/7/2025	V00522--JORGE GALINDO	122234140009110	45.00
	10/7/2025	V00226--RLH FIRE PROTECTION, INC.	122234140009109	1,023.00
	10/7/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140009108	467.16
	10/7/2025	V04720--GRC PLUMBING	122234140009107	9,800.00
	10/7/2025	V03441--JANEY FELSOCI	122234140009106	158.90
	10/7/2025	V03439--MARY ANN MOONEY	122234140009105	186.20
	10/7/2025	V03438--LIZETTE BRAVO	122234140009104	58.10
	10/7/2025	V03423--Jessica Reyes Gonzalez	122234140009103	90.30
	10/7/2025	V03359--RACHEL LECKKIRK	122234140009102	68.60
	10/7/2025	V03353--Cynthia Magdaleno	122234140009101	51.80
	10/7/2025	V03174--OFFICE IMAGING, INC	122234140009100	109.80
	10/7/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140009099	9,643.80
	10/7/2025	V00937--STINSON STATIONERS	122234140009098	681.71
	10/7/2025	V00937--STINSON STATIONERS	122234140009097	181.74
	10/7/2025	V00905--SMART & FINAL	122234140009096	1,226.77
	10/7/2025	V00874--SAVE MART SUPERMARKETS	122234140009095	514.15
	10/7/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009094	195.00
	10/7/2025	V00406--GARCIA INDUSTRIES INC	122234140009093	6,285.00
	10/7/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILI	122234140009092	5,250.00

Bank	Date	Vendor	Document no.	Amount
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009091	270.95
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009090	34.73
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009089	31.86
	10/7/2025	V03191--VAL-PRO, INC	122234140009088	305.20
	10/7/2025	V03080--AZUGA, INC.	122234140009087	495.00
	10/7/2025	V00522--JORGE GALINDO	122234140009086	350.00
	10/7/2025	V00029--ADVANCED DATA STORAGE, INC	122234140009085	2,370.16
	10/7/2025	V03328--Hometown Plumbing	122234140009084	179.00
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009083	12.32
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009082	680.23
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009081	55.89
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009080	1,856.30
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009079	163.51
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009078	10.97
	10/7/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140009077	80,944.75
	10/7/2025	V00920--SSD ALARM, INC	122234140009076	492.50
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009075	10.26
	10/7/2025	V03328--Hometown Plumbing	122234140009074	1,025.00
	10/7/2025	V03328--Hometown Plumbing	122234140009073	185.00
	10/7/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009072	595.00
	10/7/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009071	160.00
	10/7/2025	V03328--Hometown Plumbing	122234140009070	135.00
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009069	10.78
	10/7/2025	V00128--BRADY INDUSTRIES	122234140009068	9,510.08
	10/7/2025	V02330--JEREMY T TOBIAS	122234140009067	112.76
	10/7/2025	V03328--Hometown Plumbing	122234140009066	165.00
	10/7/2025	V04773--EASTON BUSINESS COMPLEX	122234140009065	305.00
	10/7/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CC	122234140009064	762.70
	10/7/2025	V03174--OFFICE IMAGING, INC	122234140009063	2,930.19
	10/7/2025	V00358--EXACT STAFF, INC	122234140009062	2,520.00
	10/7/2025	V03191--VAL-PRO, INC	122234140009061	158.25
	10/7/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140009060	60.17
	10/7/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140009059	238.69
	10/7/2025	V01044--W W GRAINGER INC	122234140009058	1,042.59
	10/7/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140009057	677.91
	10/7/2025	V03641--GLORIA BARBERO	122234140009056	162.11
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009055	58.44
	10/7/2025	V04748--ELD EXPERTS, LLC	122234140009054	15,268.64
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009053	55.49
	10/7/2025	V03954--TRACY WEBSTER	122234140009052	331.10
	10/7/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140009051	89.00
	10/7/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140009050	300.00
	10/7/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140009049	182.48
	10/7/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140009048	5,195.83
	10/7/2025	V03301--COLLETTE ROYAL	122234140009047	8,250.00
	10/7/2025	V03159--JOHN REY	122234140009046	253.60
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009045	75.75
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009044	96.67
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009043	79.00
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009042	79.00
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009041	385.52
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009040	71.42
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009039	51.70
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009038	9.73
	10/7/2025	V03186--BLUETRITON BRANDS INC	122234140009037	9.73
	10/7/2025	V04180--DIESEL DIRECT LLC	122234140009036	1,784.22

Bank	Date	Vendor	Document no.	Amount
	10/7/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140009035	627.25
	10/7/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009034	1,828.19
	10/7/2025	V00087--ARVIN COMMUNITY SERVICE DISTRICT	122234140009033	380.81
	10/7/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140009032	267.40
	10/7/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140009031	4,850.86
	10/7/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140009030	846.81
	10/7/2025	V04180--DIESEL DIRECT LLC	122234140009029	1,433.97
	10/7/2025	V03681--JERRY MEADE	122234140009028	578.00
	10/7/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140009027	900.00
	10/7/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140009026	693.36
	10/7/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140009025	24,211.28
	10/7/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009024	145.83
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009023	17.71
	10/7/2025	V04180--DIESEL DIRECT LLC	122234140009022	1,828.17
	10/7/2025	V00794--PLC SYSTEM SERVICES LLC	122234140009021	240.00
	10/7/2025	V02658--ELSA NAVARRETE	122234140009020	1,061.20
	10/7/2025	V04799--SIXTH AND UNION LLC	122234140009019	400.00
	10/7/2025	V03316--YESENIA MONTOYA	122234140009018	7,500.00
	10/7/2025	V02324--JAQUELINE GUERRA	122234140009017	119.00
	10/7/2025	V03939--SULEMA GARCIA	122234140009016	56.70
	10/7/2025	V03492--Andrea Chavez	122234140009015	197.40
	10/7/2025	V03848--NAYELI ARAMBULA	122234140009014	284.90
	10/7/2025	V03940--SUSANA BAILON	122234140009013	26.60
	10/7/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140009012	2,922.75
	10/7/2025	V04459--SPECIALTY TRIM AND AWNING INC	122234140009011	1,986.93
	10/7/2025	V04575--LOWE'S COMPANIES, INC.	122234140009010	18.03
	10/7/2025	V04730--FIT MOVERS LLC	122234140009009	8,499.85
	10/7/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140009008	6,033.80
	10/7/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140009007	210.30
	10/7/2025	V03765--Magaly Witz	122234140009006	36.40
	10/8/2025	V04721--MOHAMED J AHMED	305636	0.30
	10/10/2025	V03432--EMANUEL HIRIARTE	305637	2,115.71
	10/13/2025	V04055--TOTEEONNA KING	305638	26.74
	10/14/2025	V00520--JORDAN KAUFMAN KCTTC	305705	155,577.46
	10/14/2025	V04742--GUADALUPE SANCHEZ	305699	1,500.00
	10/14/2025	V03496--ANDREW CHAVEZ	305651	255.75
	10/14/2025	V04944--HALEY HOUSING LP	305700	660.00
	10/14/2025	V04942--ALBERT MINASSIAN	305643	800.00
	10/14/2025	V00148--CACFP ROUNDTABLE	305664	2,400.00
	10/14/2025	V04943--TINA LOUISE THOMPSON	305748	1,500.00
	10/14/2025	V00800--PROACTIVE WORK HEALTH SERVICES	305736	120.00
	10/14/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	305733	1,300.00
	10/14/2025	V00207--CINTAS CORPORATION #668	305673	377.25
	10/14/2025	V00288--DELTA BAY BUILDERS & ROOFING	305683	1,975.00
	10/14/2025	V04198--INSURICA INSURANCE SERVICES, LLC	305702	2,204.00
	10/14/2025	V00217--CITY OF STOCKTON FIRE PREVENTION DIVISION	305676	183.00
	10/14/2025	V00562--KEITH C PFEFFER	305710	51.96
	10/14/2025	V00787--PG&E	305734	1,392.87
	10/14/2025	V00642--MANUEL G BARRIOS	305720	75.00
	10/14/2025	V00370--FEDEX	305691	322.27
	10/14/2025	V04798--SWEETWATER SOUND HOLDINGS, LLC	305745	5,794.60
	10/14/2025	V00801--PRODUCERS DAIRY FOODS INC	305737	4,035.73
	10/14/2025	V01012--UNITED RENTALS INC	305751	204.70
	10/14/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	305680	14,026.18
	10/14/2025	P02953--LAURA CELENE DIAZ RAMOS	305768	435.54
	10/14/2025	V04765--COMCAST CORPORATION	305679	256.93

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	P02171--IRMA DIAZ ALVAREZ	305767	323.32
	10/14/2025	P02967--YOLANDA CASTRO	305781	166.34
	10/14/2025	P02954--CLAUDIA ALEJANDRA MONTES GUDINO	305758	799.95
	10/14/2025	P02945--GABRIELA FRANCO DE ALCANTAR	305761	1,666.00
	10/14/2025	P02910--VIRGINIA OSORIO ARANDA	305780	1,945.58
	10/14/2025	P02948--MARIA T SANCHEZ SANDOVAL	305777	2,388.09
	10/14/2025	P02783A--CELENY FLORES	305757	5,500.35
	10/14/2025	P02943--YOLANDA GARCIA SABINO	305782	3,115.07
	10/14/2025	P01593--MANUELA P MEDINA	305770	3,956.55
	10/14/2025	P01544--MARIA B CRUZ DE PULIDO	305773	12,283.95
	10/14/2025	V00209--CITY OF BAKERSFIELD	305674	11,345.28
	10/14/2025	V00091--AT&T	305660	26.55
	10/14/2025	V00091--AT&T	305659	15.63
	10/14/2025	P01229--MARIA PICOS DE GARCIA	305776	1,784.28
	10/14/2025	P00705--AMPARO MAGANA	305647	1,844.38
	10/14/2025	P02414--BERTHA NERTO	305663	9,827.75
	10/14/2025	P02407--GUADALUPE ELIZABETH PENUELAS	305765	2,563.34
	10/14/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	305771	10,911.05
	10/14/2025	P01805--CONSUELO RAMIREZ DE MAGDALENO	305759	3,001.24
	10/14/2025	P01775--CECILIA GAYTAN DE ZARATE	305756	925.48
	10/14/2025	V02479--RONALD SHELAN	305738	255.00
	10/14/2025	V00790--PHONXAY KEOKHAM, CPA, SAN JOAQUIN COUNTY TA	305735	339.46
	10/14/2025	V03430--SPECTRUM/CHARTER	305744	674.00
	10/14/2025	V03430--SPECTRUM/CHARTER	305743	256.00
	10/14/2025	V03430--SPECTRUM/CHARTER	305742	214.00
	10/14/2025	P02523--MARCELINA PERALTA	305772	1,571.84
	10/14/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	305693	5,472.94
	10/14/2025	V03599--EDNA QUINONEZ	305685	240.10
	10/14/2025	P00053--GLORIA GARCIA DE MADERA	305762	10,912.82
	10/14/2025	P00039--GUILLERMINA RAMIREZ	305766	2,370.55
	10/14/2025	P02903--MARIA GUADALUPE LEMUS ORTIZ	305775	2,687.83
	10/14/2025	P02876--ESPERANZA GALLEGOS-RUIZ	305760	2,041.82
	10/14/2025	P02938--ANGELICA IBARRA DE ALVAREZ	305653	1,114.66
	10/14/2025	P02643--MARIA V SOSA	305778	1,292.98
	10/14/2025	P02614--ORELLANA RODIGUEZ TOMASA MARISOL	305779	1,244.76
	10/14/2025	P00833--GLORIA LEMUS DE LEMUS	305763	1,844.38
	10/14/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	305774	3,564.02
	10/14/2025	P02791--LUZ A ESQUIVEL MORENO	305769	1,256.50
	10/14/2025	P02770--GUADALUPE AYON DE MENDOZA	305764	3,960.68
	10/14/2025	P02777--BELEN IZAZAGA MERCADO	305661	1,693.98
	10/14/2025	V03442--JEREMIN EASTER	305703	96.60
	10/14/2025	V03785--MARIA MORENO GOMEZ	305725	61.60
	10/14/2025	V03513--ASELIDA DEL TORO	305656	321.30
	10/14/2025	V04054--MARIA REYES	305726	47.60
	10/14/2025	V04161--LORENA ORTIZ IBARRA	305719	79.10
	10/14/2025	V04597--BERNARDO SERRATO MOLINA	305662	21.28
	10/14/2025	V04413--VIOLETA SWANSON	305754	72.80
	10/14/2025	V04112--MARISOL HERNANDEZ	305727	16.80
	10/14/2025	V04130--ANA HERNANDEZ ZARATE	305648	23.80
	10/14/2025	V04131--CHASITY DIAZ	305671	18.90
	10/14/2025	V04115--ESTEFANY AVITIA	305688	84.00
	10/14/2025	V04831--KATHERINE GAMA MIRANDA	305708	21.00
	10/14/2025	V03172--OFFICE1 LEASING	305732	651.95
	10/14/2025	V03172--OFFICE1 LEASING	305731	244.69
	10/14/2025	V02573--ARLEEN N ORNELAS	305655	11.20
	10/14/2025	V00899--SHOES FOR CREWS, LLC	305739	724.92

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	V00599--LANGUAGE LINE SERVICES INC	305716	261.16
	10/14/2025	V00576--KERN RIVER PROPANE INC	305712	2,214.00
	10/14/2025	V02777--MARIA ALICIA HUIZAR	305723	252.00
	10/14/2025	V02742--KIMBERLY D FREIBERG	305713	58.80
	10/14/2025	V04018--LAURA MUNOZ	305717	16.80
	10/14/2025	V04025--NANCY PEREZ	305729	28.00
	10/14/2025	V04024--MARIA CERVANTES	305724	41.30
	10/14/2025	V04000--MARI BARRIENTOS	305722	29.40
	10/14/2025	V03963--VANESSA MOLINA	305752	50.40
	10/14/2025	V03950--TINA NUNEZ	305749	86.80
	10/14/2025	V03497--ANGEL PEREZ AREVALO	305652	43.40
	10/14/2025	V03491--ANDREA ARCEO	305649	50.40
	10/14/2025	V03770--MANUELA CASTILLO	305721	201.60
	10/14/2025	V03725--KOCHIE TOKHI	305714	95.20
	10/14/2025	V03712--KATHY VALDIVIA	305709	42.00
	10/14/2025	V03629--GABRIELA MCCAULEY	305696	37.80
	10/14/2025	V03626--EVELYN BALLESTEROS	305690	42.00
	10/14/2025	V00192--CHARLIE'S DAY & NITE, INC.	305670	18.00
	10/14/2025	V00058--AMERIGAS LAKE ISABELLA	305646	595.00
	10/14/2025	V00389--FLYERS ENERGY LLC	305694	832.10
	10/14/2025	V00379--FERRELLGAS	305692	690.00
	10/14/2025	V00431--GUADALUPE CANCHOLA CASTELLANO	305698	42.00
	10/14/2025	V00290--DELTA LIQUID ENERGY	305684	839.80
	10/14/2025	V04791--ALMA C MENDOZA	305645	2.80
	10/14/2025	V04562--JESSICA HERNANDEZ	305704	112.00
	10/14/2025	V03624--EVA RODRIGUEZ	305689	95.20
	10/14/2025	V03824--MELISSA STOWELL	305728	141.40
	10/14/2025	V03615--ERIKA VENTURA	305687	42.00
	10/14/2025	V00092--AT&T	305658	61.29
	10/14/2025	V00229--COMCAST CORPORATION	305678	337.20
	10/14/2025	V00215--CITY OF SHAFTER	305675	744.71
	10/14/2025	V00178--CATHY DOUMA	305667	206.75
	10/14/2025	V03172--OFFICE1 LEASING	305730	302.78
	10/14/2025	V00952--T.D. PRODUCE SALES	305747	5,000.00
	10/14/2025	V00914--SOUTHERN CALIFORNIA EDISON	305741	4,461.13
	10/14/2025	V03420--FREDDY HERNANDEZ	305695	317.80
	10/14/2025	V03632--GARY STEVES	305697	238.00
	10/14/2025	V03495--ANDRES GONZALEZ	305650	238.00
	10/14/2025	V03451--Adam Wages	305642	238.00
	10/14/2025	V04315--JOSE ALBERTO GOMEZ	305706	238.00
	10/14/2025	V03059--T-MOBILE USA INC	305746	8,423.84
	10/14/2025	V01009--ULINE	305750	630.98
	10/14/2025	V00912--SOUTH TULARE RICHGROVE REFUSE INC	305740	460.88
	10/14/2025	V03157--KERN ISLAND INVESTORS, GP	305711	7,647.00
	10/14/2025	V00220--CITY OF WASCO	305677	571.68
	10/14/2025	V00149--CAL FOODS LOGISTICS	305665	62,065.36
	10/14/2025	V04940--JUANA MALDONADO PINEDA	305707	1,430.00
	10/14/2025	V00187--CERTIFIX INC	305668	104.00
	10/14/2025	V00169--CALIFORNIA WATER SERVICE	305666	4,703.36
	10/14/2025	V00273--DANIELLS PHILLIPS VAUGHAN & BOCK	305682	41,500.00
	10/14/2025	V00592--LAKESHORE PARENT, LLC	305715	371.27
	10/14/2025	V04883--ANNALUISIA MURO	305654	2,716.53
	10/14/2025	V04853--VIPASSANA CHAWLA	305755	111.00
	10/14/2025	V00254--COUNTY OF SAN JOAQUIN	305681	205.50
	10/14/2025	V00206--CHRISTOPHER PERCIVAL	305672	2,300.18
	10/14/2025	V04042--ASHLEY LAUREN McALLISTER	305657	239.40

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	V03355--CHANTAL QUINO	305669	74.90
	10/14/2025	V03733--LAURA PORTA	305718	236.75
	10/14/2025	V03474--ALICIA GAMINO	305644	44.80
	10/14/2025	V04572--ERICA FRIAS	305686	494.90
	10/14/2025	V03314--VESTIS GROUP, INC	305753	144.40
	10/14/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	305701	1,688.49
	10/14/2025	V01044--W W GRAINGER INC	122234140009530	309.12
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009529	109.66
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009528	1,189.96
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009527	41.08
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009526	799.27
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009525	18,553.44
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009524	2,928.95
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009523	1,431.86
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009522	1,407.34
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009521	1,064.15
	10/14/2025	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	122234140009520	70.72
	10/14/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140009519	77.28
	10/14/2025	V04755--CITIGUARD, INC	122234140009518	6,680.00
	10/14/2025	V04066--NICOLE ROBERSON	122234140009517	126.80
	10/14/2025	V02504--SUSANA R MAGANA	122234140009516	255.75
	10/14/2025	V03326--CLEMMER AND COMPANY	122234140009515	1,075.00
	10/14/2025	V03723--KEVIN GOUDGE	122234140009514	255.75
	10/14/2025	V03940--SUSANA BAILON	122234140009513	158.00
	10/14/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140009512	179.40
	10/14/2025	V00226--RLH FIRE PROTECTION, INC.	122234140009511	131.00
	10/14/2025	V00322--ECONO WEST INC	122234140009510	4,945.00
	10/14/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009509	508.41
	10/14/2025	V00478--INDOFF INCORPORATED	122234140009508	2,462.31
	10/14/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140009507	38.64
	10/14/2025	V00770--KERN PRINT SERVICES, INC	122234140009506	1,499.71
	10/14/2025	V00770--KERN PRINT SERVICES, INC	122234140009505	246.52
	10/14/2025	V00478--INDOFF INCORPORATED	122234140009504	8,818.37
	10/14/2025	V00478--INDOFF INCORPORATED	122234140009503	5,397.96
	10/14/2025	V00067--ANDRE-BOUDIN BAKERIES, INC	122234140009502	1,413.70
	10/14/2025	V02324--JAQUELINE GUERRA	122234140009501	46.00
	10/14/2025	V00005--A-1 BATTERY COMPANY	122234140009500	403.75
	10/14/2025	V00010--ABILA INC	122234140009499	4,266.26
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009498	21.26
	10/14/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140009497	690.50
	10/14/2025	V00992--TOKAY PRESS INC	122234140009496	499.88
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009495	23.00
	10/14/2025	V00937--STINSON STATIONERS	122234140009494	871.40
	10/14/2025	V00704--MISSION LINEN SUPPLY	122234140009493	985.92
	10/14/2025	V00704--MISSION LINEN SUPPLY	122234140009492	592.15
	10/14/2025	V00704--MISSION LINEN SUPPLY	122234140009491	298.45
	10/14/2025	V00704--MISSION LINEN SUPPLY	122234140009490	65.22
	10/14/2025	V00128--BRADY INDUSTRIES	122234140009489	2,662.23
	10/14/2025	V00937--STINSON STATIONERS	122234140009488	887.43
	10/14/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140009487	7,974.48
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009486	43.21
	10/14/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140009485	4,916.68
	10/14/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009484	575.00
	10/14/2025	V00029--ADVANCED DATA STORAGE, INC	122234140009483	124.61
	10/14/2025	V00358--EXACT STAFF, INC	122234140009482	2,520.00
	10/14/2025	V03939--SULEMA GARCIA	122234140009481	46.00

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009480	54.83
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009479	1,074.20
	10/14/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140009478	1,743.30
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009477	22.47
	10/14/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009476	3,880.99
	10/14/2025	V03288--OASIS AIR AND SOLAR	122234140009475	3,690.85
	10/14/2025	V00478--INDOFF INCORPORATED	122234140009474	6,861.90
	10/14/2025	V00937--STINSON STATIONERS	122234140009473	443.72
	10/14/2025	V01064--WIPFLI LLP	122234140009472	3,912.00
	10/14/2025	V00937--STINSON STATIONERS	122234140009471	1,350.05
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009470	57.55
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009469	24.64
	10/14/2025	V03608--EMILIO WAGNER	122234140009468	332.50
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009467	80.42
	10/14/2025	V03006--GRACE COMMUNITY CHURCH	122234140009466	3,195.70
	10/14/2025	V01020--VALLEY GARBAGE SERVICE	122234140009465	507.74
	10/14/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140009464	3,721.58
	10/14/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140009463	83.07
	10/14/2025	V00384--FIVE9 INC	122234140009462	5,428.62
	10/14/2025	V00384--FIVE9 INC	122234140009461	4,043.22
	10/14/2025	P02966--BRENDA CERVANTES GARCIA	122234140009460	497.50
	10/14/2025	P02955--CELIA MARTINEZ	122234140009459	1,588.94
	10/14/2025	P02949--ANDREA MEDRANO MANDUJANO	122234140009458	2,964.57
	10/14/2025	P02947--JOSE MANUEL MORALES	122234140009457	126.17
	10/14/2025	P02946--GLADY RABANALES MORALES	122234140009456	426.88
	10/14/2025	P02941--NANCY M GUILLEN CORTES	122234140009455	2,934.93
	10/14/2025	P02939--GRISELDA PALMERIN	122234140009454	1,038.00
	10/14/2025	P02936--ERICKA PEREZ SAUCEDO	122234140009453	1,080.10
	10/14/2025	P02934--ESTELA CHAVEZ ANTONIO	122234140009452	2,904.00
	10/14/2025	P02929--ELOISA E RAMIREZ GARCIA	122234140009451	3,218.24
	10/14/2025	P02928--JOCELYN MARTEL	122234140009450	1,773.46
	10/14/2025	P02918A--LITTLE DREAMERS CHILD CARE LLC	122234140009449	3,568.23
	10/14/2025	P02915--SANDRA VEGA HERNANDEZ	122234140009448	2,513.90
	10/14/2025	P02912--ELENA GONZALEZ	122234140009447	3,183.57
	10/14/2025	P02909--MAYRA ALEJANDR GONZALEZ GOMEZ	122234140009446	1,551.34
	10/14/2025	P02907--MARIA MENDEZ DE CASTRO	122234140009445	5,201.17
	10/14/2025	P02906--ANA LILIA SANTILLAN VALENCIA	122234140009444	659.62
	10/14/2025	P02904--MAYRA ESTHER MENDOZA	122234140009443	3,987.62
	10/14/2025	P02900--FABIOLA LEDEZMA DE NAVARRO	122234140009442	1,773.38
	10/14/2025	P02899--ANGELICA MORENO ESPINO	122234140009441	1,738.30
	10/14/2025	P02897--MARTHA ALICIA CEJA	122234140009440	1,415.17
	10/14/2025	P02894--MARIBEL GARCIA RAMIREZ	122234140009439	1,832.88
	10/14/2025	P02893--GABRIELA OLIVA LOPEZ	122234140009438	4,938.46
	10/14/2025	P02892--SANDRA GABRIELA ARMENDARIZ	122234140009437	3,159.63
	10/14/2025	P02885--ANA RIOS	122234140009436	4,853.69
	10/14/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	122234140009435	2,054.66
	10/14/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140009434	2,630.94
	10/14/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140009433	2,738.60
	10/14/2025	P02871--MIRIAM ELIZABETH JAIME	122234140009432	7,989.97
	10/14/2025	P02870--ANA MARIA MARTINEZ	122234140009431	1,340.79
	10/14/2025	P02851--MARIA A ROMERO DE CRUZ	122234140009430	924.13
	10/14/2025	P02849--LUCERO AMAIRANI VILLASENOR BOTELLO	122234140009429	2,106.29
	10/14/2025	P02848--ANA LAURA RODRIGUEZ	122234140009428	4,307.58
	10/14/2025	P02845--CARLOS ESTEVAN GARCIA	122234140009427	1,777.35
	10/14/2025	P02842--ELIA SANCHEZ	122234140009426	1,755.25
	10/14/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140009425	4,048.72

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140009424	3,113.13
	10/14/2025	P02833--MANUEL VILLAGOMEZ	122234140009423	2,345.30
	10/14/2025	P02828--MARIA FERNANDA GARIBAY	122234140009422	2,894.83
	10/14/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140009421	3,470.82
	10/14/2025	P02810--MARIA R LEMUS OROZCO	122234140009420	3,405.90
	10/14/2025	P02803--JAQUELINE MATURINO MONARREZ	122234140009419	4,778.05
	10/14/2025	P02802--GUADALUPE DURAN	122234140009418	1,846.61
	10/14/2025	P02799--ARACELI CASTRO BARRAZA	122234140009417	5,403.70
	10/14/2025	P02798--MARGARITA VALENCIA AVILA	122234140009416	6,144.32
	10/14/2025	P02796--NEREYDA LIRA LOPEZ	122234140009415	7,579.71
	10/14/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140009414	1,777.35
	10/14/2025	P02788--SILVIA MAGALLON DE REYES	122234140009413	8,070.94
	10/14/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140009412	719.39
	10/14/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140009411	1,740.69
	10/14/2025	P02776--BRENDA BENAVIDEZ	122234140009410	2,931.22
	10/14/2025	P02775--NORA E LEMUS	122234140009409	5,461.64
	10/14/2025	P02768--ALICIA MONTEJANO PENA	122234140009408	4,729.52
	10/14/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140009407	6,281.35
	10/14/2025	P02764--MARGARITA GARIBAY CORTES	122234140009406	12,117.44
	10/14/2025	P02757--BERTHA CARAVES	122234140009405	1,133.46
	10/14/2025	P02754A--ANTONIO PERALTA DUQUE	122234140009404	3,404.54
	10/14/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140009403	1,743.75
	10/14/2025	P02736--CLAUDIA ZAVALA CISNEROS	122234140009402	2,712.16
	10/14/2025	P02728--AMALIA BUENROSTRO	122234140009401	10,176.47
	10/14/2025	P02720--GUADALUPE LEMUS LEMUS	122234140009400	2,797.72
	10/14/2025	P02717--JOSELINE ARREDONDO	122234140009399	2,189.30
	10/14/2025	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140009398	4,335.01
	10/14/2025	P02711--MARIA ELIZABETH MARIN	122234140009397	1,755.52
	10/14/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	122234140009396	1,308.50
	10/14/2025	P02707--MAGDALENA GUERRERO DE PARRA	122234140009395	7,350.60
	10/14/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140009394	1,485.28
	10/14/2025	P02690--STEPHANIE VERDUGO	122234140009393	2,019.05
	10/14/2025	P02689--GUADALUPE OLAZABAL	122234140009392	1,021.49
	10/14/2025	P02687--ELIM RODRIGUEZ	122234140009391	4,593.91
	10/14/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140009390	6,096.82
	10/14/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140009389	1,470.12
	10/14/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140009388	6,920.09
	10/14/2025	P02635--MARIA E CUARA	122234140009387	1,190.43
	10/14/2025	P02618--MARIA CHRISTINA RUBALCAVA	122234140009386	3,862.08
	10/14/2025	P02615--NINFA E. RODRIGUEZ	122234140009385	4,344.30
	10/14/2025	P02602--ADRIANA GOMEZ	122234140009384	12,622.26
	10/14/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140009383	10,053.84
	10/14/2025	P02597--INES MARISCAL MACIAS	122234140009382	549.66
	10/14/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140009381	5,333.05
	10/14/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140009380	1,150.96
	10/14/2025	P02578--MARIA NANCY CRUZ	122234140009379	1,438.78
	10/14/2025	P02574--OLGA NOVELA DE HUERTA	122234140009378	7,948.60
	10/14/2025	P02570--TINA MARIE LOPEZ	122234140009377	8,636.13
	10/14/2025	P02562--IRMA FLORES	122234140009376	1,792.72
	10/14/2025	P02560--VERONICA HERNANDEZ	122234140009375	3,594.98
	10/14/2025	P02557--MARIA A LOPEZ	122234140009374	925.48
	10/14/2025	P02555--OGARIDT ALCANZAR MAGANA	122234140009373	3,773.11
	10/14/2025	P02553--ELENA OCHOA CONTRERAS	122234140009372	1,256.50
	10/14/2025	P02549--MARIA REINA OROZCO MORA	122234140009371	7,580.08
	10/14/2025	P02547--CLAUDIA GARCIA	122234140009370	2,882.06
	10/14/2025	P02545--ROCIO OROZCO IBARRA	122234140009369	9,297.78

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	P02543--MARISOL PEREZ	122234140009368	412.34
	10/14/2025	P02542A--LA ESTACION CHILDCARE LLC	122234140009367	3,196.49
	10/14/2025	P02539--KASANDRA BASURTO	122234140009366	1,684.37
	10/14/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140009365	1,550.33
	10/14/2025	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140009364	11,380.41
	10/14/2025	P02510A--NUBIA IVETTE ACEVES RODRIGUEZ	122234140009363	1,592.44
	10/14/2025	P02505--YANELY GARCIA	122234140009362	1,523.02
	10/14/2025	P02479--ORALIA QUIROZ	122234140009361	4,299.93
	10/14/2025	P02477--MAGANA IRIS FCC LLC	122234140009360	5,240.32
	10/14/2025	P02476--DOLORES M PLATERO	122234140009359	3,574.72
	10/14/2025	P02468--DAVID PANTOJA	122234140009358	10,104.11
	10/14/2025	P02466--ROSA ELENA ARELLANO	122234140009357	2,857.01
	10/14/2025	P02454--INOCENCIA SALAS ROJAS	122234140009356	5,138.70
	10/14/2025	P02453--LORENA TRUJILLO ESCOBEDO	122234140009355	2,343.20
	10/14/2025	P02450--RUBICEL RUIZ SOLORIO	122234140009354	7,320.48
	10/14/2025	P02446--MARIA DOLORES GOMEZ	122234140009353	6,292.05
	10/14/2025	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140009352	8,375.97
	10/14/2025	P02432--LILIANA SOLORIO	122234140009351	1,666.00
	10/14/2025	P02426--ANNA DELFINA REYES	122234140009350	12,672.97
	10/14/2025	P02424--DALILA J CAVAZOS	122234140009349	12,502.92
	10/14/2025	P02422--ELIZABETH DIAZ	122234140009348	3,409.12
	10/14/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140009347	2,415.92
	10/14/2025	P02411--MAYRA ELENA GONZALEZ MORALES	122234140009346	7,891.14
	10/14/2025	P02402--EDITH ELIZABETH SANCHEZ	122234140009345	1,833.96
	10/14/2025	P02393--ADRIANA CEJA GONZALEZ	122234140009344	5,447.92
	10/14/2025	P02380--ZEFERINO GONZALEZ	122234140009343	1,220.32
	10/14/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140009342	9,027.88
	10/14/2025	P02374--SUNSHINE CENTER	122234140009341	1,024.91
	10/14/2025	P02347--RAQUEL G DE IZARRARAS	122234140009340	938.65
	10/14/2025	P02344--MARIA SANCHEZ IBARRA	122234140009339	723.91
	10/14/2025	P02342--SANDRA PEREZ	122234140009338	9,876.94
	10/14/2025	P02336--PAULA GARCIA	122234140009337	7,293.95
	10/14/2025	P02331--PAULA LARA VALDOVINOS	122234140009336	7,416.45
	10/14/2025	P02329--JULISSA MARIE ARAGON	122234140009335	3,032.57
	10/14/2025	P02327--REYNA TORRES DE CASTRO	122234140009334	6,791.00
	10/14/2025	P02323--SONIA PANTOJA	122234140009333	2,671.45
	10/14/2025	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140009332	4,965.44
	10/14/2025	P02320--LILIANA REYES GONZALEZ	122234140009331	946.61
	10/14/2025	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140009330	10,947.76
	10/14/2025	P02303--MARTHA A ANGUIANO REYES	122234140009329	906.92
	10/14/2025	P02266--ELIZABETH CHAVEZ	122234140009328	6,176.09
	10/14/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140009327	2,797.27
	10/14/2025	P02263--MARISOL GONZALEZ	122234140009326	4,457.11
	10/14/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140009325	6,058.93
	10/14/2025	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140009324	1,583.62
	10/14/2025	P02249--ADRIANA AGUIRRE GAONA	122234140009323	4,098.83
	10/14/2025	P02246--CAROLINA GIL	122234140009322	2,709.64
	10/14/2025	P02241--ANA PATRICIA CAMARGO	122234140009321	4,651.47
	10/14/2025	P02237--IRMA SANDOVAL ROBLES	122234140009320	6,286.65
	10/14/2025	P02235--GABRIELA ARREGUIN	122234140009319	2,798.38
	10/14/2025	P02218--ADELA RUIZ	122234140009318	4,918.47
	10/14/2025	P02174--NORMA M. ZARAZUA	122234140009317	433.31
	10/14/2025	P02172--MARIA LEDESMA DE GARCIA	122234140009316	6,644.53
	10/14/2025	P02163--ALICIA DE LA GARZA	122234140009315	2,530.39
	10/14/2025	P02152--EDELMIRA L VIVEROS	122234140009314	2,726.13
	10/14/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140009313	5,852.62

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140009312	8,153.57
	10/14/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140009311	13,600.33
	10/14/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140009310	8,857.21
	10/14/2025	P02109--JACLYN PRADO	122234140009309	4,286.67
	10/14/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140009308	3,767.58
	10/14/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140009307	5,615.61
	10/14/2025	P02051--ANA MARTINEZ	122234140009306	982.75
	10/14/2025	P02044--AYDE JAIME	122234140009305	4,456.39
	10/14/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140009304	3,736.92
	10/14/2025	P01968--LOURDES PEREZ DE GARCIA	122234140009303	7,704.85
	10/14/2025	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140009302	2,002.46
	10/14/2025	P01951--IRENE R SIXTOS	122234140009301	7,890.73
	10/14/2025	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140009300	445.38
	10/14/2025	P01934--MARIA A MAGALLON OROZCO	122234140009299	4,298.69
	10/14/2025	P01917--DAISY ALMIDA GONZALEZ	122234140009298	7,103.35
	10/14/2025	P01910--ANDREA BUENROSTRO	122234140009297	10,026.19
	10/14/2025	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140009296	11,835.69
	10/14/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140009295	1,727.57
	10/14/2025	P01889--MARIA SANDRA L DE ESTRADA	122234140009294	1,805.19
	10/14/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140009293	13,572.28
	10/14/2025	P01867--IRMA AYALA CONTRERAS	122234140009292	1,038.00
	10/14/2025	P01843--MARIANELA G ORTIZ	122234140009291	4,969.64
	10/14/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140009290	5,017.37
	10/14/2025	P01804--CECILIA ZAMORA	122234140009289	1,857.26
	10/14/2025	P01782--MONICA MARTINEZ	122234140009288	1,911.90
	10/14/2025	P01735--MARGARITA PADILLA BARAJAS	122234140009287	8,317.51
	10/14/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140009286	12,494.28
	10/14/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140009285	4,651.89
	10/14/2025	P01718--ONOFRE ZAMORA	122234140009284	12,925.88
	10/14/2025	P01666--PATRICIA SANCHEZ	122234140009283	6,664.29
	10/14/2025	P01664--ELIDA CRUZ	122234140009282	3,794.90
	10/14/2025	P01652--TRINIDAD TINOCO	122234140009281	4,244.17
	10/14/2025	P01638--ELIZABETH GONZALEZ	122234140009280	3,175.57
	10/14/2025	P01628--DORA LUZ RIVERA	122234140009279	8,590.60
	10/14/2025	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140009278	918.55
	10/14/2025	P01507--MARIANA NAVA	122234140009277	4,911.22
	10/14/2025	P01493--NORMA LISA GUZMAN	122234140009276	1,711.23
	10/14/2025	P01456--ESTHER MELENDREZ	122234140009275	1,438.78
	10/14/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140009274	14,333.52
	10/14/2025	P01366--MARIA R GARCIA DE ARAMBULA	122234140009273	2,934.93
	10/14/2025	P01318--MARIA CONCEPCION CEJA	122234140009272	3,956.80
	10/14/2025	P01298--LETICIA MORALES	122234140009271	6,178.97
	10/14/2025	P01285--ADELA GARCIA DE SOSA	122234140009270	9,459.50
	10/14/2025	P01280--SILVIA MEJIA	122234140009269	10,138.22
	10/14/2025	P01256--ALMA R RANGEL	122234140009268	3,818.42
	10/14/2025	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140009267	1,583.06
	10/14/2025	P01128--VIRGINIA RANGEL	122234140009266	5,156.76
	10/14/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140009265	925.48
	10/14/2025	P01114--ROCIO SALAZAR	122234140009264	3,838.36
	10/14/2025	P01108--IMELDA MARIN DE JUAREZ	122234140009263	7,866.94
	10/14/2025	P01105--ANGELICA MAGANA MARES	122234140009262	5,809.39
	10/14/2025	P01096--LAURA A RODRIGUEZ	122234140009261	4,190.83
	10/14/2025	P01054--IRMA VERONICA OSEGUERA	122234140009260	1,922.85
	10/14/2025	P01024--MACARMEN LUCATERO	122234140009259	1,374.70
	10/14/2025	P01013--MARIA DE JESUS REYNA	122234140009258	1,968.39
	10/14/2025	P00966--ELIDIA O RANGEL	122234140009257	7,102.62

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	P00931--CARMEN MORALES DIAZ	122234140009256	10,574.16
	10/14/2025	P00852--ELISA GONZALES	122234140009255	6,403.53
	10/14/2025	P00805--ELVA BORUNDA FLORES	122234140009254	9,341.67
	10/14/2025	P00773--ROSALINDA G. OCHOA	122234140009253	12,308.59
	10/14/2025	P00769--LETICIA MARIA BOTELLO	122234140009252	5,263.59
	10/14/2025	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140009251	10,781.97
	10/14/2025	P00661--SOCORRO A MENDOZA	122234140009250	3,948.75
	10/14/2025	P00608--ISABEL GARCIA	122234140009249	1,858.82
	10/14/2025	P00582--JUANA H PIMENTEL	122234140009248	9,909.95
	10/14/2025	P00489--ESPERANZA B TOBAR	122234140009247	1,984.61
	10/14/2025	P00446--OLGA ZAMAGO	122234140009246	1,890.14
	10/14/2025	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140009245	1,712.51
	10/14/2025	P00349--YOLANDA JUAREZ	122234140009244	8,763.06
	10/14/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140009243	9,014.54
	10/14/2025	P00251--EVANGELINA CERVANTES DE RAMOS	122234140009242	5,709.19
	10/14/2025	P00163--LETICIA G HERNANDEZ	122234140009241	8,110.62
	10/14/2025	P00161--ALICIA GARCIA DE LEYVA	122234140009240	3,426.60
	10/14/2025	P00147--JOSEFINA GARCIA	122234140009239	1,777.35
	10/14/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140009238	4,873.09
	10/14/2025	P00090--MARIA ELENA CEJA	122234140009237	2,725.14
	10/14/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140009236	4,849.66
	10/14/2025	P00019--TERESA CAROLINA OROPEZA	122234140009235	6,219.77
	10/14/2025	P00002--NORA ELIA JAIME	122234140009234	1,673.24
	10/14/2025	V03601--ELENA GARCIA	122234140009233	114.10
	10/14/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	122234140009232	1,944.45
	10/14/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	122234140009231	5,250.00
	10/14/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009230	572.05
	10/14/2025	V01033--VERNON SORENSON MD INC	122234140009229	2,543.00
	10/14/2025	V03927--SHARON BRIGGS	122234140009228	29.40
	10/14/2025	V03898--ROSA RABAGO	122234140009227	113.40
	10/14/2025	V03836--MONICA ZAMUDIO	122234140009226	103.60
	10/14/2025	V03788--MARIA RAMOS	122234140009225	40.60
	10/14/2025	V03784--MARIA MORALES	122234140009224	54.60
	10/14/2025	V03603--ELIZABETH CISNEROS	122234140009223	90.30
	10/14/2025	V03191--VAL-PRO, INC	122234140009222	212.20
	10/14/2025	V03540--CARLEEN BENCOMA	122234140009221	282.80
	10/14/2025	V03636--GIOVANNI ARAGON	122234140009220	58.80
	10/14/2025	V03637--GIRLHENE SORIANO	122234140009219	95.20
	10/14/2025	V03191--VAL-PRO, INC	122234140009218	631.20
	10/14/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140009217	994.11
	10/14/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140009216	324.66
	10/14/2025	V03288--OASIS AIR AND SOLAR	122234140009215	4,812.37
	10/14/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140009214	92.51
	10/14/2025	V00358--EXACT STAFF, INC	122234140009213	2,520.00
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009212	74.01
	10/14/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140009211	817.82
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009210	152.30
	10/14/2025	V03082--IDEAL SPECIALTIES INC	122234140009209	50,158.89
	10/14/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140009208	314.75
	10/14/2025	V03255--CYNTHIA BORJON-COSBY	122234140009207	102.65
	10/14/2025	V03060--JAB COMMUNICATION INC.	122234140009206	53,756.70
	10/14/2025	V02330--JEREMY T TOBIAS	122234140009205	150.00
	10/14/2025	V03191--VAL-PRO, INC	122234140009204	250.20
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009203	1,868.90
	10/14/2025	V03174--OFFICE IMAGING, INC	122234140009202	324.79
	10/14/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140009201	2,506.63

Bank	Date	Vendor	Document no.	Amount
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009200	1,176.40
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009199	28.74
	10/14/2025	V03191--VAL-PRO, INC	122234140009198	740.40
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009197	71.75
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009196	35.96
	10/14/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140009195	757.55
	10/14/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140009194	28,105.92
	10/14/2025	V03328--Hometown Plumbing	122234140009193	1,995.00
	10/14/2025	V03328--Hometown Plumbing	122234140009192	225.00
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009191	104.22
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009190	51.58
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009189	49.82
	10/14/2025	V03328--Hometown Plumbing	122234140009188	525.00
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009187	123.34
	10/14/2025	V04575--LOWE'S COMPANIES, INC.	122234140009186	41.11
	10/14/2025	V03290--PLANTS FOR YOUR SOLIE	122234140009185	200.00
	10/14/2025	V04180--DIESEL DIRECT LLC	122234140009184	1,065.42
	10/14/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140009183	26,620.00
	10/14/2025	V03627--EVELYN RAMIREZ	122234140009182	158.00
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009181	108.66
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009180	71.34
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009179	57.90
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009178	39.23
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009177	9.73
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009176	125.57
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009175	158.66
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009174	186.27
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009173	388.21
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009172	393.47
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009171	523.12
	10/14/2025	V03186--BLUETRITON BRANDS INC	122234140009170	9.80
	10/14/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140009169	300.00
	10/14/2025	V03328--Hometown Plumbing	122234140009168	135.00
	10/14/2025	V04459--SPECIALTY TRIM AND AWNING INC	122234140009167	1,948.50
	10/14/2025	V03328--Hometown Plumbing	122234140009166	796.00
	10/14/2025	V03328--Hometown Plumbing	122234140009165	265.00
	10/14/2025	V00794--PLC SYSTEM SERVICES LLC	122234140009164	3,948.57
	10/14/2025	V03852--NICOLE NINO	122234140009163	128.80
	10/14/2025	V01062--WESTED	122234140009162	2,782.00
	10/14/2025	V03735--LAURIE HUGHEY	122234140009161	257.29
	10/14/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140009160	595.00
	10/14/2025	V00920--SSD ALARM, INC	122234140009159	6,973.65
	10/14/2025	V00867--HECTOR M SANCHEZ	122234140009158	656.71
	10/14/2025	V03753--LORI WORLEY	305641	2,774.72
	10/14/2025	V03555--CHRISTINA CLAYSON	305640	941.78
	10/14/2025	V04946--AMIEE JOANN BRYAN	305639	2,429.72
	10/15/2025	V04819--OFELIA HERNANDEZ	305783	3,550.00
	10/15/2025	V04819--OFELIA HERNANDEZ	Voided - 304978	-3,550.00
	10/21/2025	V00452--HEWLETT-PACKARD COMPANY	Voided - 12223414000965	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000965	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000965	0.00
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	Voided - 12223414000965	0.00
	10/21/2025	V00585--KNIGHT'S SITE SERVICES INC	Voided - 12223414000965	0.00
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 12223414000965	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000964	0.00
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	Voided - 12223414000964	0.00

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V03371--LUCERO GONZALEZ	Voided - 12223414000964	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000964	0.00
	10/21/2025	V03174--OFFICE IMAGING, INC	Voided - 12223414000964	0.00
	10/21/2025	V02324--JAQUELINE GUERRA	Voided - 12223414000964	0.00
	10/21/2025	V00053--AMERICAN BUSINESS MACHINES	Voided - 12223414000964	0.00
	10/21/2025	V04096--JUANA CAMACHO	Voided - 12223414000964	0.00
	10/21/2025	V04041--STEPHANIE CORONEL	Voided - 12223414000964	0.00
	10/21/2025	V04036--NANCY COSTA	Voided - 12223414000964	0.00
	10/21/2025	V03939--SULEMA GARCIA	Voided - 12223414000963	0.00
	10/21/2025	V03925--SAVANNAH FLORES	Voided - 12223414000963	0.00
	10/21/2025	V03780--MARIA GUADIAN	Voided - 12223414000963	0.00
	10/21/2025	V03493--ANDREA MARQUEZ	Voided - 12223414000963	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000963	0.00
	10/21/2025	V03490--ANABEL JIMENEZ	Voided - 12223414000963	0.00
	10/21/2025	V03376--ANGELICA PALMA	Voided - 12223414000963	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000963	0.00
	10/21/2025	V02958--MARIA D FLORES TORRES	Voided - 12223414000963	0.00
	10/21/2025	V02888--SUSIE E MARTINEZ	Voided - 12223414000963	0.00
	10/21/2025	V02699--IRIS M GONZALEZ	Voided - 12223414000962	0.00
	10/21/2025	V02330--JEREMY T TOBIAS	Voided - 12223414000962	0.00
	10/21/2025	V04051--NFP EXECUTIVE BENEFITS	Voided - 12223414000962	0.00
	10/21/2025	V03866--PATRICIA MEXICANO	Voided - 12223414000962	0.00
	10/21/2025	V03583--DELORES PATRICIO	Voided - 12223414000962	0.00
	10/21/2025	V03401--TRINO LOPEZ	Voided - 12223414000962	0.00
	10/21/2025	V03398--OLGA CASTRO	Voided - 12223414000962	0.00
	10/21/2025	V03394--MARIA DIAZ CORNEJO	Voided - 12223414000962	0.00
	10/21/2025	V03385--GABRIELA PADILLA	Voided - 12223414000962	0.00
	10/21/2025	V03382--DENA WALKER	Voided - 12223414000962	0.00
	10/21/2025	V03380--CARITINA PEREZ	Voided - 12223414000961	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000961	0.00
	10/21/2025	V03366--RHINA PEREZ	Voided - 12223414000961	0.00
	10/21/2025	V04066--NICOLE ROBERSON	Voided - 12223414000961	0.00
	10/21/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	Voided - 12223414000961	0.00
	10/21/2025	V03191--VAL-PRO, INC	Voided - 12223414000961	0.00
	10/21/2025	V04749--PHONTHIP PADICHITH	Voided - 12223414000961	0.00
	10/21/2025	V04647--TRISHA LOR	Voided - 12223414000961	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000961	0.00
	10/21/2025	V03867--PATRICIA ROBLES WESLEY	Voided - 12223414000961	0.00
	10/21/2025	V03620--ESTEFANIE VIDAURY	Voided - 12223414000960	0.00
	10/21/2025	V03186--BLUETRITON BRANDS INC	Voided - 12223414000960	0.00
	10/21/2025	V00937--STINSON STATIONERS	Voided - 12223414000960	0.00
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 12223414000960	0.00
	10/21/2025	V00180--CCI OFFICE TECHNOLOGIES	Voided - 12223414000960	0.00
	10/21/2025	V03331--TINA MOUA	Voided - 12223414000960	0.00
	10/21/2025	V03667--JANELLE ANDRES	Voided - 12223414000960	0.00
	10/21/2025	V03397--MAEGAN ROUSE	Voided - 12223414000960	0.00
	10/21/2025	V03374--ADRIANA LOPEZ	Voided - 12223414000960	0.00
	10/21/2025	V03365--MANUEL BALTIER	Voided - 12223414000960	0.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 12223414000959	0.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 12223414000959	0.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 12223414000959	0.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 12223414000959	0.00
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	Voided - 12223414000959	0.00
	10/21/2025	V03239--AMAROK, LLC	Voided - 12223414000959	0.00
	10/21/2025	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	Voided - 12223414000959	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000973	0.00

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000973	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000973	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000973	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000973	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V04525--BRENDA ORTIZ	Voided - 12223414000959	0.00
	10/21/2025	V03681--JERRY MEADE	Voided - 12223414000959	0.00
	10/21/2025	V03492--Andrea Chavez	Voided - 12223414000958	0.00
	10/21/2025	V03429--TiYONNA MITCHELL	Voided - 12223414000958	0.00
	10/21/2025	V03415--STACY MERRIFIELD	Voided - 12223414000958	0.00
	10/21/2025	V03407--CINDY RUIZ	Voided - 12223414000958	0.00
	10/21/2025	V03406--KATHYA CORRALES VARGAS	Voided - 12223414000958	0.00
	10/21/2025	V03402--VERLINDA DENWITTY	Voided - 12223414000958	0.00
	10/21/2025	V03742--LILLIAN URREA	Voided - 12223414000959	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 12223414000972	0.00
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 12223414000972	0.00
	10/21/2025	V00286--DELL TECHNOLOGIES, INC.	Voided - 12223414000972	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03387--JAZMYN REDICK	Voided - 12223414000958	0.00
	10/21/2025	V03384--GLORIA GONZALEZ	Voided - 12223414000958	0.00
	10/21/2025	V03375--ANDREA LOPEZ	Voided - 12223414000958	0.00
	10/21/2025	V03339--ANGELICA NELSON	Voided - 12223414000958	0.00
	10/21/2025	V03057--CSG-NAM, LLC	Voided - 12223414000957	0.00
	10/21/2025	V02868--SAFIYA PRICE	Voided - 12223414000957	0.00
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	Voided - 12223414000957	0.00
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	Voided - 12223414000957	0.00
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	Voided - 12223414000957	0.00
	10/21/2025	V04631--Arnoldo Galindo Castro	Voided - 12223414000957	0.00
	10/21/2025	V04614--BRANDON NGUYEN	Voided - 12223414000957	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000971	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000970	0.00
	10/21/2025	V03326--CLEMMER AND COMPANY	Voided - 12223414000970	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000970	0.00
	10/21/2025	V04549--THUY TRANG TRAN	Voided - 12223414000957	0.00
	10/21/2025	V04062--SOPHIN LOCK	Voided - 12223414000957	0.00
	10/21/2025	V03849--NELLY MENDOZA	Voided - 12223414000957	0.00

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V03832--MONICA CASTANEDA	Voided - 12223414000956	0.00
	10/21/2025	V03822--MELISSA DELA GARZA	Voided - 12223414000956	0.00
	10/21/2025	V03584--DENISE COOPER	Voided - 12223414000956	0.00
	10/21/2025	V03186--BLUETRITON BRANDS INC	Voided - 12223414000956	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000956	0.00
	10/21/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	Voided - 12223414000956	0.00
	10/21/2025	V04180--DIESEL DIRECT LLC	Voided - 12223414000956	0.00
	10/21/2025	V00721--NARAMA INC. - TREK IMAGING	Voided - 12223414000956	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000970	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000969	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000969	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000969	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000969	0.00
	10/21/2025	V00697--MICROSOFT CORPORATION	Voided - 12223414000969	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000969	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000969	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000969	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000969	0.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	Voided - 12223414000969	0.00
	10/21/2025	V00029--ADVANCED DATA STORAGE, INC	Voided - 12223414000968	0.00
	10/21/2025	V03608--EMILIO WAGNER	Voided - 12223414000956	0.00
	10/21/2025	V00979--THE MARCOM GROUP, INC.	Voided - 12223414000956	0.00
	10/21/2025	V00024--ADP, LLC.	Voided - 12223414000955	0.00
	10/21/2025	V04699--FYLE, INC.	Voided - 12223414000955	0.00
	10/21/2025	V00905--SMART & FINAL	Voided - 12223414000955	0.00
	10/21/2025	V04077--RAUL JIMENEZ	Voided - 12223414000968	0.00
	10/21/2025	V00794--PLC SYSTEM SERVICES LLC	Voided - 12223414000968	0.00
	10/21/2025	V03174--OFFICE IMAGING, INC	Voided - 12223414000968	0.00
	10/21/2025	V03174--OFFICE IMAGING, INC	Voided - 12223414000968	0.00
	10/21/2025	V03765--Magaly Witz	Voided - 12223414000968	0.00
	10/21/2025	V00979--THE MARCOM GROUP, INC.	Voided - 12223414000968	0.00
	10/21/2025	V00961--TEL TEC SECURITY SYSTEMS INC	Voided - 12223414000968	0.00
	10/21/2025	V03429--TiYONNA MITCHELL	Voided - 12223414000968	0.00
	10/21/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	Voided - 12223414000968	0.00
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 12223414000967	0.00
	10/21/2025	V03186--BLUETRITON BRANDS INC	Voided - 12223414000967	0.00
	10/21/2025	V00704--MISSION LINEN SUPPLY	Voided - 12223414000967	0.00
	10/21/2025	V04034--RINGCENTRAL INC.	Voided - 12223414000955	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000955	0.00
	10/21/2025	V04180--DIESEL DIRECT LLC	Voided - 12223414000955	0.00
	10/21/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	Voided - 12223414000955	0.00
	10/21/2025	V04435--CORPORATE TRADITIONS INC	Voided - 12223414000955	0.00
	10/21/2025	V00592--LAKESHORE PARENT, LLC	Voided - 12223414000955	0.00
	10/21/2025	V00306--DISCOUNT SCHOOL SUPPLY	Voided - 12223414000955	0.00
	10/21/2025	V04180--DIESEL DIRECT LLC	Voided - 12223414000954	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000954	0.00
	10/21/2025	V00146--CA ASSOCIATION OF FOOD BANKS	Voided - 12223414000954	0.00
	10/21/2025	V00813--QUADIENT LEASING USA, INC	Voided - 12223414000954	0.00
	10/21/2025	V03326--CLEMMER AND COMPANY	Voided - 12223414000954	0.00
	10/21/2025	V04043--ALONDRA MURILLO	Voided - 12223414000967	0.00
	10/21/2025	V00704--MISSION LINEN SUPPLY	Voided - 12223414000967	0.00
	10/21/2025	V00704--MISSION LINEN SUPPLY	Voided - 12223414000967	0.00
	10/21/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILI	Voided - 12223414000967	0.00
	10/21/2025	V00704--MISSION LINEN SUPPLY	Voided - 12223414000967	0.00
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 12223414000967	0.00
	10/21/2025	V03641--GLORIA BARBERO	Voided - 12223414000967	0.00

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V03879--RASHI STROTHER	Voided - 12223414000954	0.00
	10/21/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	Voided - 12223414000954	0.00
	10/21/2025	V04918--JAVIER ARREOLA	Voided - 12223414000954	0.00
	10/21/2025	V00049--AMAZON CAPITAL SERVICES, INC	Voided - 12223414000954	0.00
	10/21/2025	V04884--PAUL V BRIANO III	Voided - 12223414000954	0.00
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	Voided - 12223414000953	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000953	0.00
	10/21/2025	V00631--M AND S SECURITY SERVICES INC	Voided - 12223414000953	0.00
	10/21/2025	V00938--STOCKTON COMMUNITY KITCHEN	Voided - 12223414000953	0.00
	10/21/2025	V03645--GLORIANA TEIXEIRA	Voided - 12223414000953	0.00
	10/21/2025	V00128--BRADY INDUSTRIES	Voided - 12223414000953	0.00
	10/21/2025	V03437--LETISHA BROOKS	Voided - 12223414000966	0.00
	10/21/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CC	Voided - 12223414000966	0.00
	10/21/2025	V00874--SAVE MART SUPERMARKETS	Voided - 12223414000966	0.00
	10/21/2025	V00812--QUADIENT FINANCE USA INC	Voided - 12223414000966	0.00
	10/21/2025	V00182--CDW LLC	Voided - 12223414000966	0.00
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	Voided - 12223414000966	0.00
	10/21/2025	V00182--CDW LLC	Voided - 12223414000966	0.00
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 12223414000966	0.00
	10/21/2025	V00182--CDW LLC	Voided - 12223414000966	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000966	0.00
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 12223414000965	0.00
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	Voided - 12223414000953	0.00
	10/21/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	Voided - 12223414000953	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000953	0.00
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 12223414000965	0.00
	10/21/2025	V00312--DONAHUE TRUCK CENTERS	Voided - 12223414000965	0.00
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 12223414000965	0.00
	10/21/2025	V00821--REGION IX HEAD START ASSOCIATION	305880	2,010.00
	10/21/2025	V00821--REGION IX HEAD START ASSOCIATION	Voided - 303426	-2,010.00
	10/21/2025	V04950--MAUREEN RENFROE	305857	1,200.00
	10/21/2025	V03964--VANESSA MUNOZ	305925	27.30
	10/21/2025	V04563--RIDGECREST FAMILY ASSOCIATES, A CA LP	305881	3,056.00
	10/21/2025	V04952--HOUSING AUTHORITY OF THE COUNTY OF KERN	305825	1,320.00
	10/21/2025	V00161--CALIFORNIA HEAD START ASSOCIATION	305803	2,860.00
	10/21/2025	V04954--BAKERSFIELD PROPERTY MANAGEMENT INC	305799	2,450.00
	10/21/2025	V04742--GUADALUPE SANCHEZ	305823	1,500.00
	10/21/2025	V04953--DAVID WAYNE ALLEN	305814	1,500.00
	10/21/2025	V04951--ATA PROPERTIES LLC	305796	1,291.00
	10/21/2025	V00370--FEDEX	305818	35.15
	10/21/2025	V00187--CERTIFIX INC	305806	720.00
	10/21/2025	V04658--BEAR MOUNTAIN ROOFING INC.	305800	10,500.00
	10/21/2025	V04927--CHELSEA MCLEWIS	305807	7.98
	10/21/2025	V00854--SAFEWAY INC VONS DIVISION	305885	25.96
	10/21/2025	V00207--CINTAS CORPORATION #668	305808	445.70
	10/21/2025	V00477--INDIAN WELLS VALLEY WATER DISTRICT	305827	399.90
	10/21/2025	V01012--UNITED RENTALS INC	305921	375.30
	10/21/2025	V00751--M3 PLANNING, INC.	305848	7,800.00
	10/21/2025	V04198--INSURICA INSURANCE SERVICES, LLC	305828	640.75
	10/21/2025	V04941--GRACIELA ESPINOZA	305822	158.00
	10/21/2025	V00801--PRODUCERS DAIRY FOODS INC	305875	5,250.14
	10/21/2025	V00508--JIM CHARLON FORD, INC	305833	104.10
	10/21/2025	V00252--COUNTY OF KERN PUBLIC WORKS	305813	32.95
	10/21/2025	V00094--AT&T	305795	2,452.66
	10/21/2025	V03430--SPECTRUM/CHARTER	305916	180.00
	10/21/2025	V04860--JEF SALTERS INC	305831	3,031.00

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V04572--ERICA FRIAS	305815	128.80
	10/21/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	305918	156.25
	10/21/2025	V03430--SPECTRUM/CHARTER	305915	499.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305914	301.11
	10/21/2025	V03430--SPECTRUM/CHARTER	305913	229.99
	10/21/2025	V03430--SPECTRUM/CHARTER	305912	219.99
	10/21/2025	V03430--SPECTRUM/CHARTER	305911	200.00
	10/21/2025	V03628--FRANCIS VEGA	305820	147.00
	10/21/2025	V00657--MARIA MARTINEZ	305850	140.70
	10/21/2025	V03358--REBECCA ROCHA	305878	86.80
	10/21/2025	V03756--LORRAINE PALOMO	305846	58.80
	10/21/2025	V03498--ANGEL TEJEDA	305791	39.20
	10/21/2025	V00907--SOCALGAS	305891	155.02
	10/21/2025	V03812--MATIANA RODRIGUEZ DE MENDEZ	305856	9.80
	10/21/2025	V04103--GABRIELA MORENO	305821	177.80
	10/21/2025	V04097--VICTORIA FLORES	305928	149.10
	10/21/2025	V03840--NALLELY SANCHEZ	305862	181.30
	10/21/2025	V03430--SPECTRUM/CHARTER	305910	200.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305909	133.33
	10/21/2025	V04102--IRIS LOPEZ	305829	120.40
	10/21/2025	V03430--SPECTRUM/CHARTER	305908	110.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305907	110.00
	10/21/2025	V03383--ESTHER REYES-GARZA	305817	107.80
	10/21/2025	V03396--MICHELLE OLIVEROS	305860	102.90
	10/21/2025	V03522--AVERY COX	305797	87.50
	10/21/2025	V03430--SPECTRUM/CHARTER	305906	63.23
	10/21/2025	V03430--SPECTRUM/CHARTER	305905	45.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305904	20.00
	10/21/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	305840	8,148.25
	10/21/2025	V03430--SPECTRUM/CHARTER	305903	325.00
	10/21/2025	V03740--Liliana Altamirano	305843	314.30
	10/21/2025	V04104--LUZ YOUNG	305847	245.70
	10/21/2025	V03430--SPECTRUM/CHARTER	305902	225.00
	10/21/2025	V03389--LIGIA JOHNSON	305842	200.20
	10/21/2025	V00914--SOUTHERN CALIFORNIA EDISON	305892	737.25
	10/21/2025	V03799--MARISSA ORTIZ-CORTEZ	305852	385.00
	10/21/2025	V00787--PG&E	305873	13,641.85
	10/21/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	305917	246.25
	10/21/2025	V00919--SPECTRUM	305893	211.23
	10/21/2025	V03745--LISA MORENO	305844	57.40
	10/21/2025	V00216--CITY OF STOCKTON	305811	301.64
	10/21/2025	V04653--MARITZA CAMACHO	305853	105.70
	10/21/2025	V03810--MARTHA ORDUNA	305855	129.50
	10/21/2025	V03391--MARISELA GONZALEZ	305851	66.50
	10/21/2025	V00091--AT&T	305794	62.37
	10/21/2025	V04390--ROSA GUERRERO	305882	30.10
	10/21/2025	V00799--PRICE DISPOSAL	305874	29.14
	10/21/2025	V01027--VARNER BROS INC	305926	8.00
	10/21/2025	V00209--CITY OF BAKERSFIELD	305810	283.53
	10/21/2025	V03430--SPECTRUM/CHARTER	305901	273.00
	10/21/2025	V03459--AIDE AVELAR	305785	215.60
	10/21/2025	V03430--SPECTRUM/CHARTER	305900	214.00
	10/21/2025	V00035--ALAMO ALARM CO INC	305786	203.50
	10/21/2025	V04916--JESSICA RABANALES	305832	193.20
	10/21/2025	V03430--SPECTRUM/CHARTER	305899	170.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305898	157.33

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V04159--Estela Corrales	305816	151.20
	10/21/2025	V04859--BETA PROPERTY INVESTMENTS, LLC	305801	1,349.00
	10/21/2025	V03172--OFFICE1 LEASING	305870	965.79
	10/21/2025	V03117--IGNACIO VALDOVINOS OCHOA	305826	525.00
	10/21/2025	V04519--ROTARY CLUB OF BAKERSFIELD WEST	305884	750.00
	10/21/2025	V03367--VALERIE CAMACHO	305923	294.70
	10/21/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	305922	27,232.28
	10/21/2025	V03379--CITLALY MARQUEZ	305809	70.00
	10/21/2025	V04118--SAMIA BASALI	305886	40.60
	10/21/2025	V04948--BRENDA CERVANTES	305802	30.10
	10/21/2025	V03862--OSCAR W MARTINEZ	305871	266.00
	10/21/2025	V03453--ADILENE NAVA	305784	231.00
	10/21/2025	V03386--JAZMIN LEON	305830	226.80
	10/21/2025	V03172--OFFICE1 LEASING	305869	225.89
	10/21/2025	V03496--ANDREW CHAVEZ	305790	210.00
	10/21/2025	V04095--KATERINA GONZALEZ-ROSARIO	305837	207.20
	10/21/2025	V03370--ROSLYN TORRES	305883	204.40
	10/21/2025	V04094--ANA MARTINEZ	305789	190.40
	10/21/2025	V04046--MICHELLE ADILENE RUIZ	305859	162.40
	10/21/2025	V04937--LEAH GREEN	305841	151.20
	10/21/2025	V03823--MELISSA DEWITT	305858	137.90
	10/21/2025	V03405--NICOLE CALLAHAN	305864	126.00
	10/21/2025	V03694--JUANITA JACKSON	305836	126.00
	10/21/2025	V03774--MARIA CONTRERAS	305849	111.00
	10/21/2025	V03720--KENNETH LAWRENCE	305839	111.00
	10/21/2025	V03172--OFFICE1 LEASING	305868	1,933.40
	10/21/2025	V00896--SHEVADA DOVE-WILLIAMS	305890	452.20
	10/21/2025	V03172--OFFICE1 LEASING	305867	395.61
	10/21/2025	V03172--OFFICE1 LEASING	305866	361.93
	10/21/2025	V04396--SANDRA MEJIA ESPARZA	305887	288.40
	10/21/2025	V03172--OFFICE1 LEASING	305865	285.14
	10/21/2025	V00728--NEEDLES PUBLIC UTILITY AUTHORITY	305863	91.75
	10/21/2025	V01009--ULINE	305920	4,380.60
	10/21/2025	V04093--AT&T	305793	91.69
	10/21/2025	V00092--AT&T	305792	1,067.97
	10/21/2025	V04919--TERESA ZARAGOZA	305919	68.00
	10/21/2025	V04914--JOSE FIGUEROA	305835	576.00
	10/21/2025	V04949--ALLY FINANCIAL	305787	998.89
	10/21/2025	V04721--MOHAMED J AHMED	305861	576.00
	10/21/2025	V02673--FIRST 5 MADERA COUNTY	305819	177.86
	10/21/2025	V00169--CALIFORNIA WATER SERVICE	305804	1,210.53
	10/21/2025	V04947--RAVIKRISHNA KODAVALURU	305877	1,934.00
	10/21/2025	V04871--MIDNIGHT SPINDRIFT LLC	305872	455.00
	10/21/2025	V01022--VALLEY PROPANE SERVICE	305924	189.55
	10/21/2025	V03750--LORENA JUAREZ	305845	153.50
	10/21/2025	V00056--AMERICAN PAYROLL INSTITUTE, INC.	305788	50.00
	10/21/2025	V03544--CAROL HENDRICKS	305805	153.50
	10/21/2025	V03314--VESTIS GROUP, INC	305927	72.20
	10/21/2025	V04874--SARINA NAOMI BANTA	305888	1,470.00
	10/21/2025	V00562--KEITH C PFEFFER	305838	12,565.65
	10/21/2025	V04920--VICTORIA VILLEME BAXTER	305929	138.00
	10/21/2025	V00806--PROTECTION 1/ADT	305876	539.34
	10/21/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	305824	3,279.55
	10/21/2025	V03430--SPECTRUM/CHARTER	305897	219.99
	10/21/2025	V03882--REGINA HINES	305879	288.40
	10/21/2025	V04939--MARLENE VERDUZCO	305854	61.60

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V03430--SPECTRUM/CHARTER	305896	219.99
	10/21/2025	V03430--SPECTRUM/CHARTER	305895	214.00
	10/21/2025	V03430--SPECTRUM/CHARTER	305894	214.00
	10/21/2025	V00103--BAKERSFIELD FALSE ALARM RECOVERY PROGRAM	305798	210.00
	10/21/2025	V04936--CONNOISSEUR MEDIA HOLDCO INC.	305812	335.00
	10/21/2025	V04602--SEQUOIA PEST SOLUTIONS	305889	110.00
	10/21/2025	V00520--JORDAN KAUFMAN KCTTC	305834	27,599.53
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009937	499.05
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009936	1,611.13
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009935	1,117.64
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009934	1,613.30
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009933	21,920.23
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009932	963.53
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009931	834.38
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009930	248.35
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009929	33.32
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009928	41.60
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009927	47.73
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009926	180.72
	10/21/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140009925	216.28
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009924	1,598.58
	10/21/2025	V00286--DELL TECHNOLOGIES, INC.	122234140009923	1,430.45
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009922	62.58
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009921	0.13
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009920	1,012.83
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009919	49.66
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009918	49.89
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009917	50.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009916	108.73
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009915	122.88
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009914	125.74
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009913	224.83
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009912	246.01
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009911	353.99
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009910	406.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009909	414.21
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009908	618.93
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009907	559.84
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009906	618.41
	10/21/2025	V03326--CLEMMER AND COMPANY	122234140009905	1,000.00
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009904	3,018.75
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009903	361.34
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009902	228.00
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009901	9.00
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009900	56.00
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009899	57.60
	10/21/2025	V00697--MICROSOFT CORPORATION	122234140009898	96.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009897	100.00
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009896	239.88
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009895	889.41
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009894	738.42
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009893	597.61
	10/21/2025	V00029--ADVANCED DATA STORAGE, INC	122234140009892	17.60
	10/21/2025	V04077--RAUL JIMENEZ	122234140009891	77.71
	10/21/2025	V00794--PLC SYSTEM SERVICES LLC	122234140009890	12,170.00
	10/21/2025	V03174--OFFICE IMAGING, INC	122234140009889	25.72

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V03174--OFFICE IMAGING, INC	122234140009888	25.72
	10/21/2025	V03765--Magaly Witz	122234140009887	7.00
	10/21/2025	V00979--THE MARCOM GROUP, INC.	122234140009886	95.00
	10/21/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140009885	75.78
	10/21/2025	V03429--TiYONNA MITCHELL	122234140009884	301.70
	10/21/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140009883	161.00
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009882	119.81
	10/21/2025	V03186--BLUETRITON BRANDS INC	122234140009881	123.74
	10/21/2025	V00704--MISSION LINEN SUPPLY	122234140009880	251.66
	10/21/2025	V04043--ALONDRA MURILLO	122234140009879	195.30
	10/21/2025	V00704--MISSION LINEN SUPPLY	122234140009878	57.93
	10/21/2025	V00704--MISSION LINEN SUPPLY	122234140009877	715.57
	10/21/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHILI	122234140009876	219.40
	10/21/2025	V00704--MISSION LINEN SUPPLY	122234140009875	1,181.36
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009874	120.33
	10/21/2025	V03641--GLORIA BARBERO	122234140009873	64.40
	10/21/2025	V03437--LETISHA BROOKS	122234140009872	128.80
	10/21/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE CC	122234140009871	12,500.00
	10/21/2025	V00874--SAVE MART SUPERMARKETS	122234140009870	1,136.16
	10/21/2025	V00812--QUADIENT FINANCE USA INC	122234140009869	4,000.00
	10/21/2025	V00182--CDW LLC	122234140009868	291.53
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009867	310.00
	10/21/2025	V00182--CDW LLC	122234140009866	2,535.10
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009865	134.21
	10/21/2025	V00182--CDW LLC	122234140009864	1,254.17
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009863	668.50
	10/21/2025	V00683--MCWILLIAMS & WALDEN INC	122234140009862	1,200.87
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009861	508.14
	10/21/2025	V00312--DONAHUE TRUCK CENTERS	122234140009860	2,013.79
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009859	5.12
	10/21/2025	V00452--HEWLETT-PACKARD COMPANY	122234140009858	5,478.80
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009857	51.24
	10/21/2025	V03191--VAL-PRO, INC	122234140009856	190.75
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009855	180.00
	10/21/2025	V00585--KNIGHT'S SITE SERVICES INC	122234140009854	5,104.11
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009853	108.21
	10/21/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140009852	109.49
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140009851	893.02
	10/21/2025	V03371--LUCERO GONZALEZ	122234140009850	9.80
	10/21/2025	V03191--VAL-PRO, INC	122234140009849	219.80
	10/21/2025	V03174--OFFICE IMAGING, INC	122234140009848	361.98
	10/21/2025	V02324--JAQUELINE GUERRA	122234140009847	139.60
	10/21/2025	V00053--AMERICAN BUSINESS MACHINES	122234140009846	222.37
	10/21/2025	V04096--JUANA CAMACHO	122234140009845	172.20
	10/21/2025	V04041--STEPHANIE CORONEL	122234140009844	220.50
	10/21/2025	V04036--NANCY COSTA	122234140009843	163.10
	10/21/2025	V03939--SULEMA GARCIA	122234140009842	116.74
	10/21/2025	V03925--SAVANNAH FLORES	122234140009841	177.80
	10/21/2025	V03780--MARIA GUADIAN	122234140009840	16.10
	10/21/2025	V03493--ANDREA MARQUEZ	122234140009839	198.80
	10/21/2025	V03191--VAL-PRO, INC	122234140009838	282.60
	10/21/2025	V03490--ANABEL JIMENEZ	122234140009837	39.20
	10/21/2025	V03376--ANGELICA PALMA	122234140009836	119.70
	10/21/2025	V03191--VAL-PRO, INC	122234140009835	856.20
	10/21/2025	V02958--MARIA D FLORES TORRES	122234140009834	581.00
	10/21/2025	V02888--SUSIE E MARTINEZ	122234140009833	22.40

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V02699--IRIS M GONZALEZ	122234140009832	133.70
	10/21/2025	V02330--JEREMY T TOBIAS	122234140009831	75.00
	10/21/2025	V04051--NFP EXECUTIVE BENEFITS	122234140009830	1,882.50
	10/21/2025	V03866--PATRICIA MEXICANO	122234140009829	145.60
	10/21/2025	V03583--DELORES PATRICIO	122234140009828	141.40
	10/21/2025	V03401--TRINO LOPEZ	122234140009827	212.10
	10/21/2025	V03398--OLGA CASTRO	122234140009826	167.30
	10/21/2025	V03394--MARIA DIAZ CORNEJO	122234140009825	130.20
	10/21/2025	V03385--GABRIELA PADILLA	122234140009824	66.50
	10/21/2025	V03382--DENA WALKER	122234140009823	144.90
	10/21/2025	V03380--CARITINA PEREZ	122234140009822	186.20
	10/21/2025	V03191--VAL-PRO, INC	122234140009821	2,013.60
	10/21/2025	V03366--RHINA PEREZ	122234140009820	67.20
	10/21/2025	V04066--NICOLE ROBERSON	122234140009819	144.20
	10/21/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140009818	893.28
	10/21/2025	V03191--VAL-PRO, INC	122234140009817	1,046.20
	10/21/2025	V04749--PHONTHIP PADICHITH	122234140009816	81.20
	10/21/2025	V04647--TRISHA LOR	122234140009815	25.20
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009814	19.52
	10/21/2025	V03867--PATRICIA ROBLES WESLEY	122234140009813	378.00
	10/21/2025	V03620--ESTEFANIE VIDAURY	122234140009812	86.80
	10/21/2025	V03186--BLUETRITON BRANDS INC	122234140009811	10.81
	10/21/2025	V00937--STINSON STATIONERS	122234140009810	214.84
	10/21/2025	V00559--KAPLAN EARLY LEARNING CO	122234140009809	627.44
	10/21/2025	V00180--CCI OFFICE TECHNOLOGIES	122234140009808	426.22
	10/21/2025	V03331--TINA MOUA	122234140009807	24.50
	10/21/2025	V03667--JANELLE ANDRES	122234140009806	135.80
	10/21/2025	V03397--MAEGAN ROUSE	122234140009805	408.10
	10/21/2025	V03374--ADRIANA LOPEZ	122234140009804	187.60
	10/21/2025	V03365--MANUEL BALTIER	122234140009803	123.20
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140009802	286.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140009801	155.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140009800	129.00
	10/21/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140009799	64.00
	10/21/2025	V03047--LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	122234140009798	180.00
	10/21/2025	V03239--AMAROK, LLC	122234140009797	6,031.76
	10/21/2025	V00045--ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	122234140009796	390.00
	10/21/2025	V04525--BRENDA ORTIZ	122234140009795	65.10
	10/21/2025	V03742--LILLIAN URREA	122234140009794	135.10
	10/21/2025	V03681--JERRY MEADE	122234140009793	543.52
	10/21/2025	V03492--Andrea Chavez	122234140009792	351.97
	10/21/2025	V03415--STACY MERRIFIELD	122234140009791	2.10
	10/21/2025	V03407--CINDY RUIZ	122234140009790	151.20
	10/21/2025	V03406--KATHYA CORRALES VARGAS	122234140009789	43.40
	10/21/2025	V03402--VERLINDA DENWITTY	122234140009788	132.30
	10/21/2025	V03387--JAZMYN REDICK	122234140009787	182.00
	10/21/2025	V03384--GLORIA GONZALEZ	122234140009786	249.90
	10/21/2025	V03375--ANDREA LOPEZ	122234140009785	91.70
	10/21/2025	V03339--ANGELICA NELSON	122234140009784	193.20
	10/21/2025	V03057--CSG-NAM, LLC	122234140009783	929.47
	10/21/2025	V02868--SAFIYA PRICE	122234140009782	43.40
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	122234140009781	1,414.80
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	122234140009780	1,226.48
	10/21/2025	V00584--KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & I	122234140009779	4.50
	10/21/2025	V04631--Arnoldo Galindo Castro	122234140009778	107.80
	10/21/2025	V04614--BRANDON NGUYEN	122234140009777	122.50

Bank	Date	Vendor	Document no.	Amount
	10/21/2025	V04549--THUY TRANG TRAN	122234140009776	21.70
	10/21/2025	V04062--SOPHIN LOCK	122234140009775	111.30
	10/21/2025	V03849--NELLY MENDOZA	122234140009774	328.30
	10/21/2025	V03832--MONICA CASTANEDA	122234140009773	132.30
	10/21/2025	V03822--MELISSA DELA GARZA	122234140009772	130.20
	10/21/2025	V03584--DENISE COOPER	122234140009771	101.50
	10/21/2025	V03186--BLUETRITON BRANDS INC	122234140009770	137.31
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009769	35.98
	10/21/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140009768	921.60
	10/21/2025	V04180--DIESEL DIRECT LLC	122234140009767	1,561.40
	10/21/2025	V00721--NARAMA INC. - TREK IMAGING	122234140009766	433.00
	10/21/2025	V03608--EMILIO WAGNER	122234140009765	437.20
	10/21/2025	V00979--THE MARCOM GROUP, INC.	122234140009764	95.00
	10/21/2025	V00024--ADP, LLC.	122234140009763	26,158.12
	10/21/2025	V04699--FYLE, INC.	122234140009762	129.93
	10/21/2025	V00905--SMART & FINAL	122234140009761	709.76
	10/21/2025	V04034--RINGCENTRAL INC.	122234140009760	20,866.54
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009759	936.81
	10/21/2025	V04180--DIESEL DIRECT LLC	122234140009758	1,268.69
	10/21/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140009757	4,503.39
	10/21/2025	V04435--CORPORATE TRADITIONS INC	122234140009756	760.00
	10/21/2025	V00592--LAKESHORE PARENT, LLC	122234140009755	1,107.03
	10/21/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140009754	150.49
	10/21/2025	V04180--DIESEL DIRECT LLC	122234140009753	1,464.05
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009752	409.31
	10/21/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140009751	2,285.27
	10/21/2025	V00813--QUADIENT LEASING USA, INC	122234140009750	668.01
	10/21/2025	V03326--CLEMMER AND COMPANY	122234140009749	3,000.00
	10/21/2025	V03879--RASHI STROTHER	122234140009748	259.00
	10/21/2025	V03343--CONTINENTAL LABOR RESOURCES, INC.	122234140009747	1,036.80
	10/21/2025	V04918--JAVIER ARREOLA	122234140009746	186.40
	10/21/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140009745	15,510.58
	10/21/2025	V04884--PAUL V BRIANO III	122234140009744	20.00
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140009743	317.22
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009742	41.11
	10/21/2025	V00631--M AND S SECURITY SERVICES INC	122234140009741	120.00
	10/21/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140009740	32,758.44
	10/21/2025	V03645--GLORIANA TEIXEIRA	122234140009739	211.40
	10/21/2025	V00128--BRADY INDUSTRIES	122234140009738	7,105.64
	10/21/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140009737	2,524.04
	10/21/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140009736	1,099.82
	10/21/2025	V04575--LOWE'S COMPANIES, INC.	122234140009735	89.45
	10/22/2025	V04283--ESTHELA SAUCEDA	306007	699.33
	10/22/2025	V03157--KERN ISLAND INVESTORS, GP	305993	7,647.00
	10/22/2025	V03157--KERN ISLAND INVESTORS, GP	305992	7,022.35
	10/22/2025	V02479--RONALD SHELAN	306001	5,538.00
	10/22/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	305989	5,004.92
	10/22/2025	V00953--TAFT CITY SCHOOL DISTRICT	306003	4,923.64
	10/22/2025	V02580--BEAR MOUNTAIN RECREATION & PARK DISTRICT	305980	3,700.00
	10/22/2025	V00932--STELLAR PLAZA LLC	306002	3,253.61
	10/22/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	305991	2,200.00
	10/22/2025	V02967--MORE THAN ONE DIMENSION, INC.	305998	1,800.00
	10/22/2025	V02673--FIRST 5 MADERA COUNTY	305988	1,223.14
	10/22/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305983	1,201.00
	10/22/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305982	1,045.00
	10/22/2025	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAINING	305985	978.50

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	V01819--CENTRAL CAL MANAGEMENT, INC	305981	975.00
	10/22/2025	V03124--1020 CECIL LLC	305979	945.00
	10/22/2025	V00798--PREWITT FAMILY DECEDENTS TRUST	306000	925.00
	10/22/2025	V02973--OMNI FAMILY HEALTH	305999	6,337.00
	10/22/2025	V00977--THE HOUSING AUTHORITY OF THE COUNTY OF KERN	306004	700.00
	10/22/2025	V02227--CITY OF ARVIN	305984	671.95
	10/22/2025	V00365--FAIRFAX SCHOOL DISTRICT	305987	3,303.00
	10/22/2025	V02690--HEARTS & LIVES	305990	550.00
	10/22/2025	V01005--TULARE COUNTY OFFICE OF EDUCATION	306005	500.00
	10/22/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	305997	450.00
	10/22/2025	V01041--VINELAND SCHOOL DISTRICT	306006	375.00
	10/22/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	305986	363.12
	10/22/2025	V00689--MERCED COUNTY OFFICE OF EDUCATION	305996	253.67
	10/22/2025	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	305995	100.00
	10/22/2025	V03747--LON A ANDERSON	305994	238.00
	10/22/2025	P02617--SONIA C LOPEZ DE JUAREZ	305974	1,679.35
	10/22/2025	P02820--ROCIO GARDUNO MAGO	305965	1,615.48
	10/22/2025	P02968--GLORIA ROMAN	305944	1,403.42
	10/22/2025	P02952--BASILIA GASGA VILLEGA	305935	1,251.82
	10/22/2025	P02881--PERLA GUADALUPE DIAZ MORENO	305964	1,251.27
	10/22/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	305960	1,204.80
	10/22/2025	P01069--HERLINDA NOLASCO DE GONZALEZ	305946	984.41
	10/22/2025	P02100--SOCORRO LARA DE GOVEA	305973	924.35
	10/22/2025	P00716--ELIZABETH MARTINEZ	305941	922.19
	10/22/2025	P02226--LILIA ESQUIVEL MONROY	305951	907.90
	10/22/2025	P02873--GABRIELA IBARRA	305943	906.92
	10/22/2025	P02895--MARIA D LEPE DE CURIEL	305955	824.57
	10/22/2025	P02959--IMELDA TORRES RANGEL	305947	769.85
	10/22/2025	P02961--ALEJANDRA AGUILAR TOLEDO	305930	751.60
	10/22/2025	P02676--ALMA YANETH NUNEZ GUTIERREZ	305931	545.16
	10/22/2025	P02819--JAQUILINA GARCIA OSORIO	305949	491.76
	10/22/2025	P02326--MARIA J MARTINEZ DE GARCIA	305957	2,558.01
	10/22/2025	P02855--CLAUDIA OROZCO CORONA	305939	2,520.30
	10/22/2025	P02160--ROSALBA CABRAL	305969	2,480.93
	10/22/2025	P01884--BLANCA NELLY VERA	305937	2,202.07
	10/22/2025	P02908--ROSA ELVIA ROJAS DE LOPEZ	305968	2,061.92
	10/22/2025	P02494A--MARIA LOURDES MORENO ESQUIVEL	305958	1,910.60
	10/22/2025	P02315--CRISTINA SOTO DE MARTINEZ	305940	1,868.46
	10/22/2025	P02861--GUADALUPE LARA GONZALEZ	305945	1,849.70
	10/22/2025	P02662--SILVIA MENDEZ URIBE	305972	1,728.26
	10/22/2025	P02831--CINDY G CORONA	305938	1,700.60
	10/22/2025	P02730--YANELA PLACIDO MEJIA	305977	1,690.48
	10/22/2025	P01849--LORI MACIAS CERNA	305952	4,869.95
	10/22/2025	P02766A--MIREYA GUZMAN CRISTOBAL	305961	4,423.29
	10/22/2025	P02180--SANDRA ELIZABETH SAMAYOA	305971	3,782.95
	10/22/2025	P02252--ANDREA R RIVERA	305934	3,767.76
	10/22/2025	P00801--ROSAURA QUINTERO DE LOPEZ	305970	3,625.78
	10/22/2025	P02396--ANA MARIA RAMIREZ MEJIA	305932	3,329.31
	10/22/2025	P00383--PATRICIA H MARTINEZ	305963	3,321.12
	10/22/2025	P02431--ROCIO VERONICA MUNIZ CERECEDA	305967	3,107.21
	10/22/2025	P02950--NORA NOELIA LUCATERO MORENO	305962	2,860.84
	10/22/2025	P02489--VANESSA NICOLE MEJIA	305975	2,777.72
	10/22/2025	P02951--IRENE FUENTES-TAPIA	305948	2,738.52
	10/22/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	305933	2,659.82
	10/22/2025	P02457--MARIA ELENA CORONA DE IBARRA	305956	7,647.60
	10/22/2025	P00444--LUZ E VENEGAS	305953	7,458.63

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P01754--VERONICA L ESCOBAR	305976	6,361.40
	10/22/2025	P02887--LAURA IVETH ESQUIVEL	305950	6,126.74
	10/22/2025	P02854--FERNANDO MARQUEZ ROMERO	305942	6,044.07
	10/22/2025	P02626--YULISA OROZCO LEMUS	305978	5,493.32
	10/22/2025	P01663--MARCELA CHAVEZ OSEGUERA	305954	5,447.13
	10/22/2025	P02224--ROCIO JOSEFINA HERNANDEZ	305966	9,987.66
	10/22/2025	P00682--BERTHA MORENO	305936	9,796.07
	10/22/2025	P00485--MARIA P COSIO	305959	8,901.92
	10/22/2025	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SINC	122234140010210	6,335.00
	10/22/2025	V03295--RANCHO DE STINE LLC	122234140010209	21,892.00
	10/22/2025	V03247--BKAT, INC	122234140010208	11,247.60
	10/22/2025	V03159--JOHN REY	122234140010207	1,875.00
	10/22/2025	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140010206	44,367.81
	10/22/2025	V03007--JANET Y YU	122234140010205	700.00
	10/22/2025	V03006--GRACE COMMUNITY CHURCH	122234140010204	5,690.37
	10/22/2025	V02796--MARK AND HELENE MCELYEA	122234140010203	4,000.00
	10/22/2025	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140010202	9,555.00
	10/22/2025	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140010201	3,532.50
	10/22/2025	V02150--5905 NILES ST LLC	122234140010200	4,460.04
	10/22/2025	V01072--YABITO CORPORATION	122234140010199	1,598.00
	10/22/2025	V04591--STAR 2 HOLDING LLC	122234140010198	1,123.20
	10/22/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140010197	21,097.00
	10/22/2025	V04640--NEEDLES FOR THE FUTURE	122234140010196	444.57
	10/22/2025	V04678--GRUPE HUBER COMPANY	122234140010195	7,787.70
	10/22/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOA	122234140010194	666.98
	10/22/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JOA	122234140010193	5,688.00
	10/22/2025	V00718--M-R PROPERTIES	122234140010192	7,291.00
	10/22/2025	V04773--EASTON BUSINESS COMPLEX	122234140010191	345.00
	10/22/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140010190	10,525.00
	10/22/2025	V00808--PROTEUS INC	122234140010189	500.00
	10/22/2025	P02969--MARIA ELENA CASTANEDA	122234140010188	242.13
	10/22/2025	P02965--VALERIA P DIAZ	122234140010187	904.05
	10/22/2025	P02964--ROSA OROZCO IBARRA	122234140010186	708.99
	10/22/2025	P02963--NEREIDA PONCE	122234140010185	403.95
	10/22/2025	P02962--MARIA ALEJANDRA MEJIA RUIZ	122234140010184	1,085.86
	10/22/2025	P02960--JUANA ESQUIVEL	122234140010183	1,971.22
	10/22/2025	P02958--LESLIE ESPINOZA MOSQUEDA	122234140010182	1,528.10
	10/22/2025	P02957--LETICIA VARGAS	122234140010181	2,311.20
	10/22/2025	P02956--DANIA URBINA MALDONADO	122234140010180	421.90
	10/22/2025	P02944--ELEAZAR VALENZUELA	122234140010179	1,709.12
	10/22/2025	P02942--CECILIA SANCHEZ	122234140010178	2,102.00
	10/22/2025	P02937--MAGDALENA MAGANA	122234140010177	3,496.92
	10/22/2025	P02935--MAYRA PATRICIA LOPEZ BARRAZA	122234140010176	1,681.08
	10/22/2025	P02933--MARIBEL RIVERA RAMIREZ	122234140010175	3,676.55
	10/22/2025	P02931--ALICIA KARINA VENEGAS BRAVO	122234140010174	1,139.80
	10/22/2025	P02930--LUBI I RANGEL MAGANA	122234140010173	906.92
	10/22/2025	P02926--ELIA AYALA	122234140010172	1,778.22
	10/22/2025	P02925--SANTOS MIRIAM CRUZ	122234140010171	8,399.92
	10/22/2025	P02923--ARACELI SANTOS PACHECO	122234140010170	6,904.14
	10/22/2025	P02922--ROSAURA MARTINEZ GARCIA	122234140010169	2,597.04
	10/22/2025	P02920--SOFIA ALONSO ALVARADO	122234140010168	3,507.32
	10/22/2025	P02919--ANA KAREN VALENCIA TRUJILLO	122234140010167	3,987.72
	10/22/2025	P02916--BLANCA MAGDALENO	122234140010166	187.49
	10/22/2025	P02913--ANA MARIA RODRIGUEZ	122234140010165	6,766.13
	10/22/2025	P02911--KIDZ R US CHILDCARE	122234140010164	1,038.00
	10/22/2025	P02905--ALICIA MORENO CISNEROS	122234140010163	1,734.00

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P02901--MARIA D REYES-SOTO	122234140010162	8,035.20
	10/22/2025	P02898--JASMIN HERRERA	122234140010161	1,865.59
	10/22/2025	P02896--MARTA CORONA DE TORRES	122234140010160	5,793.13
	10/22/2025	P02888--FANY J PEREZ DE RAMIREZ	122234140010159	1,090.90
	10/22/2025	P02879--MAYRA A. RAMIREZ	122234140010158	1,028.71
	10/22/2025	P02874--DELMA CERVANTES CORTES	122234140010157	2,225.57
	10/22/2025	P02869--DINA GONZALEZ	122234140010156	5,688.74
	10/22/2025	P02868--JOANNA CORTEZ	122234140010155	332.10
	10/22/2025	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140010154	1,496.42
	10/22/2025	P02865--JENNIFER REYES	122234140010153	1,013.51
	10/22/2025	P02864--REINA SANTIAGO PEREZ	122234140010152	2,595.10
	10/22/2025	P02863--LAURA ANDRADE	122234140010151	4,077.49
	10/22/2025	P02857--IRMA VILLA DE OLIVARES	122234140010150	6,850.71
	10/22/2025	P02856--CONSUELO LIRA DE LEMUS	122234140010149	3,823.80
	10/22/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140010148	1,713.44
	10/22/2025	P02847--ELSA LARREYNAGA BATRES	122234140010147	6,580.54
	10/22/2025	P02843--ESMERALDA OSEGUERA HERRERA	122234140010146	2,521.54
	10/22/2025	P02839--CARLAANGELA RUIZ	122234140010145	1,583.62
	10/22/2025	P02835--LORENA QUINTERO	122234140010144	5,081.27
	10/22/2025	P02826--SILVIA LEMUS DE OROSCO	122234140010143	5,874.72
	10/22/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140010142	1,715.60
	10/22/2025	P02823--DANIELA ALVAREZ	122234140010141	3,590.68
	10/22/2025	P02815--VICTORIA GOMEZ CRUZ	122234140010140	3,779.96
	10/22/2025	P02808--MARIELA SANCHEZ	122234140010139	1,038.00
	10/22/2025	P02786--MARISOL PEREZ	122234140010138	1,999.39
	10/22/2025	P02780--MARISSA LOPEZ LOPEZ	122234140010137	4,465.09
	10/22/2025	P02772--ROSA ELENA BUSTOS	122234140010136	1,911.90
	10/22/2025	P02771--MARIA T HERNANDEZ	122234140010135	2,551.69
	10/22/2025	P02769--BEATRIZ BUENO	122234140010134	2,564.98
	10/22/2025	P02759--VIANEY VILLANUEVA MAGALLON	122234140010133	2,906.60
	10/22/2025	P02755--LORRAINE DIAZ	122234140010132	3,122.54
	10/22/2025	P02750--ROSA HILDA NAVARRO	122234140010131	3,947.14
	10/22/2025	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140010130	2,568.19
	10/22/2025	P02740A--LUCEROS DAYCARE	122234140010129	880.26
	10/22/2025	P02739--CELESTINA ANDREAH CONTRERAS	122234140010128	584.68
	10/22/2025	P02733--ANA M HERNANDEZ DE RIOS	122234140010127	5,419.91
	10/22/2025	P02725--BAUDELINA SANTOS PACHECO	122234140010126	4,711.51
	10/22/2025	P02722--BRENDA SUJEY MARTINEZ	122234140010125	3,007.91
	10/22/2025	P02721--OLGA LIRA DE GALLARDO	122234140010124	4,745.99
	10/22/2025	P02716--ESPERANZA RESENDEZ	122234140010123	1,856.78
	10/22/2025	P02711--MARIA ELIZABETH MARIN	122234140010122	359.99
	10/22/2025	P02704--JANETH G SARABIA	122234140010121	10,348.38
	10/22/2025	P02692--KASANDRA LOPEZ-CORDERO	122234140010120	1,169.36
	10/22/2025	P02679--ROSELIA MADERA CALDERA	122234140010119	1,633.73
	10/22/2025	P02667--MARIA ANGELA DIAZ	122234140010118	4,912.98
	10/22/2025	P02666--LUCERO MILLAN GARCIA	122234140010117	2,445.67
	10/22/2025	P02663--DIANE LOMELI	122234140010116	3,825.77
	10/22/2025	P02653--SILVIA LETICIA SANCHEZ DE GARCIA	122234140010115	1,560.72
	10/22/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140010114	4,626.85
	10/22/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140010113	5,145.64
	10/22/2025	P02645--JANET IBARRA	122234140010112	3,086.24
	10/22/2025	P02640--TERESA MENDOZA	122234140010111	989.71
	10/22/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140010110	10,060.53
	10/22/2025	P02637--DEANNA RAMIREZ	122234140010109	2,834.09
	10/22/2025	P02634--EVA DILMA VARGAS	122234140010108	1,733.42
	10/22/2025	P02620--ARACELI JIMENEZ AVILA	122234140010107	806.93

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE I	122234140010106	4,896.41
	10/22/2025	P02609--ROSAURA IBARRA OROZCO	122234140010105	6,636.58
	10/22/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140010104	1,782.14
	10/22/2025	P02592--ELDA KARINA IBARRA	122234140010103	8,700.44
	10/22/2025	P02584--NORMA PULIDO CRUZ	122234140010102	3,858.75
	10/22/2025	P02581--MARIA ELENA ESCOBAR	122234140010101	1,954.67
	10/22/2025	P02579--YOLANDA LIRA LEMUS	122234140010100	10,609.21
	10/22/2025	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140010099	1,292.98
	10/22/2025	P02572--ESTHER NAVARRO	122234140010098	4,871.60
	10/22/2025	P02567--LORENA PEREZ MELGOZA	122234140010097	9,430.54
	10/22/2025	P02561--JACINTA GLORIA CRUZ	122234140010096	2,507.88
	10/22/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140010095	9,365.60
	10/22/2025	P02551--ANGELICA VALIENTE DE BARRAGAN	122234140010094	5,844.96
	10/22/2025	P02544--ANABEL A MARTINEZ	122234140010093	1,868.46
	10/22/2025	P02537--MIRIAM GOMEZ ZARATE	122234140010092	2,458.78
	10/22/2025	P02535--JESSICA MICHELLE ANDRADE	122234140010091	5,736.60
	10/22/2025	P02533--LIZET MONSERRAT PRECIADO	122234140010090	2,652.77
	10/22/2025	P02526--MARTINA RANGEL	122234140010089	5,219.93
	10/22/2025	P02516A--EVANY MURILLO	122234140010088	763.29
	10/22/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140010087	7,650.21
	10/22/2025	P02513--ESMERALDA Y GONZALES	122234140010086	1,684.76
	10/22/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140010085	2,077.14
	10/22/2025	P02504--VIRGINIA RUELAS DE LEYVA	122234140010084	6,884.33
	10/22/2025	P02486--ROSALINDA VARGAS MATA	122234140010083	4,178.41
	10/22/2025	P02483--JASMINE CANCHOLA	122234140010082	920.48
	10/22/2025	P02482--YOANA PEREZ	122234140010081	1,960.85
	10/22/2025	P02481--MARICELA MUNOZ SANCHEZ	122234140010080	1,914.06
	10/22/2025	P02467--KARLA ELIZABETH HULING	122234140010079	3,011.16
	10/22/2025	P02464--GLADYS ISELA RODRIGUEZ	122234140010078	5,930.12
	10/22/2025	P02463--YADIRA REBOLLEDO	122234140010077	5,852.38
	10/22/2025	P02462--IRMA L IBARRA	122234140010076	6,867.57
	10/22/2025	P02455--LUCIA MENDOZA OCHOA	122234140010075	3,539.28
	10/22/2025	P02448--JANET RODRIGUEZ	122234140010074	6,017.13
	10/22/2025	P02443--MONICA VEGA	122234140010073	5,503.06
	10/22/2025	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140010072	2,690.36
	10/22/2025	P02418--BERTHA ALICIA GOMEZ	122234140010071	1,879.26
	10/22/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140010070	5,453.83
	10/22/2025	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140010069	9,297.19
	10/22/2025	P02397--ELVIRA GAMBOA	122234140010068	922.19
	10/22/2025	P02387--MARIA G SANCHEZ ESCALERA	122234140010067	1,628.26
	10/22/2025	P02386--GREGORIA GALLEGOS	122234140010066	10,139.35
	10/22/2025	P02385--TEODORA GIRON MORALES	122234140010065	5,584.20
	10/22/2025	P02368--CARMEN SANTOS PACHECO	122234140010064	7,049.62
	10/22/2025	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140010063	6,835.09
	10/22/2025	P02351--ALMA DELIA WENCES	122234140010062	1,513.14
	10/22/2025	P02334--SILVIA E ZUNIGA	122234140010061	11,588.98
	10/22/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140010060	4,605.26
	10/22/2025	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140010059	2,409.21
	10/22/2025	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140010058	11,791.83
	10/22/2025	P02324--LUZ MARIA RAMIREZ	122234140010057	908.40
	10/22/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140010056	4,692.71
	10/22/2025	P02314--KENDAHL ROSE ROWE	122234140010055	9,371.86
	10/22/2025	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140010054	1,976.62
	10/22/2025	P02303--MARTHA A ANGUIANO REYES	122234140010053	845.98
	10/22/2025	P02298--SIDRONIA G VALDEZ	122234140010052	676.27
	10/22/2025	P02296--DOLORES SANCHEZ LOPEZ	122234140010051	906.92

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P02295--EDUVIJES SUAREZ	122234140010050	3,748.80
	10/22/2025	P02284--ANDREA GUADALUPE DIAZ	122234140010049	1,886.50
	10/22/2025	P02280--NORMA MENDOZA	122234140010048	10,747.48
	10/22/2025	P02278--HAYDEE ESTEBAN	122234140010047	803.19
	10/22/2025	P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	122234140010046	12,713.27
	10/22/2025	P02276--MARIA E CORONA HEREDIA	122234140010045	990.40
	10/22/2025	P02271--GUADALUPE CARRIZOZA DE CASTILLO	122234140010044	7,698.32
	10/22/2025	P02267--MARTHA SALGADO	122234140010043	11,687.86
	10/22/2025	P02261--JUANA MORILLON GUILLEN	122234140010042	6,764.59
	10/22/2025	P02258--MARISOL MEDINA	122234140010041	7,689.62
	10/22/2025	P02254--JENNIFER KRISTINE GARCIA CONTRERAS	122234140010040	452.66
	10/22/2025	P02242--TERESA LUZ RUIZ	122234140010039	3,874.94
	10/22/2025	P02240--MARIA SANTOS DE LOPEZ	122234140010038	10,239.68
	10/22/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140010037	6,904.27
	10/22/2025	P02236--ROSEMARY ZAVALA	122234140010036	7,023.78
	10/22/2025	P02222--MARIA GARCIA	122234140010035	12,678.86
	10/22/2025	P02217--MARIA LUISA CASAS	122234140010034	13,410.20
	10/22/2025	P02215--ERIKA L CENTENO	122234140010033	8,908.66
	10/22/2025	P02214--CECILIA ATAI PEREZ	122234140010032	4,590.74
	10/22/2025	P02210--ANA HERMELINDA SANTOS PACHECO	122234140010031	6,353.76
	10/22/2025	P02208--CELFIDA SANTOS DE RUIZ	122234140010030	4,551.55
	10/22/2025	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140010029	2,987.97
	10/22/2025	P02201--BERTHA GOMEZ NUNEZ	122234140010028	12,847.49
	10/22/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140010027	1,814.02
	10/22/2025	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140010026	11,127.80
	10/22/2025	P02190--ESPERANZA TORRES	122234140010025	1,957.10
	10/22/2025	P02189--MARIA ELENA CASTILLO	122234140010024	4,896.41
	10/22/2025	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140010023	9,786.64
	10/22/2025	P02173--BERTHA CONTRERAS	122234140010022	2,511.63
	10/22/2025	P02161--SANDRA MARTINEZ VARELA	122234140010021	4,981.11
	10/22/2025	P02158--CASA DE ADORACION TULARE	122234140010020	6,541.25
	10/22/2025	P02154--GUADALUPE CABRERA	122234140010019	12,745.96
	10/22/2025	P02146--RAQUEL SANCHEZ	122234140010018	1,713.44
	10/22/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140010017	2,341.08
	10/22/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140010016	2,880.60
	10/22/2025	P02083--MARIA PAZ	122234140010015	5,849.40
	10/22/2025	P02080--MARIA F MARTINEZ	122234140010014	4,549.10
	10/22/2025	P02053--ANA BERTHA BALLESTEROS JAIME	122234140010013	6,060.14
	10/22/2025	P02036--VIRGINIA FERREIRA	122234140010012	8,550.17
	10/22/2025	P02032--MARIA F AGUILAR DE SANDOVAL	122234140010011	3,334.55
	10/22/2025	P01999--BERENICE IBARRA	122234140010010	1,785.88
	10/22/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140010009	1,967.64
	10/22/2025	P01972--RUBICELA ALCANTAR DE TORRES	122234140010008	2,953.51
	10/22/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140010007	6,245.84
	10/22/2025	P01963--ELVIRA OCHOA GOMEZ	122234140010006	10,925.39
	10/22/2025	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140010005	3,787.85
	10/22/2025	P01943--GLORIA MORENO DE HERNANDEZ	122234140010004	1,801.62
	10/22/2025	P01941--JUANA RAMOS MUNOZ	122234140010003	1,175.42
	10/22/2025	P01928--ANGELINA VASQUEZ	122234140010002	1,853.00
	10/22/2025	P01919--MARIA FRANCISCA MENA	122234140010001	9,072.22
	10/22/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140010000	10,839.87
	10/22/2025	P01865--DINA BEATRIZ GONZALEZ	122234140009999	5,395.56
	10/22/2025	P01853--MARIA C ZEPEDA DE NUNEZ	122234140009998	5,393.64
	10/22/2025	P01850--RUTH CARINA PAREDES	122234140009997	4,785.03
	10/22/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140009996	3,844.65
	10/22/2025	P01837--ISABEL C MEDINA DE GARCIA	122234140009995	1,649.33

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P01809--CONSUELO PUGA	122234140009994	1,708.67
	10/22/2025	P01806--MARIA E SANCHEZ DE GOMEZ	122234140009993	8,259.99
	10/22/2025	P01802--SAIDY LORENA MAYEN	122234140009992	4,962.76
	10/22/2025	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140009991	2,028.02
	10/22/2025	P01789--MARIA G AYALA	122234140009990	5,880.04
	10/22/2025	P01765--VERONICA ALVAREZ	122234140009989	5,090.44
	10/22/2025	P01759--MARIBEL MEDINA VARGAS	122234140009988	2,610.77
	10/22/2025	P01692--MARIA PAZ RUIZ	122234140009987	3,778.17
	10/22/2025	P01685--SILVIA PRECIADO	122234140009986	1,738.42
	10/22/2025	P01654--HILDA ARACELI ARAMBULA MORENO	122234140009985	909.95
	10/22/2025	P01561--ANA M. DAVILA	122234140009984	6,679.81
	10/22/2025	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140009983	7,784.27
	10/22/2025	P01522--ALIDA MERCADO DE GARNICA	122234140009982	1,683.75
	10/22/2025	P01518--ROMELIA MORENO DE ESPINOZA	122234140009981	7,024.18
	10/22/2025	P01508--ROCELIA OROZCO LEMUS	122234140009980	4,141.22
	10/22/2025	P01482--ROSA ANGELA ORTIZ	122234140009979	7,256.91
	10/22/2025	P01460--MARILU GARZA	122234140009978	10,517.25
	10/22/2025	P01382--LUZ MARIA VILLAGOMEZ	122234140009977	13,137.79
	10/22/2025	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140009976	3,411.73
	10/22/2025	P01373--ELOISA LEMUS	122234140009975	5,687.57
	10/22/2025	P01353--CARMEN BELTRAN	122234140009974	8,615.18
	10/22/2025	P01307--MELANEA FIERROS HIDALGO	122234140009973	7,030.98
	10/22/2025	P01304--MARIA GUADALUPE JAYME	122234140009972	4,731.80
	10/22/2025	P01288--DOLORES PALACIOS DE GUZMAN	122234140009971	11,654.40
	10/22/2025	P01279--AIDEE SANDOVAL	122234140009970	2,065.34
	10/22/2025	P01266--MARIA CARRILLO DE GUTIERREZ	122234140009969	6,147.90
	10/22/2025	P01208--MARIA M ANGULO	122234140009968	5,632.23
	10/22/2025	P01189--RAQUEL POSADAS DE GIRON	122234140009967	10,657.15
	10/22/2025	P01177--SARA ESTELA POSADA	122234140009966	9,682.14
	10/22/2025	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140009965	5,557.45
	10/22/2025	P01106--HILDA BARAJAS JUAREZ	122234140009964	2,057.42
	10/22/2025	P01091--BIVIANA MANRIQUEZ	122234140009963	9,254.30
	10/22/2025	P01075--ROSALBA GONZALEZ	122234140009962	8,502.27
	10/22/2025	P01067--ANNA V MENDEZ	122234140009961	661.00
	10/22/2025	P01033--BLANCA ESTELA JIMENEZ	122234140009960	1,880.86
	10/22/2025	P01027--MA L MONROY DE SEVILLA	122234140009959	1,743.71
	10/22/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140009958	4,374.56
	10/22/2025	P00903--PATRICIA HERNANDEZ	122234140009957	13,175.16
	10/22/2025	P00837--AGUSTINA MORENO	122234140009956	1,885.10
	10/22/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140009955	1,320.21
	10/22/2025	P00818--MARICELA CORTEZ	122234140009954	2,671.06
	10/22/2025	P00810--MAGDA F. SALDIVAR	122234140009953	7,912.21
	10/22/2025	P00808--MERCEDES CORRALES HIGUERA	122234140009952	857.95
	10/22/2025	P00780--MAYRA FLORES	122234140009951	826.31
	10/22/2025	P00760--MARYPAZ ALVARADO PEREZ	122234140009950	1,287.04
	10/22/2025	P00735--LAURA A GUTIERREZ	122234140009949	11,749.49
	10/22/2025	P00718--JUANA CORTEZ DE PEREZ	122234140009948	7,474.99
	10/22/2025	P00635--ESTELA N. VEGA	122234140009947	1,777.15
	10/22/2025	P00593--RITA GARCIA	122234140009946	5,255.44
	10/22/2025	P00524--IRMA GUTIERREZ	122234140009945	5,624.72
	10/22/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140009944	847.59
	10/22/2025	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140009943	10,709.99
	10/22/2025	P00435--PATRICIA MUNOZ VASQUEZ	122234140009942	10,302.46
	10/22/2025	P00043--MARIA TERESA ALANIS	122234140009941	1,748.24
	10/22/2025	P00021--ANA ROSA M SANCHEZ	122234140009940	10,995.45
	10/22/2025	P00014--LILIA ISORDIA DE RANGEL	122234140009939	4,632.38

Bank	Date	Vendor	Document no.	Amount
	10/22/2025	P00003--CATALINA CASTRO AYALA	122234140009938	12,435.09
	10/24/2025	V03384--GLORIA GONZALEZ	306008	0.83
	10/28/2025	V04956--BENNY BANKSTER	306018	800.00
	10/28/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306038	843.00
	10/28/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306037	390.00
	10/28/2025	V00519--JONATHAN MULLINGS	306052	217.50
	10/28/2025	V04140--ANGELICA DANIELS	306014	303.50
	10/28/2025	V02116--TNT WESTERN HOMES INC	306103	2,103.00
	10/28/2025	V02996--DEPARTMENT OF HUMAN RESOURCES	306033	13,671.26
	10/28/2025	V04906--SPECTRUMVOIP, INC	306099	44.83
	10/28/2025	V04344--MARIA LUNA	306060	92.01
	10/28/2025	V00611--LEVEL 3 FINANCING INC	306056	1,605.68
	10/28/2025	V00207--CINTAS CORPORATION #668	306028	420.42
	10/28/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	306082	1,300.00
	10/28/2025	V04945--CANVA US, INC.	306022	7,500.00
	10/28/2025	V03420--FREDDY HERNANDEZ	306045	217.50
	10/28/2025	V03632--GARY STEVES	306046	217.50
	10/28/2025	V03172--OFFICE1 LEASING	306078	991.37
	10/28/2025	V03059--T-MOBILE USA INC	306100	8,561.90
	10/28/2025	V03430--SPECTRUM/CHARTER	306098	254.00
	10/28/2025	V03430--SPECTRUM/CHARTER	306097	220.00
	10/28/2025	V00907--SOCALGAS	306092	106.66
	10/28/2025	V00229--COMCAST CORPORATION	306031	1,786.46
	10/28/2025	V00302--DINGO ENTERPRISES INC	306039	934.41
	10/28/2025	V00801--PRODUCERS DAIRY FOODS INC	306084	2,589.00
	10/28/2025	V03430--SPECTRUM/CHARTER	306096	945.00
	10/28/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306036	300.00
	10/28/2025	V00213--CITY OF MANTECA	306029	247.51
	10/28/2025	V03430--SPECTRUM/CHARTER	306095	214.00
	10/28/2025	V00389--FLYERS ENERGY LLC	306044	577.10
	10/28/2025	V00229--COMCAST CORPORATION	306030	240.80
	10/28/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	306041	143.46
	10/28/2025	V04761--MIJOY STEPHENS	306063	750.00
	10/28/2025	V03172--OFFICE1 LEASING	306077	262.31
	10/28/2025	V00320--EAST NILES COMMUNITY SERVICES DIST	306040	2,278.94
	10/28/2025	V04871--MIDNIGHT SPINDRIFT LLC	306081	475.00
	10/28/2025	V03172--OFFICE1 LEASING	306076	163.29
	10/28/2025	V03172--OFFICE1 LEASING	306075	161.05
	10/28/2025	V00195--CHARTER COMMUNICATIONS HOLDINGS, LLC	306025	126.25
	10/28/2025	V03314--VESTIS GROUP, INC	306105	72.20
	10/28/2025	V00914--SOUTHERN CALIFORNIA EDISON	306093	2,226.38
	10/28/2025	V00917--SOUTHWEST GAS CORPORATION	306094	11.00
	10/28/2025	V03172--OFFICE1 LEASING	306074	409.19
	10/28/2025	V03172--OFFICE1 LEASING	306073	350.88
	10/28/2025	V03172--OFFICE1 LEASING	306072	317.38
	10/28/2025	V03172--OFFICE1 LEASING	306071	288.62
	10/28/2025	V03172--OFFICE1 LEASING	306070	224.96
	10/28/2025	V03172--OFFICE1 LEASING	306069	224.96
	10/28/2025	V03172--OFFICE1 LEASING	306068	224.96
	10/28/2025	V03172--OFFICE1 LEASING	306067	220.78
	10/28/2025	V03172--OFFICE1 LEASING	306066	2,218.70
	10/28/2025	V03172--OFFICE1 LEASING	306065	165.48
	10/28/2025	V03172--OFFICE1 LEASING	306064	734.84
	10/28/2025	V00787--PG&E	306083	19,134.90
	10/28/2025	V03372--EFRAIN RODRIGUEZ RAMIREZ	306042	518.40
	10/28/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306035	283.00

Bank	Date	Vendor	Document no.	Amount
	10/28/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306034	283.00
	10/28/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	306048	396.70
	10/28/2025	V03448--ABRAN GONZALEZ	306010	455.50
	10/28/2025	V04757--JAIME VALLES DBA DWARE PROPERTY	306051	425.00
	10/28/2025	V00093--AT&T	306017	495.00
	10/28/2025	V04874--SARINA NAOMI BANTA	306090	1,470.00
	10/28/2025	V00092--AT&T	306016	2,942.33
	10/28/2025	V00846--ROUTE 66 BROADBAND LLC	306089	218.13
	10/28/2025	V00903--SIGNAL SERVICE INC	306091	225.00
	10/28/2025	V04824--A-1 PLUMBING SERVICE, INC.	306009	1,525.00
	10/28/2025	V00821--REGION IX HEAD START ASSOCIATION	306086	1,380.00
	10/28/2025	V04955--OLEANDER GARDENS LLC	306079	1,245.00
	10/28/2025	P02702--MARCELINA ZARATE ZARATE	306107	723.54
	10/28/2025	V03557--CHRISTOPHER ORTEGA	306026	455.50
	10/28/2025	V03451--Adam Wages	306011	217.50
	10/28/2025	V03747--LON A ANDERSON	306058	217.50
	10/28/2025	V03827--MICHAEL GAGE	306062	217.50
	10/28/2025	V03495--ANDRES GONZALEZ	306013	217.50
	10/28/2025	V04957--ROSA MUNGUIA	306088	217.50
	10/28/2025	V03548--CATHERINE ANSPACH	306023	217.50
	10/28/2025	V03729--LARA POPKIN	306054	217.50
	10/28/2025	V03894--ROSA CALLEJAS	306087	119.00
	10/28/2025	V04888--ANITA ANDERSEN	306015	97.88
	10/28/2025	V00157--CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	306020	13,310.00
	10/28/2025	V00761--PACIFICA HOST INC / STOCKTON HOSPITALITY LP	306080	5,579.38
	10/28/2025	V00806--PROTECTION 1/ADT	306085	48.30
	10/28/2025	V04512--LISA MCGRANAHAN	306057	217.50
	10/28/2025	V04315--JOSE ALBERTO GOMEZ	306053	217.50
	10/28/2025	V00432--GUADALUPE PEREZ	306047	368.90
	10/28/2025	V04174--The Open Door Network	306101	671.00
	10/28/2025	V00230--COMMUNITY ACTION PARTNERSHIP	306032	5,194.50
	10/28/2025	V00149--CAL FOODS LOGISTICS	306019	146,179.20
	10/28/2025	V04627--THE RIDGE APARTMENTS LP	306102	1,500.00
	10/28/2025	V04960--ISAAC IRELAND	306049	500.00
	10/28/2025	V04863--ALMA THE LIGHTHOUSE INC	306012	930.00
	10/28/2025	V00169--CALIFORNIA WATER SERVICE	306021	1,290.11
	10/28/2025	V04868--ELBA J HERNANDEZ	306043	1,100.00
	10/28/2025	V00192--CHARLIE'S DAY & NITE, INC.	306024	17.85
	10/28/2025	V02786--MARIA LAURA GONZALEZ	306059	186.75
	10/28/2025	V04757--JAIME VALLES DBA DWARE PROPERTY	306050	425.00
	10/28/2025	V00600--LARRY M. BINGHAM	306055	5,880.00
	10/28/2025	V01022--VALLEY PROPANE SERVICE	306104	182.16
	10/28/2025	V00206--CHRISTOPHER PERCIVAL	306027	162.38
	10/28/2025	V03391--MARISELA GONZALEZ	306061	86.10
	10/28/2025	V04933--VIVIAN HERNANDEZ	306106	328.50
	10/28/2025	V01044--W W GRAINGER INC	122234140010324	46.08
	10/28/2025	V04575--LOWE'S COMPANIES, INC.	122234140010323	1,708.35
	10/28/2025	V00286--DELL TECHNOLOGIES, INC.	122234140010322	2,282.18
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010321	1,078.87
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010320	65.98
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010319	86.49
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010318	145.44
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010317	22,214.57
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010316	2,437.07
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010315	1,824.80
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010314	1,761.60

Bank	Date	Vendor	Document no.	Amount
	10/28/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010313	190.02
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010312	2,709.66
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010311	340.27
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010310	994.71
	10/28/2025	V01020--VALLEY GARBAGE SERVICE	122234140010309	507.74
	10/28/2025	V03411--SAVANNAH OATES	122234140010308	217.50
	10/28/2025	V03344--ANNELISA PEREZ	122234140010307	217.50
	10/28/2025	V02728--KAREN VAZQUEZ	122234140010306	217.50
	10/28/2025	V03421--REBECCA MORENO	122234140010305	217.50
	10/28/2025	P02432--LILIANA SOLORIO	122234140010304	217.50
	10/28/2025	V00526--JST FAMILY 2021, LLC	122234140010303	3,253.75
	10/28/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010302	1,155.15
	10/28/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010301	1,498.62
	10/28/2025	V03326--CLEMMER AND COMPANY	122234140010300	900.00
	10/28/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140010299	146.00
	10/28/2025	V03415--STACY MERRIFIELD	122234140010298	21.35
	10/28/2025	V04575--LOWE'S COMPANIES, INC.	122234140010297	122.97
	10/28/2025	V00874--SAVE MART SUPERMARKETS	122234140010296	426.89
	10/28/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010295	225.00
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010294	122.72
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010293	142.61
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010292	121.34
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010291	114.91
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010290	109.80
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010289	171.78
	10/28/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140010288	719.95
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010287	1,575.68
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010286	1,246.24
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010285	543.87
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010284	284.64
	10/28/2025	V00704--MISSION LINEN SUPPLY	122234140010283	57.93
	10/28/2025	V00128--BRADY INDUSTRIES	122234140010282	15,555.46
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010281	138.73
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010280	23.00
	10/28/2025	V00312--DONAHUE TRUCK CENTERS	122234140010279	517.45
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010278	23.00
	10/28/2025	V00697--MICROSOFT CORPORATION	122234140010277	228.00
	10/28/2025	V00697--MICROSOFT CORPORATION	122234140010276	132.00
	10/28/2025	V03191--VAL-PRO, INC	122234140010275	259.40
	10/28/2025	V00029--ADVANCED DATA STORAGE, INC	122234140010274	255.20
	10/28/2025	V00284--DELK PEST CONTROL	122234140010273	720.00
	10/28/2025	V00683--MCWILLIAMS & WALDEN INC	122234140010272	10,142.27
	10/28/2025	V00406--GARCIA INDUSTRIES INC	122234140010271	9,633.00
	10/28/2025	V03174--OFFICE IMAGING, INC	122234140010270	339.55
	10/28/2025	V00905--SMART & FINAL	122234140010269	672.94
	10/28/2025	V04575--LOWE'S COMPANIES, INC.	122234140010268	107.98
	10/28/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140010267	2,844.24
	10/28/2025	V03191--VAL-PRO, INC	122234140010266	583.00
	10/28/2025	V00004--4IMPRINT INC AKA NELSON MARKETING	122234140010265	3,075.73
	10/28/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140010264	26,620.00
	10/28/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140010263	103.90
	10/28/2025	V03191--VAL-PRO, INC	122234140010262	231.30
	10/28/2025	V04575--LOWE'S COMPANIES, INC.	122234140010261	201.56
	10/28/2025	V00358--EXACT STAFF, INC	122234140010260	2,520.00
	10/28/2025	V03191--VAL-PRO, INC	122234140010259	934.00
	10/28/2025	V03670--Jason Rojas	122234140010258	393.40

Bank	Date	Vendor	Document no.	Amount
	10/28/2025	V03353--Cynthia Magdaleno	122234140010257	493.40
	10/28/2025	V00526--JST FAMILY 2021, LLC	122234140010256	393.25
	10/28/2025	V03414--ALMA SANCHEZ	122234140010255	4.90
	10/28/2025	V00592--LAKESHORE PARENT, LLC	122234140010254	123.38
	10/28/2025	V04528--RELIANCE FENCE COMPANY INC	122234140010253	1,255.00
	10/28/2025	V01040--VILLATORO POWER WASHING	122234140010252	325.00
	10/28/2025	V04853--VIPASSANA CHAWLA	122234140010251	217.50
	10/28/2025	V02324--JAQUELINE GUERRA	122234140010250	217.50
	10/28/2025	V03735--LAURIE HUGHEY	122234140010249	303.50
	10/28/2025	V03666--Jamie Lujan	122234140010248	217.50
	10/28/2025	V03186--BLUETRITON BRANDS INC	122234140010247	248.25
	10/28/2025	V03392--Unum Insurance Company	122234140010246	31,765.06
	10/28/2025	V04180--DIESEL DIRECT LLC	122234140010245	1,391.81
	10/28/2025	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140010244	6,810.16
	10/28/2025	P00402--YOLANDA MUNOZ	122234140010243	13,744.83
	10/28/2025	V04904--RE-LEASED SOFTWARE COMPANY	122234140010242	2,999.91
	10/28/2025	P01465--ESMERALDA ALCANTARA	122234140010241	4,030.23
	10/28/2025	P02435--JANET GARCIA-ALAPIZCO	122234140010240	6,661.21
	10/28/2025	P02454--INOCENCIA SALAS ROJAS	122234140010239	197.47
	10/28/2025	P02507--LETICIA HERNANDEZ	122234140010238	568.27
	10/28/2025	P02661--MARIA TERESA HEREDIA	122234140010237	603.42
	10/28/2025	P02733--ANA M HERNANDEZ DE RIOS	122234140010236	57.30
	10/28/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140010235	1,406.12
	10/28/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140010234	5,036.54
	10/28/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140010233	36,812.21
	10/28/2025	V03326--CLEMMER AND COMPANY	122234140010232	990.00
	10/28/2025	V03334--Pritika Ram	122234140010231	305.25
	10/28/2025	V03529--BRADLEY RYAN FERGON	122234140010230	217.50
	10/28/2025	V04077--RAUL JIMENEZ	122234140010229	217.50
	10/28/2025	V04678--GRUPE HUBER COMPANY	122234140010228	12,771.90
	10/28/2025	V02330--JEREMY T TOBIAS	122234140010227	280.50
	10/28/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010226	600.00
	10/28/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140010225	20,075.17
	10/28/2025	V02955--LOANA LUGO	122234140010224	165.20
	10/28/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140010223	3,941.02
	10/28/2025	V04180--DIESEL DIRECT LLC	122234140010222	1,518.54
	10/28/2025	V03255--CYNTHIA BORJON-COSBY	122234140010221	4,500.00
	10/28/2025	V03326--CLEMMER AND COMPANY	122234140010220	990.00
	10/28/2025	V03326--CLEMMER AND COMPANY	122234140010219	518.00
	10/28/2025	V04865--CHRISTIAN F. VARGAS	122234140010218	700.00
	10/28/2025	V04575--LOWE'S COMPANIES, INC.	122234140010217	617.00
	10/28/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010216	6,356.14
	10/28/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010215	643.88
	10/28/2025	V04690--SAGASER WATKINS & WIELAND PC	122234140010214	716.50
	10/28/2025	V03429--TiYONNA MITCHELL	122234140010213	1,213.18
	10/28/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140010212	1,768.08
	10/28/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140010211	2,535.50
	10/29/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	Voided - 304956	-27.00
	10/29/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	Voided - 304955	-27.00
	10/29/2025	V04967--JACQUELINE GOMEZ MORALES	306108	889.18
	10/31/2025	V04966--LILIANA SOLORIO	306109	217.50
Total for CBB - Operating Acct				**5,477,768.40**

DATE	January 7, 2026
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Denise Boshers called the meeting to order at 12:03 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with a quorum present.

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

   Others present: Lisa McGranahan, Chief Human Resources Officer; Jerry Meade, Assistant Director PDM of Head Start & State Child Development, Robert Espinosa, Program Design and Management Administrator and other CAPK staff.

3. **Public Comments**

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

4. **New Business**

   a. Veterans Supportive Services Division Proposed Organization Restructure and Revised Job Descriptions – **Action Item**

      Lisa McGranahan presented the above action item and discussed the revised structure that will support a more focused approach to client engagement and long-term stability planning that was discussed in February 2025 Personnel Meeting. Lisa also explained the reason behind moving the title of President of Veterans Services to Program Administrator due to former President resigning from the program and thew title will be a better fit. For the proposed grade changes that are lower than the previous title, the salaries will not affect any current employees.

      Paster Jonathan Mullings asked when the Program Administrator position will be posted and whether or not we have qualified internal candidates. Lisa explained that the position will be posted for both internal and external candidates to apply and with the position going to the most qualified candidate. We will post once we have completed the full assessment of the job functions.

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

   b. Head Start and State Child Development Organization Chart and Job Descriptions – **Action Item**

      Jerry Meade presented the above action item and explained how the revisions are budgeted in the Head Start FY 2025-2026 budget, which is aligned with the strategic plan. Jerry also explained the reasoning for adding the Maintenance Supervisor position and noted that some program managers oversee multiple sites when they are

away from one site and by adding a Site Supervisor to the location, it will help with managing each site. Funding will not be impacted as the position is covered under multiple grants. If one of the grants falls off, other grants will cover the cost.

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

c. Open Enrollment Update – **Info Item**

Lisa McGranahan presented the above info item and highlighted the differences between 2025 and 2026.

d. Head Start Personnel Update – **Info Item**

Robert Espinosa presented the above info item for months of November and December 2025.

5. Committee Member Comments

No comments.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Wednesday, February 4, 2026
1300 18th St., 3rd Floor
Bakersfield, CA 93301

7. **Adjournment**

The meeting was adjourned at 12:41 pm.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resource Officer

Date: January 7, 2026

Subject: *Agenda Item 4a*: Veterans Supportive Services Division Proposed Organizational Restructure and Revised Job Descriptions - **Action Item**

At the February 2025 Personnel Committee meeting, staff presented the Veterans Supportive Services job descriptions. Many of the original descriptions reflected job titles and positions from the prior CVAF structure. We are now proposing a strategic restructuring of the Program positions to ensure staff expertise is aligned with program priorities and that the structure remains equitable and sound.

This revised structure will support a more focused approach to client engagement, veteran services navigation, and long-term stability planning. By aligning positions with key service functions, we can ensure that services remain responsive, staff expertise is effectively utilized, and accountability is streamlined across the Program. This restructuring strengthens our ability to manage current operational needs while establishing a framework that supports future growth.

Current Title	Proposed Title Changes	Current Grade	New Grade
Outreach Worker - CVAF	Outreach Specialist - Veterans Supportive Services	**4**	**7** Min$20.61 Mid$25.77 Max$30.92
Intake/Elig Technician - CVAF	Intake/Elig Technician - Veterans Supportive Services	**6** Min$18.89 Mid$23.62 Max$28.34	**No Change**
Operations Coordinator - CVAF	Program Assistant - Veterans Supportive Services	**6** Min$18.89 Mid$23.62 Max$28.34	**No Change**
Case Manager - CVAF	Case Manager - Veterans Supportive Services	**7** Min$20.61 Mid$25.77 Max$30.92	**No Change**

Lead Case Manager - CVAF	Lead Case Manager - Veterans Supportive Services	**8** Min$22.86 Mid$28.59 Max$34.30	**9** Min$25.45 Mid$31.81Max$38.18
Healthcare Navigator - CVAF	Healthcare Navigator - Veterans Supportive Services	**9** Min$25.45 Mid$31.81 Max$38.18	**No Change**
Administrative Coordinator	No Change	**9** Min$25.45 Mid$31.81 Max$38.18	**No Change**
Social Worker -CVAF	Social Worker - Veterans Supportive Services	**10** Min$28.39 Mid$35.49 Max$42.59	**No Change**
Program Director I- CVAF	Program Supervisor I- Veterans Supportive Services	**10** Min$28.39 Mid$35.49 Max$42.59	**No Change**
Program Director II - CVAF	Program Supervisor II-Veteran Supportive Services	**12**	**11** Min$31.74 Mid$39.68 Max$49.20
Programs Officer - CVAF	Program Manager - Veterans Supportive Services	**13**	**12** Min$35.58 Mid$44.47 Max$53.37
President of Veterans Services -CVAF	Program Administrator- Veterans Supportive Services	**16**	**14** Min$45.63 Mid$57.04 Max$68.44

Fiscal Impact

Currently, there is no immediate impact on the budget. Positions associated with the proposed changes are included in the current Veterans Support Services Program budget.

Strategic Plan Impact

As part of the 2026-29 Strategic Plan, specifically under Goal 2: *CAPK seeks to be an employer of choice and attract and retain a high-quality and engaged workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:

Staff recommend the Personnel Committee approve the newly revised job descriptions for the Veterans Supportive Services Program.

Attachments, Veterans Supportive Services Job Descriptions:

Outreach Specialist
Intake/Eligibility Technician
Program Assistant
Case Manager
Lead Case Manager
Healthcare Navigator
Administrative Coordinator
Social Worker
Program Supervisor I
Program Supervisor II
Program Manager
Program Administrator

Outreach Specialist – Veterans Supportive Services

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Outreach Specialist builds relationships with homeless individuals, provides advocacy, and assists Veterans & Supportive Services. The primary goal is to identify unsheltered homeless individuals through direct street outreach activities and through community referrals from mental health, hospitals, local law enforcement and municipalities and other social service agencies. In identifying highly vulnerable homeless individuals, the Outreach Specialist will administer assessment tools, facilitate placement into emergency housing, if needed, and connect to social services and permanent housing. The Outreach Specialist will also assist individuals in obtaining housing readiness documentation and accompany them through the housing application process.

SUPERVISION RECEIVED:
Program Supervisor I and Program Supervisor II.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Conduct outreach in the community, focusing on those who are most vulnerable. Outreach will occur in identified "hot spot" neighborhoods and at times when individuals are most likely to be found (including early morning and evenings).
- Complete an assessment tool to determine vulnerability and acuity of individuals/families during street outreach as well as other outreach and referral processes.
- Assist homeless individuals/families with accessing resources and making referrals; continue to engage with unsheltered homeless individuals/families until shelter or permanent housing is obtained.
- Provide advocacy for homeless individuals/families when they encounter barriers.
- Assist in obtaining housing readiness documentation such as ID, social security card, income verification and transportation to appointments as necessary.
- Provide support for people as they transition from homelessness to housing.
- Maintain complete client records, daily outreach logs, mileage logs, and other reports as directed.
- Establish and maintain positive, productive working relationships with mental health programs, shelter programs, police (and other local officials), and providers of services and resources to homeless individuals/families.

- Attend team meetings, conferences, training workshops and community meetings as needed.

Other Job Specific Duties:

- Participates in and conducts outreach activities, conferences, meetings, and trainings as assigned.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK Programs.
- Must be willing to travel throughout Kern County, as needed, to assist clients.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Mental health, physical health, and substance abuse issues and symptoms.
- Harm Reduction and Housing First models of service delivery.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority.
- Recommend changes to office procedures, as appropriate.
- Prepare clear and concise workload reports.
- Exercise sound, independent judgment within the programs policies and procedures and State mandates/regulations.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills and effectively work within a team and successfully motivate others.
- Provide excellent customer services and establish professional working relationships with staff, agencies, and stakeholders.
- Display appropriate, professional, healthy boundaries and exercises mature judgment and understanding of safety concerns.
- Proficiently work with word processing, spreadsheets, database, and related software applications.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

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

- One (1) year of working with various socio-economic groups including the veteran or homeless populations.
- One (1) year of experience in promoting services, outreaching, marketing, or educating the public on available services and resources.
- Honorably discharged veteran preferred.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Outreach Specialist - Veteran Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x

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

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

Intake/Eligibility Technician-Veterans Supportive Services

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

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Intake/Eligibility Technician is responsible for the coordination and comprehensive services delivered to veterans and their families by Veterans & Supportive Services. The Intake/Eligibility Technician uses interactive interviewing and fact gathering to obtain, verify and evaluate information from veterans regarding initial eligibility for Veterans & Supportive Services assistance.

SUPERVISION RECEIVED:
Program Supervisor I and Program Supervisor II

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Interview and obtain veteran's household information in difficult and emotional situations on such matters as household income, assets and financial obligations, familial status and housing crisis situation. Verifies information needed to determine initial eligibility for Veterans & Supportive Services assistance.
- Completes same-day program intake based on veteran's eligibility and housing crisis; Route completed case file to Veterans & Supportive Services Program or designee for case manager assignment and program follow up.
- Provides information and makes routine referrals to mainstream resources but not limited to veteran service providers, homeless programs and housing programs.
- Ensures accuracy, completeness, timely submission and consistency of eligibility documents and case files.
- Monitor, document and report veteran progress into Homeless Management Information System (HMIS) and Agency referral log.
- Create, store, retrieve and maintain electronically prepared materials; Maintain and control VA, Agency and veteran household information.
- Develop and maintain partnerships with Veterans & Supportive Services programs, community partners and VA entities that provide services to veterans.
- Plans, organizes and prioritizes workload to ensure that necessary tasks are completed in accordance with regulations related to Veterans & Supportive Services program specific eligibility and timeliness.
- Attends meetings and participates in training sessions or staff development activities.

- Other duties and special projects as assigned.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Always maintains client confidentiality
- Provide applicants with information regarding additional CAPK programs.
- Participates in and conducts outreach activities, conferences, meetings, and trainings as assigned.
- Receive applicants in a courteous and professional manner.
- Work collaboratively as part of a team.
- Must be willing to travel throughout Kern County, as needed, to assist clients.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Courteous and respectful call handling and phone etiquette.
- Applicable federal, state, and local laws, codes, and regulations.
- Contractual, departmental, and agency policies and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling.
- Current problems of socially and economically challenged families.

Ability to:

- Effectively communicate, verbally and in writing.
- Greet and assist visitors and clients in a professional manner and provide quality customer service.
- Work under pressure and in new situations.
- Work independently.
- Perform mathematical calculations and apply basic math concepts.
- Demonstrate good interpersonal skills.
- Problem solve and exercise sound judgement.

EDUCATION AND EXPERIENCE:

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

- Associate degree in social services or related field preferred.
- One (1) year experience working in a clerical social service environment.
- Experience working with people of diverse socioeconomic backgrounds.
- Honorably discharged veteran preferred.
- Previous case management experience desirable.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Intake/Eligibility Technician-Veteran Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	

Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Program Assistant –Veterans Supportive Services

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

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Program Assistant supports the Veterans Supportive Services Program by assisting with administrative tasks, daily operations, and grant-related activities funded through the U.S. Department of Veterans Affairs. This position also works closely with Veterans & Supportive Services administrative staff to support program coordination and service delivery.

SUPERVISION RECEIVED:
Program Supervisor I, Program Supervisor II

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Provide operations support to the program staff managing and monitoring program activities.
- Maintaining files for program record management.
- Maintain control and ensure accuracy of weekly, monthly, and other periodic reports as assigned.
- Greeting guests/visitors entering program site, determining the nature and purpose of visit and direct or escorting them to specific destination.
- Creates, stores, retrieves and maintains electronically prepared materials.
- Maintains and controls Veterans & Support Services confidential reports.
- Answer incoming phone calls and transfer them as needed and/or taking messages and providing to recipient.
- Maintains a roster of all residents on a daily and nightly basis.
  Oversee the full cycle of the Pantry Program, including the receipt, sorting, and processing of donated items, ensuring they are stored appropriately and listed accurately in the inventory system.
- Maintains inventory of all supplies needed by staff and residents.
- Conduct regular inventory counts and audits to ensure inventory stock levels are accurate and address any discrepancies promptly.
- Maintains cleanliness, organization, and inventory of paper supply and hygiene closets.
- Mail pick-up and distribution for residents and staff.
- Oversee daily logistics and workflow, ensuring smooth operations by coordinating tasks and property repair maintenance work orders across various departments.

- Maintains contact and relays urgent messages and issues to residents or program site staff.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Demonstrate excellent customer service skills.
- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Work independently.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Associate degree in social services or related field preferred
- One (1) year of clerical experience.
- Honorably discharged veteran or individual of lived experience with homeless services preferred.
- Experience working in non-profit sector.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

Reaching (below shoulder level)		x	

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

Case Manager-Veterans Supportive Services

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

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by Veteran & Supportive Services. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Case Manager will provide direct support for case management services and financial housing assistance to Veterans in Veterans & Supportive Services qualifying programs.

SUPERVISION RECEIVED:
Program Supervisor I and Program Supervisor II

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Assess the functional and social needs of clients in order to develop, implement and monitor individual service plans leading to increased self-sufficiency, including housing stabilization.
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in database reporting systems and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.
- Provide outreach to the community regarding resources available in Veterans & Supportive Services programs.
- Teach clients practical financial skills that consist of developing a monthly budget, prioritizing bills, and opening a bank account/savings method.
- Maintain client databases and referrals for service and generate reports.
- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.

- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Other duties and special projects as assigned.

Other Job Specific Duties:

- Assists and participates in meetings and community events as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

- Associate degree in social services or related field preferred.

- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.
- Honorably discharged veteran preferred.
- Call center experience preferred.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must complete American Heart Association First-Aid and CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desired.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Case Manager- Veterans Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x

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

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

Lead Case Manager-Veterans Supportive Services

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

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

SUMMARY:
The Lead Case Manager is responsible for the coordination and comprehensive services delivered to veterans and their families by Veterans & Supportive Services. This program was designed to assist homeless and at-risk veterans, and their families obtain and maintain housing. The Lead Case Manager will provide direct support case management services and financial housing assistance to Veterans in Veterans & Supportive Services qualifying programs. The Lead Case Manager will provide oversight, training and direction to Case Managers.

SUPERVISION RECEIVED:
Program Manager

SUPERVISION EXERCISED:
Case Managers

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

Essential Job Specific Duties:

- Assess the functional and social needs of clients in order to develop, implement and monitor service plans leading to increased self-sufficiency, including housing.
- Assess the housing needs of clients and develop a Housing Stability Plan.
- Coordinates and provides training to staff, providers, partners, and community members.
- Maintain program documentation and forms, including complying with the agency policies and procedures and all other related guidelines for the program.
- Assists with preparation of reports, and participation in the design of improvements to the homeless response system.
- Provides necessary information, problem assessment, referral, and follow up appropriate to client's and provider's needs
- Assist veterans to identify mainstream needs and facilitate a plan with appropriate service providers to meet those needs.
- Determine and access appropriate local, state, federal health and social resource agencies.
- Provide office and in-home visits on an ongoing basis as needed by clients, including follow-up services.
- Monitor, document and report client progress in database reporting systems and in client case files.
- Maintain client confidentiality and respond to clients in a timely manner.

- Provide outreach to the community regarding resources available in Veterans & Supportive Services programs.
- Recommend payment for rapid re-housing and complete paperwork per policy.
- Maintain client databases and referrals for service and generate reports.
- Maintain documentation of all payments to clients and all program expenses.
- Develop and maintain a list of housing providers and relationships with housing providers in Kern County.
- Guide clients through the process of obtaining and maintaining housing.
- Comply with established policies and procedures.
- Attend scheduled team meetings and training.
- Other duties and special projects as assigned.

Other Job Specific Duties:

- Assists and participates in meetings and community events as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

- Speak at engagements on issues related to Veterans & Supportive Services and Homelessness.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

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

- Associate degree in social services or related field preferred.
- Up to two (2) years' experience working with the unsheltered or veteran population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.
- Honorably discharged veteran preferred.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Must complete American Heart Association First-Aid and CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Lead Case Manager-Veterans Supportive Services			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

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

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

Healthcare Navigator-Veterans Supportive Service

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

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

SUMMARY:
The Healthcare Navigator will provide services that include connecting Veterans to VA healthcare benefits or community health care services where Veterans are not eligible for VA care. Provide case management and care coordination, health education, interdisciplinary collaboration, coordination, and consultation duties. Work closely with the Veterans primary care provider and members of the Veterans assigned multidisciplinary treatment team.

SUPERVISION RECEIVED:
Program Supervisor I and Program Supervisor II

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Act as a liaison between Veterans & Supportive Services and the VA or community medical clinic and works with a population of Veterans with complex needs who require assistance accessing health care services or adhering to health care plans.
- Work closely with the Veterans assigned multidisciplinary team, including medical, nursing, and administrative specialists, and case management personnel.
- Provide timely and appropriate Veteran centered care.
- Conduct home visits and other locations that the Veteran may be currently residing in (i.e. encampments, homeless shelters, etc.).
- Provide crisis interventions and act as a crisis response team with Veterans & Supportive Services and/or other community partners.
- Work collaboratively with staff and the Veteran to identify and address systems challenges for enhanced care coordination as needed.
- Works directly with Veterans and provides specialized case management and care coordination.
- Provide ongoing health education support as needed to the Veteran and family members.
- Identify systemic barriers within the organization, communicate with organizational leadership about these barriers, and work collaboratively to find viable solutions.
- Advise veterans about resources and programs, set up interviews to establish a need and follow up to make sure the services are provided.

- Utilize Veterans & Supportive Services evaluation components and outcomes indicators and report those evaluation results to VA and organizational leadership.
- Responsible for managing the referrals caseload.

Other Job Specific Duties:

- Participates in and conducts outreach activities, conferences, meetings, and trainings as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Must be available to travel for work as necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics.
- Public and private community social service resources.

Ability to:

- Address conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present Veterans & Supportive Services program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors

EDUCATION AND EXPERIENCE:

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

- Two (2) years of experience in a healthcare or social services area of practice.
- Associate or bachelor's degree in social services or related field preferred.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- One (1) year of clinical experience preferred.
- Honorably discharged veteran preferred.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be able to drive company insured vehicles.
- Must be fingerprinted and pass pre-employment background check.
- SOAR certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Healthcare Navigator- Veterans Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x

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

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

Administrative Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 9/27/2023

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

SUPERVISION RECEIVED:
Receives supervision from Program Administrator and indirect supervision from the Division Director.

SUPERVISION EXERCISED:
None

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

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

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

- Performs any other like duties as assigned or as needed.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including

document and records management.
- Any combination of education and or experience that demonstrates a high degree of competency.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Social Worker- Veterans Supportive Services

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

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

SUMMARY:
The Social Worker supports enrolled veterans by connecting them with substance abuse counseling, mental health services, support groups, and rehabilitation programs to aid in their recovery and well-being. Responsibilities include meeting with clients and their families to discuss progress or setbacks, developing treatment plans for those with mental illnesses or recovering from traumatic events, and maintaining regular communication to monitor their physical and mental health.

SUPERVISION RECEIVED:
Programs Manager

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Assist Program staff in assessing veterans needs and seeking appropriate health and human service support.
- Develop a treatment and care plan in conjunction with the VA medical and support staff.
- Collaborate with healthcare providers, and other organizations.
- Plan, coordinate, and implement support plans to help clients and their families cope in difficult times and overcome dependencies.
- Advocate for clients' rights and needs.
- Act as a liaison for veterans, setting up interviews to establish service and ensure the services are provided.
- Assist veterans in filling out applications for assistance programs.
- Conduct home visits and fieldwork as necessary.
- Work with veteran families on reunification or other support as it relates to their treatment plan.
- Assist veterans that have a mental health diagnosis on a treatment plan and linkage to appropriate support programs.
- Provide crisis intervention and conflict resolution services.
- Advocate for and help veterans get resources that improve their well-being.
- Evaluate services provided to ensure that they are effective.
- Document clients' progress and maintaining accurate records.
- Provide counseling and support to individuals and their families.

Other Job Specific Duties:

- Assists and participates in meetings and community events as assigned.
- Work alternative shifts including nights and weekends.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Local community resources and services.
- Diverse populations and cultural competency.
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged individuals.

Ability to:

- Demonstrate strong interpersonal skills.
- Communicate effectively, verbally, and in writing.
- Analyze problems and identify alternative solutions.
- Work independently and as part of a multidisciplinary team.
- Demonstrate strong organizational skills and attention to detail.
- Exercise flexibility and adapt to a dynamic work environment.
- Compile and maintain data records.
- Work with accuracy and attention to detail.
- Exhibit strong active listening skills, organizational skills, problem-solving skills and time-management.
- Demonstrate initiative and capacity to respond effectively in stressful situations.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.

EDUCATION AND EXPERIENCE:

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

- Bachelor’s degree in social work from an accredited university.
- Up to two (2) years' experience working with the veteran population.
- Specialized training in mental health or substance abuse counseling.
- Advanced skills in crisis intervention and conflict resolution.
- Experience working in non-profit sector.
- Experience working with disadvantaged populations.
- Honorably discharged veteran preferred.
- Knowledge of Kern County health and social services is preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Social Worker-Veterans Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x

Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

Program Supervisor I-Veterans Supportive Services

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

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

SUMMARY:
The Program Supervisor I assists in managing and monitoring Veterans & Supportive Services programs grants, identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Supervisor I also drafts and implements policies for resident handbooks and must be well-versed in Agency policies and guidelines, ensuring major decisions are approved by the Program Administrator.

SUPERVISION RECEIVED:
Program Manager

SUPERVISION EXERCISED:
Lead Case Manager, Program Assistant, Outreach Specialist, Healthcare Navigator, Intake/ Eligibility Technician, Housing Navigator

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

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by Veterans & Supportive Services, including program grants.
- Monitor each program and inform leadership of ongoing program and policy issue and discuss ways to resolve them.
- Review and participate in an emergency contact schedule of Veterans & Supportive Services employees for all programs.
- Monitor reports generated by Program staff for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned.
- Establish and maintain the safety and security of Agency property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish and implement policies contained within the resident handbook.
- Understanding of the Agency Employee Handbook, Resident Handbooks, Veterans & Supportive Services programs Guidelines, and all operational policies.
- Ensure decisions affecting the Veterans & Supportive Services are not made without consultation and approval by leadership.
- Generate a morning report and submit to leadership for review and approval.

- Prepare Monthly and Quarterly Program Reports.
- Create and review performance requirements for the Veterans & Supportive Services Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.
- Responsible for timesheet review and approval including supervision, and evaluation of assigned staff.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated CVAF program.
- Maintain confidentiality of client information and records.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact on stability creating barriers to self-sufficiency and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment, and various counseling modalities.
- Transference and boundary setting.
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.

- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- One (1) year of management experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Program Supervisor I- Veterans Supportive Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x

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

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

Program Supervisor ll-Veterans Supportive Services

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

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:
The Program Supervisor ll assists in managing and monitoring Veterans & Supportive Services programs including grants, identifying and addressing program and policy issues, and overseeing the accuracy of programmatic reporting. The role involves managing schedules, coordinating staff training, preparing official correspondence for approval, and ensuring property safety and security. The Program Supervisor ll drafts and implements policies for resident handbooks and must be well-versed in Agency policies and guidelines, ensuring major decisions are approved by the Administrator. This position will serve as a liaison with stakeholders and community partners.

SUPERVISION RECEIVED:
Program Manager

SUPERVISION EXERCISED:
Lead Case Manager, Program Assistant, Outreach Specialist, Healthcare Navigator, Intake/ Eligibility Technician, Housing Navigator

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

Essential Job Specific Duties:

- Assist leadership in managing and monitoring programs operated by Veterans & Supportive Services, including Grants.
- Monitor each program and inform leadership of ongoing program and policy issues to seek ways to resolve concerns.
- Review and participate in an emergency contact schedule of Veterans & Supportive Services employees for all programs.
- Monitor reports generated by Program staff for accuracy.
- Create and maintain control of reports and schedules.
- Coordinate, as assigned, necessary staff training such as first aid and CPR certification.
- Prepare for signature and posting of outgoing official correspondence as assigned. Send all correspondence to assigned leadership for approval.
- Establish and maintain the safety and security of Agency property and furnishings.
- Prioritize the need for and draft policies and procedures for resident handbooks.
- Establish, expand and implement policies contained within the resident handbook.
- Understanding of the current edition of the Agency Employee Handbook, Resident Handbooks, Veteran & Supportive Services programs Guidelines, and all operational policies.

- Ensure decisions affecting the Veteran & Supportive Services are not made without consultation and approval by leadership.
- Generate a morning report and submit to leadership for approval.
- Prepare Monthly and Quarterly Program Reports.
- Create and review performance requirements for the Veteran & Supportive Services Case Management team.
- Supervise and evaluate staff, assign work, provide guidance and direction to ensure they have sufficient resources to complete their responsibilities.
- Assess program staff performance and make change recommendations including disciplinary action.
- Responsible for timesheet review and approval including supervision, and evaluation of assigned staff.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required, including nights, weekends, holidays and rotating on-call duties.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated Veteran & Supportive Services programs.
- Maintain confidentiality of client information and records.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Socioeconomic conditions and trends.
- Physical and mental illnesses and their impact upon personality, aging process, patterns of stability affecting veterans and barriers to self-sufficiency (such as drug abuse, unemployment, domestic abuse).
- Individual and group behavior and family relationships.
- Cultural and socioeconomic factors and influences affecting delivery of social services.
- Techniques of interviewing, diagnostic assessment and various counseling modalities.
- Transference and boundary setting.
- Professional ethics,
- Knowledge of program laws, rules and regulations.
- Public and private community social service resources.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.

- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university.
- Must be an experienced driver with experience transporting clients.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Three (3) years of management experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Program Manager-Veterans Supportive Services

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

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

SUMMARY:
The Program Manager works across all program areas, including the finance team, to ensure effective and efficient grant making processes. The Program Manager will also serve as the system administrator for the Veterans & Supportive Services grants databases support the development and implementation of various initiatives, educate staff on Program policies and procedures, and be actively involved in the recruitment and training of Program staff.

SUPERVISION RECEIVED:
Program Administrator of Veterans Supportive Services

SUPERVISION EXERCISED:
Program Supervisor I, and Program Supervisor II

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

Essential Job Specific Duties:

- Monitor grants for legal, financial, and program compliance including but not limited to ensuring that grant requirements are correctly documented in case files and grantor software.
- Monitor and documents grant processes, forms, templates, reports and data to ensure full compliance with internal controls, grantor requirements and legal requirements.
- Generate reports and data analysis for Program Leadership, Finance team and Board.
- Work with finance to comply with compliance and financial audits.
- Work with leadership to ensure accurate and adequate paper and electronic document retention requirements are met.
- Ensure all staff are aware and knowledgeable of the grants management process and technology to the degree their functions require. This includes training staff of all programs formally and informally.
- Implement and maintain protocol for testing and reconciling data accuracy and making timely and accurate database changes.
- Manage system upgrades, troubleshooting and roll-out of updates including staff notifications and training.
- Develop training materials and standard operating procedures. Maintain electronic manuals and update program sections of policy and procedures manuals. Document system procedure changes and trains users on updates.
- Assist in editing docket materials and preparing relevant materials.
- Design and maintain filing systems for Agency paper and electronic records.

- Participate in weekly staff meetings, including provision of work-related updates.
- Participate in weekly substantive check-ins with leadership.
- Collaborate with leadership on special projects as needed.
- Provide counseling on Program policies and procedures to all staff.
- Be actively involved in recruitment by managing the Program hiring process.
- Develop training and development programs
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Review employment and working conditions to ensure legal compliance.
- Other duties and special projects as assigned.

Other Job Specific Duties:

- Develop, implement, and evaluate programs aimed at supporting individuals in crisis.
- Supervise and support program staff, providing training and guidance to enhance service delivery.
- Collaborate with community organizations, government agencies, and stakeholders to ensure comprehensive service provision.
- Advocate for clients' needs and rights, ensuring they have access to necessary resources and services.
- Monitor program outcomes, maintain accurate records, and prepare reports for funding agencies and stakeholders.
- Assist in the development and management of program budgets, ensuring financial sustainability and compliance with regulations.
- Possess strong leadership skills, a deep understanding of homelessness and social services, and a commitment to providing compassionate and effective support to vulnerable populations.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and departmental procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of veterans and socially and economically challenged individuals and families.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.

- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Work alternative hours as required, including nights, weekends, and holidays.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two (2) years of supervisory experience.
- Up to one (1) year experience working with the veteran population and/or any duration of lived experience.
- Honorably discharged veteran preferred.
- Experience working in the non-profit sector preferred.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be fingerprinted and pass pre-employment background check.
- Must complete American Heart Association First-Aid and CPR certification.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Program Administrator -Veterans Supportive Services

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved: TBD**

SUMMARY:

The Program Administrator plans, organizes, controls, and directs, the operation, management, and administration of Veterans & Supportive Services agency contracts and/or grants that pertain to veteran services and self-sufficiency services. Ensures programmatic compliance with federal and state laws, and/or regulations, and any other requirements specific to the contracts/programs. The Program Administrator develops, monitors, implements, and evaluates program policies and procedures, develops, administers, monitors program budgets, assures Veterans & Supportive Services comply with and implement state, local, and federal regulations, and supervises and evaluates the performance of assigned personnel.

SUPERVISION RECEIVED:
Division Director

SUPERVISION EXERCISED:
Program Manager and indirect supervision of all Program Staff

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

Essential Job Specific Duties:

- Program Planning and Operational Management
    - Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.
    - Collaborates in the development and preparation of the annual preliminary program budgets, analyzes and reviews budgetary and financial data, controls and authorizes expenditures in accordance with established limitations, monitors fiscal systems to assure and sustain program alignment, administers grants, and develops and negotiates service contracts with partnerships, and consultants. This includes ensuring compliance with state and federal guidelines as a non-profit organization, allocating funds for each program.
    - Directs and evaluates the performance of assigned staff, interviews, and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions, determines the need for, monitors, and evaluates staff development programs, and provides information to staff regarding professional development activities.
    - Establishes and maintains partnerships with agencies/resources in the community as they relate to program goals and objectives.

- Provides systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
- Maintains an internal communication system that includes an internal reporting record, and distribution of needed information to and from staff, and the Community Action Partnership of Kern Board of Directors.
- Participates in public relations and community interface activities.
- Advocates for Programmatic needs at the County, State and Federal level. Conduct monthly program review and evaluation to assess progress, identify challenges, and ensure alignment with goals.
- Work closely with the Finance Department to supply information to auditors. Monitors procedures to meet grant compliance in relationship to auditing standards. Ensures compliance and responses to CAPK audits.
- Performs special assignments/projects and other duties as assigned.

- Personnel Management
  - Oversees the identification of work to be done as related to the Performance Standards, administrative requirements, and other agency or program policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management.
  - Provides leadership in establishing and maintaining quality work standards throughout the Veterans & Supportive Services Division.
  - Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
  - Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
  - Works with the Human Resources Department to implement timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching, and counseling in accordance with applicable federal and state laws and regulations.
  - Oversees the implementation of the performance evaluation system for all program staff within the Veterans & Supportive Services Division on an annual basis, in accordance with applicable policies and procedures.
  - Makes recommendations to leadership regarding hiring and terminations in accordance with Agency policy, applicable laws/regulations, and Appendix A, Governance and Management Responsibilities.
  - Responsible for the development and implementation of training plans for staff, volunteers, and others involved in the operation of the Veterans & Supportive Services programs.
- Financial Management:
  - In conjunction with the CFO and Division Director, oversees the grantee's responsibility in conducting the financial affairs of the Veterans & Supportive Services Division.
  - In conjunction with the CFO and Division Director, develops and maintains an effective system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.

- Collaborate with the CBDO in the development and preparation of the basic grant refunding application and any supplemental applications as required by contracts.
- Performs internal quality control activities to monitor and evaluate the progress of contracts to ensure that the goals and objectives of the contracts and/or grants are being met within required timeframes and to prepare for audits/programmatic quality reviews from external agencies.
- Review and collaborate the budget preparation, monitor expenditures and revenues for assigned programs/contracts, and coordinate required periodic program reporting.
- Initiates, directs, and evaluates program activities and effectiveness, i.e., compliance with funding conditions, meeting program priorities, ensuring quality of services, and making recommendations, as appropriate.
- Monitors, establishes, and maintains strategies, objectives, and priorities for respective programs/contracts and apprises the Division Director of the status of Agency contract/program performance on a periodic basis.
- Identifies problems with program performance regarding Agency contracts/grants and makes recommendations/implements corrective actions.
- Responsible for approving expenditure disbursements.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of veterans and socially and economically challenged individuals and families.

Ability to:

- Supervise and lead a diverse team.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally, and in writing.
- Effectively work in group settings with Directors, Managers, Board of Directors, and others.
- Prepare accurate and concise reports and budgets.
- Coordinate and ensure timely reporting for contractual obligations.

- Ability to exercise sound judgment and consistently act to the betterment of our clients.
- Work with diverse personnel and communities to foster cultural competencies within population, including low-income, and other marginalized groups.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited institution with a major in public administration, business administration, or closely related field.
- Possession of an advanced degree is desirable and may be substituted for one (1) year of required experience.
- Five (5) years' senior management level experience, including supervision, in directing, organizing, and coordinating the administrative activities within a division, department, or program within a public agency or private non-profit organization.
- Public speaking experience and media relations desirable.
- Must have strong and effective supervisory and communication skills.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Program Administrator- Veterans Supportive Services			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x

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

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

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director Program

Date: January 7, 2026

Subject: *Agenda Item 4b:* Head Start & State Child Development Organization Chart and Job Descriptions – **Action Item**

The Head Start and State Child Development Division (HSSCD) is requesting approval from the Personnel Committee for proposed revisions to the organizational structure for the division. The HSSCD organizational structure attached includes title changes that align to approved job descriptions, as well as a revised center-position structure that will mirror the Head Start Program Performance Standards. Revisions are highlighted in the attached documents for quick reference.

Summary of Proposed Changes

Below are the previously approved job descriptions that align with the proposed organizational changes. These changes are being identified to ensure full transparency to the proposed structure.

Current Title	New Title	Board Approval
Wellness and Inclusion Supervisor	Intervention Supervisor	11/24/2025
Wellness Content Area Specialist	Intervention Specialist	11/24/2025
Inclusion Content Area Specialist	Intervention Specialist	11/24/2025
Heath Content Area Specialist	Health and Nutrition Content Area Specialist	11/24/2025
Nutrition Content Area Specialist	Health and Nutrition Content Area Specialist	11/24/2025
Enrollment Technician	Enrollment and Attendance Specialist	6/25/2025
Attendance Technician	Enrollment and Attendance Specialist	6/25/2025
Enrollment Specialist	Enrollment and Attendance Coordinator	6/25/2025

The positions in this next section are also reflected in the proposed organizational structure as revised but will require approval of the job descriptions. Head Start staff worked in partnership with CAPK's Human Resources division to draft and point the job descriptions. This fiscal impact will be minimal as current positions exist with the same or higher-level.

New Job Descriptions				
Former Position	New Position	Current Grade	Proposed Grade	Fisal Impact
Maintenance Manager	Maintenance Supervisor	10 Min: $28.39 Mid: $35.49 Max: $42.59	10 Min: $28.39 Mid: $35.49 Max: $42.59	None ~ Budgeted at the same level
New	Associate Teacher ~ Non-Represented	N/A	5 Min: $16.89 Mid: $21.11 Max: $25.34	None ~ Budgeted at a higher level

Center Based Structure
The proposed center-based structure was revised to align to the Head Start Program Performance Standards as well as to support a clear succession plan for early childhood professionals to traverse from an entry level position up to a managerial role within administration. This new structure will require the development of four (4) job descriptions either as new positions or reclassifications to existing positions. Program staff will continue their collaboration with CAPK's Human Resources Division in the development of these job descriptions. They will be presented to the Personnel Committee at future meeting in the coming months.

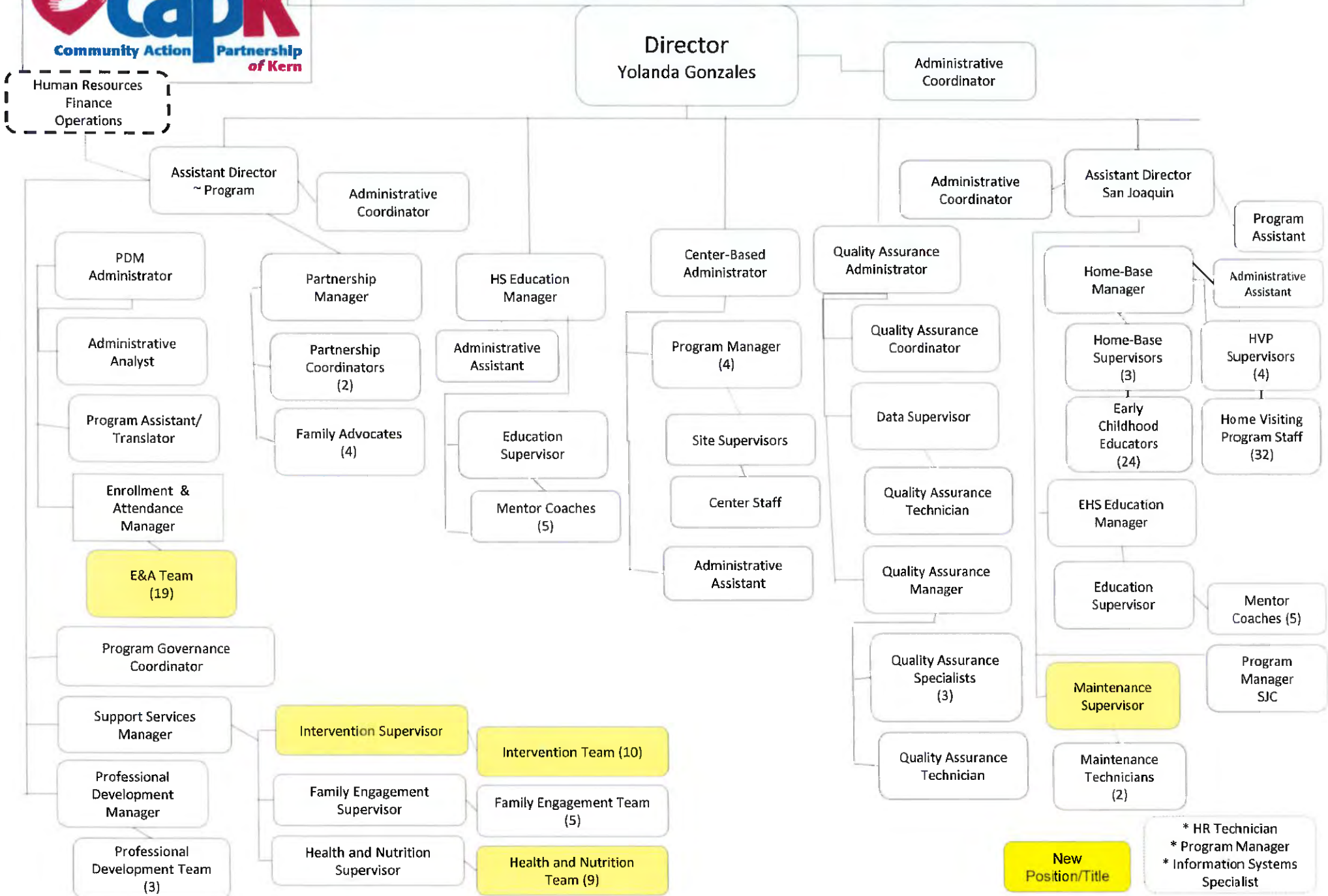
Fiscal Impact and Timeframe
These revisions are budgeted in the Head Start FY 2025-26 and FY 2026-27 budgets. The program staff have developed a transition plan for these revisions. All departments are targeted to be fully implemented prior to the beginning of the 2026-2027 school year.

Strategic Plan Impact
As part of CAPK's Strategic Plan, Strategic Priority C ~ Agency Culture: CAPK seeks to be an employer of choice by fostering a learning-focused work culture that drives continuous growth, while attracting and retaining a high-quality engaged workforce. This proposal supports staff development, growth, and retention by aligning the job description with the pressing needs of the Head Start program.

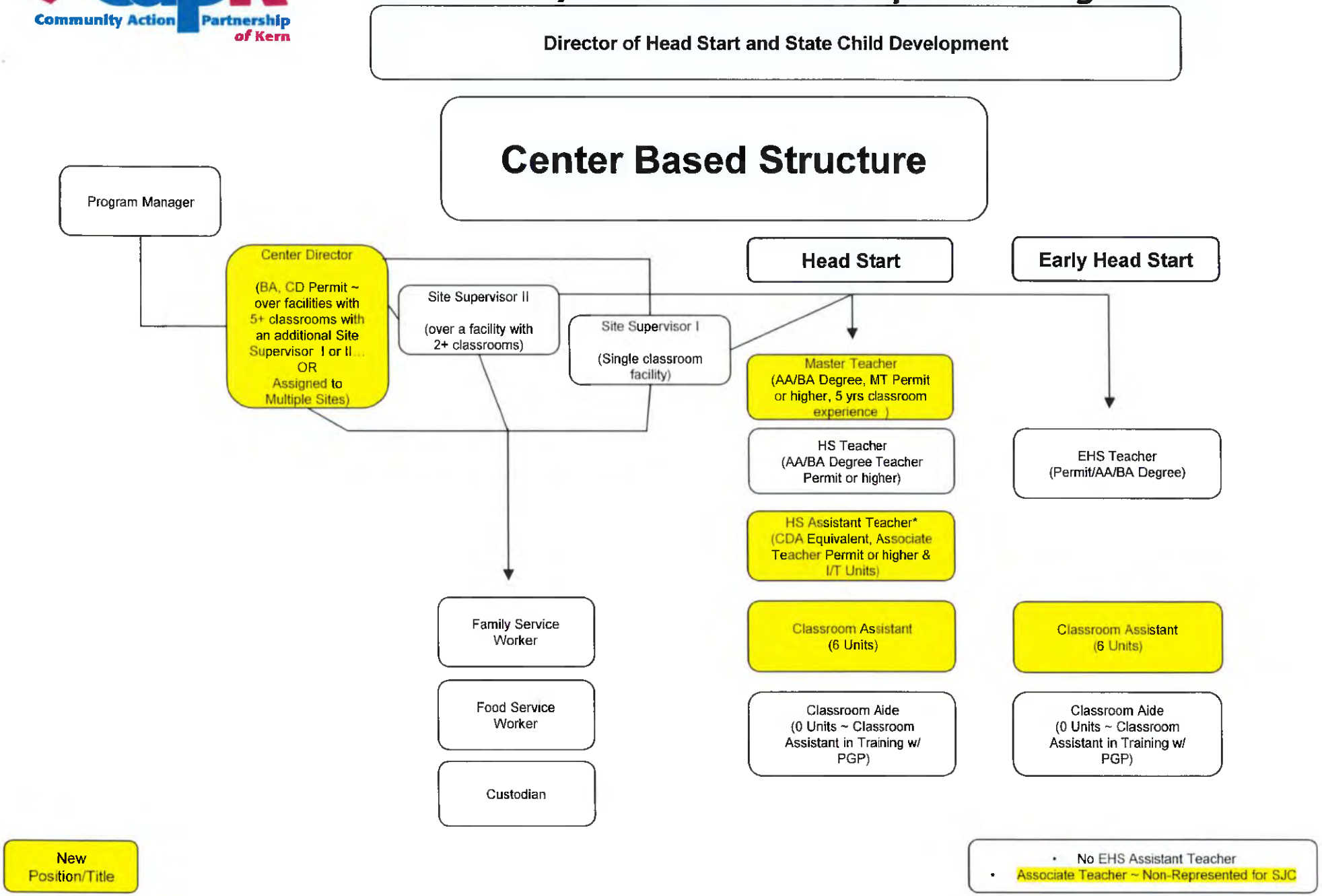
Recommendation
Staff recommends the Personnel Committee approve the revised Head Start and State Child Development Organizational Structure and job descriptions as presented.

Attachments:
HSSCD Organizational Structure
HSSCD Center-Based Organizational Structure
Maintenance Supervisor Job Description
Associate Teacher ~ Non-Represented Job Description

Head Start/ State Child Development Programs



Head Start/State Child Development Programs



Maintenance Supervisor- San Joaquin

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

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

SUMMARY:
The Maintenance Supervisor delegates assignments and ensures progress and completion of maintenance work orders. Will perform a variety of skilled and semi-skilled trades related to the construction and maintenance of buildings, grounds, and equipment. Maintains related records and ensures compliance with all required regulations.

SUPERVISION RECEIVED:
Receives supervision from the Assistant Director.

SUPERVISION EXERCISED:
Maintenance Technician II and I

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

Essential Job Specific Duties:
- Monitor facility work orders to ensure requests are appropriately handled and resolved in a timely manner.
- Maintain status, generate, close, and input material cost and labor hours in the work order system.
- Evaluate and prioritize facilities work orders to determine assignments/scheduling.
- With the guidance of leadership, determine when projects should be contracted.
- Organize and maintain appropriate documentation for all facilities and maintenance jobs, projects, and equipment.
- Supervise staff in the performance of maintenance and construction work.
- With the assistance of Risk Management, monitor and evaluate the quality and completion of jobs.
- Coordinate and/or perform routine emergency repairs and maintenance at all sites, including evening and weekend emergency calls.
- Complete performance evaluations as required.
- Assist in the procurement of goods and services for the maintenance of all facilities.

Other Job Specific Duties:
- Conduct and attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Vehicle maintenance/repair.

Ability to:

- Handle conceptual issues.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Establish priorities and organize work accordingly.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Repair and maintain equipment, furniture, fixtures, facilities systems, grounds, and structures.
- Supervise employees professionally to achieve professional and organizational goals.
- Work collaboratively and effectively lead a team.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Five (5) years of work experience in building construction and/or maintenance/repair.
- Two (2) years of supervisory experience in building and/or construction/maintenance.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.

- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

Associate Teacher - Non-Represented

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

Salary Range: Grade 5 **FLSA Status:** Non-Exempt **Date Approved: TBD**

SUMMARY:
The Associate Teacher will provide a safe, healthy, educational, and supervised environment for children 3-5 years of age (e.g., indoor classroom, outdoor play area). Encourages parent engagement in all aspects of the program. Promotes the social, emotional, physical, and cognitive development of children. Develops individual goals for children, provides ongoing assessments on children's progress, and facilitates transitions to kindergarten. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Receives supervision from the Site Supervisor.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Assists with the completion and maintained of children's educational records and parent/teacher conferences as required and assigned by the Teacher and/or Site Supervisor.
- Follows the three CLASS domains of effective teacher-child interactions: emotional support, classroom organization, and instructional support.
- Supervises children at all times to ensure a safe environment according to Licensing Title 22 regulations and Head Start Performance Standards.
- Reports all children's injuries to the Teacher immediately and completes the Child Accident Report for all observed incidents and submits the report to the Teacher.
- Observes and records behaviors of children to assist the Teacher and/or Site Supervisor.
- Follows a consistent schedule that meets individual needs, including small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
- In collaboration with support staff and Local Education Agencies (LEA), ensures the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individual Education Plan (IEP).
- In collaboration with the Teacher, creates, implements, and ensures that the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served; and space in the classroom is well organized into easily recognizable functional areas.

- Assists the Teacher in planning and implementing developmentally appropriate lesson plans that provide opportunities for children to participate in a variety of activities indoors and out, provides large group, small group, and individual activities, teacher-initiated and child-initiated activities, and integrates the educational concepts of health, nutrition, and social and emotional well-being.
- Always maintains confidentiality of records and information on children and families.
- In collaboration with teaching staff, implements appropriate transitioning activities for children.
- Encourages and supports development for staff, parents, and/or volunteers through participation in activity planning and program implementation.
- Assists center staff and parents with record keeping and planning activities.
- Works in cooperation with Mentor Coaches as assigned.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follows procedures as a Mandated Reporter to report suspected child abuse/neglect.
- Assists with parent/teacher conferences.
- Participates in requisitioning appropriate supplies and materials for the classroom.
- Participates in and/or carries out and documents monthly fire and emergency drills.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Is proactive in the effort to recruit and enroll families that qualify for Head Start programs.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

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

Knowledge of:
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:
- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Effectively present Head Start program services information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of families. culture and language, integrates health and nutrition education, promotes language

development, art, music, and dramatic play, and develops mathematical and science concepts.
- Obtain knowledge of applicable federal, state, and local laws, codes, regulations and Agency and departmental policies and procedures.

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

- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess twelve (12) units of infant/toddler coursework or CDA credential.
- Minimum of one (1) year experience working in a state or federally funded childcare program.

OTHER REQUIREMENTS:
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current First Aid/ CPR Certificate or obtain one within 90 days of employment.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) desirable.

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

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

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

POSITION TITLE: Associate Teacher Non-Represented			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X

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

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

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resource Officer

Date: January 7, 2026

Subject: *Agenda Item 4c:* Open Enrollment Update – **Info Item**

The Human Resources team effectively facilitated the engagement of 968 benefit-eligible employees, offering them the opportunity to explore and choose their benefit options during the Open Enrollment period in November 2025. Below is the YOY (year over year) eligibility snapshot.

	2023	2024	2025	2026
Benefit-Eligible Employees	858	882	985	968
EE Medical Plan Enrollment	461	500	627	677

A total of 291 employees declined medical coverage, a reduction of 38 from 2025.
A summary of the reasons for declining is as follows:

Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	38	13%
I am participating in a state exchange plan or Medi-Cal plan	98	34%
I am participating in my parent's medical plan	14	5%
I am participating in my spouse's medical plan	103	35%
I am participating in Medicare or other retirement coverage	33	11%
Did not answer/unknown	5	2%
TOTAL	**291**	100%

A total of 50 more staff enrolled in CAPK plans over 2025 enrollment. The Kaiser enrollment increased by 159 staff.

2026	% Of Total Enrollment		EE Only	EE + Spouse	EE + Children	Family
PPO	37	5.47%	24	4	6	3
Anthem HMO	77	11.37%	50	12	9	6
Kaiser	563	83.16%	315	79	90	79

Notable changes to 2026 plans include an additional network of providers, VSP, was added to the existing vision plan offerings (under the same Ameritas plan) and Kaiser's employee contribution was reduced for 2026.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program
Robert Espinosa, Program Design and Management Administrator

Date: January 7, 2026

Subject: *Agenda Item 4d: Head Start Personnel Update* – **Info Item**

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

For the months of November and December 2025, the following information is provided to the Personnel Committee:

- 646 Staff employed.
- 54 Vacant Positions.
- Onboard 6 new staff members.
- Seventeen (17) Resignations.
- Twelve (12) days of interviews for 9 open requisitions.

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

Attached is a document outlining the closed classrooms and current staff vacancies for both closed and open classrooms as of December 30, 2025.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	34	100%	6	6	0	100%
Alicante	20	20	100%	3	3	0	100%
Angela Martinez EHS	24	24	100%	9	9	0	100%
Angela Martinez HS	81	60	74%	9	9	0	100%
Bakersfield College	32	25	78%				
Blanton	16	13	81%				
Broadway (PY)	37	26	70%	6	6	0	100%
California City (PY)	17	20	118%	2	1	1	50%
California Street	24	25	104%	9	7	2	78%
Cleo Foran EHS	8	8	100%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	2	1	67%
Delano (PY)	60	59	98%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	34	100%	6	6	0	100%
Family Childcare EHS	24	33	138%				
Family Childcare HS	21	24	114%				
Garden Pathways	11	11	100%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	67	99%	27	27	0	100%
Harvey L. Hall	74	61	82%	12	12	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	16	100%	6	4	2	67%
Kennedy HS	17	0	0%	3	0	3	0%
La Plaza	24	0	0%	6	0	6	0%
Lathrop	24	22	92%	9	9	0	100%
Lathrop HS	17	15	88%	3	3	0	100%
Lodi	32	24	75%	12	12	0	100%
M. Massei	24	23	96%	9	9	0	100%
M. Massei HS	17	17	100%	3	3	0	100%
MJM EHS	16	17	106%	6	5	1	100%
MJM HS	34	40	118%	6	6	0	100%
Oasis EHS (PY)	8	6	75%	3	3	0	100%
Oasis (PY)	34	35	103%	6	6	0	100%
Pete Parra EHS	48	48	100%	15	13	1	87%
Pete Parra HS	68	76	112%	12	12	0	100%
Primeros Pasos EHS	16	16	100%	6	6	0	100%
Primeros Pasos HS	51	50	98%	9	8	1	89%
Rosamond (PY)	51	51	100%	9	9	0	100%
San Diego EHS	32	32	100%	12	12	0	100%
Shafter EHS	24	23	96%	9	9	0	100%
Shafter	17	20	118%	3	3	0	100%
Stockdale HS	41	37	90%	9	8	1	89%
Sterling EHS	64	64	100%	9	9	0	100%
Sterling HS	53	61	115%	24	22	2	92%
Sunrise Villa (PY)	17	15	88%	9	8	1	89%
Taft (PY)	51	60	118%	3	2	1	67%
Taft College	22	15	68%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Tiny Powers	8	0	0%	3	0	0	0%
Tiny Powers HS	34	10	29%	6	0	6	0%
University Park	44	0	0%	9	0	9	0%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	19	112%	2	2	0	100%
Home Base Kern 160	160	149	93%	16	14	2	88%
SJC EHS HB 80	80	72	90%	8	7	1	88%
Total	**1842**	**1678**	**91%**	**357**	**316**	**41**	**89%**

Funded Enrollment	1842	1678	91%

Active Enrollment	1665	1678	101%

Closed Classrooms	Funded Enrollment	Staff Vacancies
*Angela Martinez HS ~ 81		
Class D	15	0
Class E	15	2
EHS HB ~ 100		
ECE 2	10	0
ECE 9	10	1
ECE 11	10	0
Kennedy HS~ 17		
Class A	17	3
La Plaza~ 24		
Class A	12	2
Class B	12	3
SJC HB ~ 80		
Stockton 2	10	1
Stockton 3	10	0
Tiny Powers~ 8		
Class 1	8	2
Tiny Powers HS ~ 34		
Class A	17	1
Class B	17	1
University Park ~ 34		
Class A	11	1
Class B	17	1
Class C	16	3
Classrooms Fully	**Total Slots**	**Staff Vac.**
15	**177**	**19**

* Angela Martinez slots moved

	Slots	Staff Vac.
Closed Enrollment	**10%**	**46.34%**
Open Enrollment	**90%**	**53.66%**

DATE	January 14, 2026
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**
   Committee Chair, Gina Martinez called the meeting to order at 12: 04 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**
   Roll call was taken with a quorum present.

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

   Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer, Yolanda Gonzales, Director of Head Start/State Child Development, Freddy Hernandez, Director of Youth and Family Services, and other CAPK Staff

   Public Comments
   No one addressed the Committee.

3. **Program Presentation**

   a. Community Development Marketing and Outreach presented by Savannah Oates, Advocacy and Public Relations Manager

   Savannah Oates presented an overview of the Outreach and Marketing Department, which includes four staff members and one CSUB fellow. The team manages program campaigns, media releases, ribbon cuttings, specialty months (HAM, VITA, Energy, Head Start), and all agency collateral and advertising, including printed materials, commercials, social media, and website development/maintenance. The department provides Canva content-creation training to ensure brand consistency and focuses on storytelling to elevate successful client experiences. Advocacy efforts include coordinating engagements and proclamations with elected officials.

   In 2025, the department completed 131 events, 15 program campaigns, and 10 ribbon cuttings. Social media presence grew significantly, with over 6 million additional impressions since 2022 across 27 platforms and a total of 5.2 billion media impressions in 2025. Beginning in 2026, CAPK will appear on Eyewitness News every two weeks to share updates. Key 2025 events included Give Big Kern with 150 volunteers, quarterly blood drives with the blood bank, and strong board member participation. Major summer activities included the Covey Cottage ribbon cutting, the 2nd Annual Gourmet for Good, and the Central Kitchen ribbon cutting. During September's Hunger Action Month, the team led multiple events, including the month-long Feed the Need food drive at the fairgrounds. During November's government shutdown, the team coordinated media coverage and social media updates on available resources.

Lee'o Whisenant applauded team's work and recognized their contributions to CAPK's presence in the community. Gema Perez added that CAPK's social media presence continues to receive recognition and praise, and she congratulated the team for their efforts.

4. <u>New Business</u>

a. November and December 2025 Program Reports presented by Pritika Ram, Chief Business Development Officer-***Action Item***

Pritika Ram presented the final PRE report for the 2025 calendar year and noted that the state report deadline is approaching, which will capture all data related to unduplicated touches and total individuals served. In April, she will provide a complete report on 2025 performance. Highlights from the November & December reports include the Veteran Supportive Services Division, and she said now that the program is under the CAPK umbrella, new funding opportunities will be available. An update will also be included in 2026 reports to capture performance outcomes for Covey Cottages. The MCAP program serves 3,000 children and managed more than 600 providers, operating a nearly $30 million budget. The Operations Division report shows that Information Services (IS) processed nearly 1,000 tickets and created more than 45 profiles in Microsoft Dynamics. Facilities completed over 500 work orders across a range of locations including the Ramkabir project and Head Start sites. Although the Ramkabir project has not been formally awarded, pre-development work was required to meet the 12-month deliverable timeline. Pritika also noted that the City of Bakersfield is covering the cost of pre-development activities.

Lee'o Whisenant asked for clarification on the statement that the project is a $35 million effort. Pritika explained that there has been some miscommunication in the media and clarified that $35 million was listed as the maximum award amount; however, the city application and our agency estimates the true cost to be significantly lower—approximately $10 million for capital and $2 million for operations. Some of the recent City documents did not specify a number to avoid the need for a contract amendment if the final cost differs.

Regarding the CAPK Foundation, the Board approved transitioning away from the Brown Act. Other notable achievements including the receipt of over $100,000 in donations for the month of December and as of January 13, 2026, the Board approved new appointments to the Board to diversify fundraising strategies.

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

b. November and December 2025 Application Status Report & Funding Profiles presented by Karen Vazquez, Senior Grant Analyst ***– Action Item***

Karen Vazquez presented the final PRE report for the 2025 calendar year and highlighted the awarded and pending grants. Karen also reported that the Shafter Youth Center has been identified as a potential innovation hub site. The team toured LACI in Los Angeles, which focuses on clean energy, and noted alignment with Kern's clean-energy priorities. The proposal involves repurposing the Shafter Youth Center with support from NLR for environmental and facility assessments, while day-to-day programming would be run by KCCD CERET, which specializes in clean-energy workforce development. CAPK would oversee the facility and technology upgrades. This is a 24-month, $5.3 million project, with $3 million dedicated to site improvements and one full-time position. The project lead will also work on long-term fund development to ensure sustainability. For CDBG

funding, the City of Bakersfield has an opportunity to support a new modular building for FHHC to serve southeast neighborhood communities.

Lee'o Whisenant asked where the Transition in Place (TIP) program is operating. Rebecca clarified that CAPK does not currently operate TIP directly but supports the program with master-lease apartments countywide. Park 20th is operated by the Housing Authority and CAPK's Veterans Supportive Services, but it is not part of TIP.

Motion was made and seconded to approve the November and December 2025 Application Status Report & Funding Profiles. Carried by unanimous vote (Whisenant /Perez).

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

Carol Hendricks presented the final 2025 report, focusing on the December 2025 data, which reflected that enrollment reached 98% for Early Head Start and 99% for Head Start. The Office of Head Start issued a letter confirming that CAPK Head Start successfully completed the Full Enrollment Initiative by achieving and maintaining at least 97% enrollment in both Head Start Preschool and Early Head Start for six consecutive months following the conclusion of the 12-month period.

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

d. CAPK Strategic Plan: Update on Strategic Priority D – Data Driven Decisions, presented by Emilio Wagner, Chief Facilities & Technology Officer **- *Info Item***

Emilio Wagner presented the first update for the agency 2025-2029 Strategic Plan. He is the Priority lead for Strategic Priority D which focuses on expanding data-driven decision-making to strengthen organizational capacity, improve fiscal stewardship, and enhance reporting across CAPK programs. Foundational systems are still in development, but programs have been selected to pilot new data dashboards. Financial management tools are advancing, including setup of the Budget-to-Actual tool integrated with Sage Intacct Martus and the transition from Grant Hub to Instrumental. A centralized intake system is being developed, with VITA using a condensed interim form. The interagency referral system is under review to identify gaps, needed updates, and a standardized process for program changes. These efforts support stronger accountability, resource management, and service coordination.

e. **Committee Member Comments**

Pritika Ram reminded the committee members that the Board Retreat is on Saturday, January 24th, and the regular meeting is on Monday January 26th.

f. **Next Scheduled Meeting**

Program Review & Evaluation Committee
Wednesday, February 11, 2026
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

g. **Adjournment**

The meeting was adjourned at 12:52 pm.

2026

Community Action Partnership of Kern

Communications and Outreach Department

Presentation

Expertise and Passion at Your Service

MEET OUR TEAM

Savannah Oates

PR & Advocacy Manager

- Oversees outreach team
- Serves as main media contact
- Leads agency wide initiatives
- Leads all advocacy initiatives for the agency

Tiyonna Mitchell

Outreach & Communications Supervisor

- Oversees large scale development initiatives
- Leads outreach initiatives
- Assists with internal professional development

Ernesto Leon

Senior Communications & Outreach Coordinator

- Assists with agency level advocacy initatives
- Develops all program collateral
- Leads medium to large scale program campaigns
- Serves as Spanish media lead

Arnoldo Galindo

Multimedia Specialist

- Serves as videographer and photographer for all agency programs
- Leads all agency video needs
- Serves as secondary support for social media

Brandon Ngyuen

Multimedia Specialist

- Serves as videographer and photographer for the food bank
- Assists with the food bank social media
- Serves as liaison between food bank and marketing team

Jackie Villatoro

CSUB Fellow

- Assists the team with all marketing collateral
- Helping streamline social media platforms
- Serves as extra photographer

WHAT OUR TEAM DOES

- Program campaigns/launches/ribbon cuttings
  - CVAF Integration
  - Specialty months
  - VITA tax season
  - Collateral development
  - Advertising
  - Event support
  - Website maintenance/development
- Social media training and management
  - Canva license disbursement
  - Branding establishment
  - Content creation
  - Boosted ads
  - Grant requirements
- Storytelling
  - Newsletter development
  - Media Relations
  - Media capturing (videography/photography)
  - Testimonial capturing
- Advocacy
  - Elected engagement
  - Legislation review
  - Proclamations

2025 HIGHLIGHTS

Executed Events

The team hosted, led, or collaborated on several events throughout the year.

131

Executed Campaigns

These campaigns included in-person events, social media campaigns, fundraising, and much more.

15

Executed Ribbon Cuttings and Press Conferences

These were large-scale events that celebrated and announced agency-wide initiatives.

10

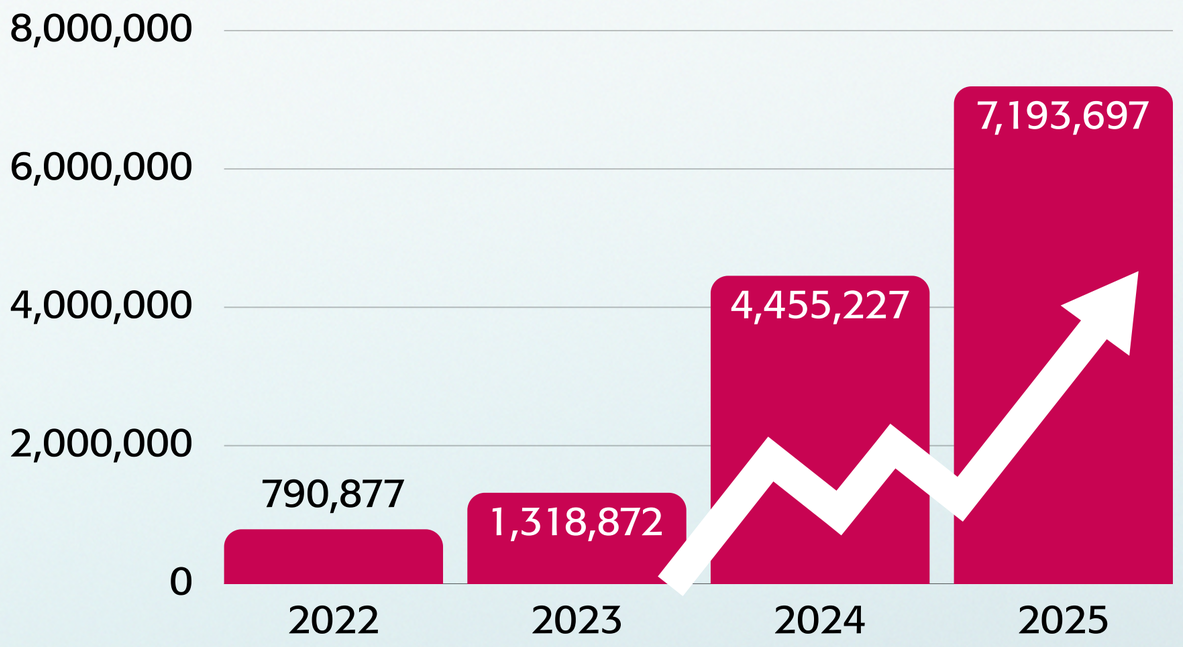
Social Media Growth

27

Social Media Profiles that includes:
16 Facebooks
9 Instagrams
1 Youtube
1 Linkedin

7,193,697

times our content was viewed in 2025 (impressions).



Media Impressions

EVENT HIGHLIGHTS

JANUARY

Volunteer Big Kern	Food Bank
Fatherhood Conference	Head Start
KHEP Subcomittee Focus Group (6 events)	CAPK
Lincoln school career fair	CAPK
VITA campaign	VITA
CALEITC Awareness Press Conference	VITA

FEBRUARY

CALEITC Awareness Week	VITA
National 211 Day	211
Winter Blood Drive	CAPK
Employee Giving launch	Foundation
North Beardsley Preschool Presentation	CAPK
Lake Isabella KHEP meeting	CAPK
BC Financial Aid Fest	CAPK

MARCH

Valley Strong Huggy Heart Campaign	Foundation
Kern Read Across America	Head Start
SJ Read Across America	Head Start
SJ Head Start Media Traning	CAPK
CVAF Merger	VSS
NCAF Legislative days	CAPK
Wendy Wayne Box Building Day	Food Bank
Media Coverage of Adventist Health Volunteering	Food Bank
Y2LEF Migrant Education Parent Conference at Del oro	CAPK
Ridgecrest KHEP Meeting	CAPK
Condors Night	Foudation

EVENT HIGHLIGHTS

APRIL

CALCAPA Leg Day	CAPK
HVP Spring Social	HVP
CRC Easter Visits Shafter x 2	Foundation
CRC Easter visits Taft	Foundation
Agency Partner Conference	Food Bank
Tacos and Taxes	VITA
KRV CAPk Spring Resource Fair	CAPK
Cal AIM Easter Event	
JJO Spring Food and Diaper Drive	Food Bank

MAY

Community action month campaign	CAPK
EKFRC Expansion Ribbon Cutting	EKFRC
KHRS Saddle up calm event	CAPK
Delano CAM proclamation	CAPK
Shafter CAM proclamation	CAPK
Wasco CAM proclamation	CAPK
Ridgecrest CAM proclamation	CAPK

CAPK Spirit week	CAPK
Kern County CAM proclamation	CAPK
Arvin CAM proclamtion	CAPK
Maricopa proclamation	CAPK
Bakersfield CAM proclamation	CAPK
McFarland CAM proclamation	CAPK
East Bakersfield Festival	CAPK
Head Start Enrollment Campaign	Head Start
CALFood campaign	Food Bank

EVENT HIGHLIGHTS

JUNE

Tri-Counties Huggy Heart Campaign	Youth & Family
KAN Leadership Awards	n/a
Gourmet for Good	Foundation
KRV summer resource fair	CAPK
Covey Cottages Ribbon Cutting	VSS

JULY

Sumer meals with UWCEC Presser	CAPK
Huggy Heart Campaign with Alta 1	Foundation
Coffee Campaign with Covenant Coffee	VSS
Covey Cottage Open House	VSS
Summer meals Bakersfield, Lake isabella, Arvin	CAPK

AUGUST

Oasis FRC Baby Shower	Oasis
Friendship House Back to School event	FHCC
HS/EHS PY preservice	Head Start
Mojave National Night out	EKFRC
BC Applied Leadership Graduation	CAPK
National farmers week farmers market	CalFresh
Central Kitchen Ribbon Cutting	Central kitchen

EVENT HIGHLIGHTS

SEPTEMBER

Shafter HAM proclamation	Food Bank
Taft HAM proclamation	Food Bank
Wasco HAM proclamtation	Food Bank
Ridgecrest HAM proclamation	Food Bank
Summer blood drive	capk

Kern County HAM proclamation	Food Bank
Arvin HAM proclamtion	Food Bank
Maricopa HAM proclamtion	Food Bank
KGET Food Drive	Food Bank
Bakersfield HAM proclamation	Food Bank
McFarland HAM proclamtion	Food Bank

Delano HAM proclamation	Food Bank
Tehachapi HAM proclamtion	Food Bank
HAM community Box Building Day	Food Bank
Feed the Need	Food Bank
stockton HS ribbon cutting	Head Start

EVENT HIGHLIGHTS

OCTOBER

HS Advocacy month	Head Start
KBHRS hertiage month tabling	CAPK
Veteran's Stand Down	VSS
NOR Fall Festival	CAPK
BC Homecoming food drive	Food Bank
Bakersfield Dental Trunk or treat	CAPK
Goverment shutdown press conference	Food Bank
FHCC Fall Festival	FHCC
Lamont Fall Festival	CAPK
CALAIM Trunk or Treat	CALAIM

NOVEMBER

Huggy Heart Campagn with Maya	Foundation
Government shutdown food distributions	Food Bank
FHCC Casino Night	FHCC
Patel Foundation Check Presentation and Press Conference	Food Bank
Heritage Coat Drive	Foundation
JJO Toy and food drive	Food Bank
Martha Morgan Coat Drive	Foundation
Kaiser Permanente Check Presentation	Food Bank
M Street Thanksgiving Luncheon campaign	M Street
EKFRC Thanksgiving holiday Box giveaway	EKFRC
Rosamond Thanksgiving holiday Box giveaway	EKFRC
M Street Thanksgiving Luncheon	M street
Turkey Day Run	Foundation
DOE Campaign	

DECEMBER

CRC shafter holiday visits	Foundation
CRC taft holiday visits	Foundation
Steps resource fair	M street
BCHS Serve Day	Food Bank
M Street Christmas luncheon	M street
M street christmas meal campaign	M street
Arts council visit	Head Start
SYC grant food distribution	Youth and family
Jeremy Holiday Video	CAPK
EKFRC Christmas Dinner Boxes	EKFRC
Rosamond Christmas Dinner Boxes	EKFRC

2026

Any questions?

January 2026 PRE Committee

November and December 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	November-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	2,657	30,037	20,000	13%	150%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,480	26,895	18,000	14%	149%
Pending Assessments (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	10	231	200	5%	116%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	4				
Encampment Resolution (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	46	747	450	10%	166%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	2	87	70	3%	124%
HOUSED to permanent housing placement (SRV 4o)	5	44			

Explanation (Over/Under Goal Progress)

Program Strategic Goals	**Progress Towards Goal**

1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members. CES continues to work on the Road to Housing tool.
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	One FTE position is currently open. CES in the interviewing process.
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.	CES is projected to hired a new staff member before the end of the year. □
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

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

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

Homeless Referrals/Assessments (SRV 7a) (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	3,101	33,138	20,000	16%	166%
Number of applicants who received a response within 24 Hours (duplicated client counts)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,890	29,785	18,000	16%	165%
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.	30	261	200	15%	131%
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	43	790	450	10%	176%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	3	90	70	4%	129%
HOUSED to permanent housing placement (SRV 4o)	1	45			

Explanation (Over/Under Goal Progress)

Program Strategic Goals	**Progress Towards Goal**

1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members. CES continues to work on the Road to Housing tool. □
2. Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	One FTE position is currently open. CES finished a second round of interviews.
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.	CES made an offer; waiting for candidate's response.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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)	133	1,390	1,500	9%	93%
Total Clients Served	190	2,132	2,400	8%	89%
Pets (i.e., kennel, emotional support assistance and service pet)	11	119	75	15%	159%
Residents Under 90 days length of stay	68	752	800	9%	94%
Exits to Permanent Housing (FNPI 4b)	10	75	114	9%	66%
Exits-Self	21	264	150	14%	176%
Exits-Involuntary	30	466	700	4%	67%
Case Management Services (SRV 7a)	465	7,872	8,000	6%	98%
Critical Incidents	42	363	250	17%	145%
Shelter Residents Meals (SRV 5ii)	4,586	71,987	70,000	7%	103%
Number of Volunteers *(duplicated)*	150	1,539	100	150%	1539%
Volunteers Hours *(duplicated)*	321	2,514	3,000	11%	84%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	38	522	500	8%	104%
Current client census	26	386	300	9%	129%
Meals (SRV 5ii)	974	16,642	20,000	5%	83%
Pets	8	80	75	11%	107%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	2	22	20	10%	110%
Exits-Self	1	33	50	2%	66%
Exits-Involuntary	2	34	75	3%	45%
Critical Incidents	5	33			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	10	110	30	33%	367%
Current client census	9	107	25	36%	428%
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).	Three (3) clients participated and graduated from Project Hire-Up last co-hort, 10 clients working in various jobs in the community i.e., Entertainment, Jack n Box, Walmart, Edgelawn Assoc, Bolthouse, Winco, 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.	Completed
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	10 clients moved into housing, total of 75 for 2025.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	10
25 - 34	30
35 - 44	49
45 - 54	35
55 - 61	36
62+	30
Total:	**190**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	1
Black or African American	43
Hispanic/Latina/e/o	27
White	76
Multiple races	41
Client Don't know / Refused	
No Answer	
Total:	**190**

Gender	Month
Female	74
Male	115
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:	**190**

Zip Code	Month	Zip Code	Month
93203	2	93268	
93301	66	93280	
93302	1	30168	
93304	13	31321	
93305	12	8701	
93306	7	73401	
93307	14	53703	
93308	23	93203	
93309	9		
93311	2		
93312	2		
92225	1		
93505	1		
93215	1		
93240	1		
93245	1		
90013			
96067			
93257			
93560			
93263			
Not specified			
Total			**156**

Community Action Partnership of Kern
Monthly Report 2025

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	5
35 - 44	5
45 - 54	10
55 - 61	8
62+	9
Total:	**38**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	8
Hispanic/Latina/e/o	4
White	21
Multiple races	5
Client Don't know / Refused	
No Answer	
Total:	**38**

Gender	Month
Female	14
Male	24
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:	**38**

Zip Code	Month	Zip Code	Month
93301	6		
93304	3		
93305	2		
93306	2		
93307	2		
93308	6		
93309	5		
93312	1		
93225	1		
93553	1		
95828	2		
93277	1		
93285	1		
Not specified	5		
Total			**38**

Program Highlights

2 clients were placed into housing, New Safe Camp up and running 26 clients currently residing with services such as showers, laundry, transportation and MH?SUD classes. One client working in community through IHSS.

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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)	122	1,512	1,500	8%	101%
Total Clients Served	191	2,323	2,400	8%	97%
Pets (i.e., kennel, emotional support assistance and service pet)	8	127	75	11%	169%
Residents Under 90 days length of stay	63	815	800	8%	102%
Exits to Permanent Housing (FNPI 4b)	10	85	114	9%	75%
Exits-Self	13	277	150	9%	185%
Exits-Involuntary	37	503	700	5%	72%
Case Management Services (SRV 7a)	366	8,238	8,000	5%	103%
Critical Incidents	42	405	250	17%	162%
Shelter Residents Meals (SRV 5ii)	3,657		70,000	5%	0%
Number of Volunteers *(duplicated)*	150	1,689	100	150%	1689%
Volunteers Hours *(duplicated)*	169	2,683	3,000	6%	89%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	38	560	500	8%	112%
Current client census	28	414	300	9%	138%
Meals (SRV 5ii)	655	17,297	20,000	3%	86%
Pets	6	86	75	8%	115%
Clients moved to Shelter (SRV 4m)	0	0	15	0%	0%
Exits to Permanent Housing (FNPI 4b)	1	23	20	5%	115%
Exits-Self	1	34	50	2%	68%
Exits-Involuntary	1	35	75	1%	47%
Critical Incidents	1	34			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	10	120	30	33%	400%
Current client census	10	117	25	40%	468%
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).	Three (3) clients participated and graduated from Project Hire-Up's last cohort, 7 clients working in various jobs in the community i.e., Jack n Box, Bolthouse, Legacy Temp agency, Winerschneitzel, Hard Rock Casino, fields, and Padre Hotel.
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.	Completed
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	10 clients secured housing this month, total of 85 for the year.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	11
25 - 34	35
35 - 44	50
45 - 54	30
55 - 61	32
62+	33
Total:	**191**

Race Demographic	Month
American Indian or Alaska Native	4
Asian	2
Black or African American	46
Hispanic/Latina/e/o	32
White	64
Multiple races	42
Client Don't know / Refused	
No Answer	1.00
Total:	**191**

Gender	Month
Female	70
Male	121
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:	**191**

Zip Code	Month	Zip Code	Month
35630	1	93268	1
93301	79	31321	1
93302	1	93203	2
93304	10	93501	2
93305	8		
93306	9		
93307	14		
93308	19		
93309	6		
93311	2		
93312	2		
92225	1		
90620	1		
93505	1		
93245	1		
90807	1		
93250	1		
93255	1		
93555	4		
93560	1		
94305	1		
Not specified	21		
Total			**191**

Community Action Partnership of Kern
Monthly Report 2025

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	5
35 - 44	6
45 - 54	9
55 - 61	9
62+	9
Total:	**39**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	7
Hispanic/Latina/e/o	5
White	21
Multiple races	6
Client Don't know / Refused	
No Answer	
Total:	**39**

Gender	Month
Female	14
Male	25
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:	**39**

Zip Code	Month	Zip Code	Month
93301	5		
93304	3		
93305	2		
93306	2		
93307	2		
93308	7		
93309	5		
93311	1		
93312	1		
93225	1		
93553	1		
95828	2		
93277	1		
93285	1		
93203	1		
Not specified	4		
Total			**39**

Program Highlights

Safe camp had 2 Christmas trees donated, tree decorating party, adopt a client, 4 clients matched to Dulce vouchers, 2 signed leases, and one re-united with family. 2 yr. SC was able to secure her green card, 1 ind taking vivitrol for SUD.

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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	364	4,182	450	929%	
Number of Referrals Received (SRV 7c)	40				
Number of Enrollments	30				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,168	12,364	8,100	14%	153%

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)	9	299	100	9%	299%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	8	165	75	11%	220%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	97	920	50	194%	1840%
Number of services per client per month (i.e., client accepted day services, attended day services class)	29	353	2600	1%	14%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	In the process of hiring, 1 FTE offered and accepted.
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 Nov. Computer Basics, Home DIY &Cleaning Workshop, Eviction Prevention Workshop, Cal Job Workshop, and Prepare-U.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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	354	4,536	450	1008%	
Number of Referrals Received (SRV 7c)	47				
Number of Enrollments	32				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,054	13,418	8,100	13%	166%

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	315	100	16%	315%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	20	185	75	27%	247%

Day Habilitation Services	Month	YTD Goal	YTD Goal	Month Progress	Annual Progress
Number of Clients Currently Enrolled	93	1,013	50	186%	2026%
Number of services per client per month (i.e., client accepted day services, attended day services class)	45	398	2600	2%	15%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1.) Enhance recruitment initiatives to attract and hire well-qualified candidates. This includes enhancing employee retention and foster opportunities for professional growth.	Interviews pending.
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 2 main courses offered in the month of Dec. Computer Basics and Home DIY & Cleaning.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

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

Client Services (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	19	190	200	10%	95%
Number of Client Contacts	2	440	500	0%	88%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	3	52
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	5	49

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	19	166
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	0	125
Transitional Housing Placements (SRV 4n)	7	26

Permanent Housing Placements (SRV 4o)	0	52
Job Readiness Training (SRV 1f)	12	74
Job Referrals (SRV 1l)	12	138
Incentives (e.g., food vouchers, transportation, application fees, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	6	82
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1) Complete data entry for Dynamics by 9/30/25	Completed.
2) Staff to work on exiting all inactive clients to prepare for program end.	Staff continue to make attempts to reach clients that have gone inactive, if no response they will be closed out.
3) Meet with BSCC for budget modification for program closeout.	Communicating with new field rep to schedule meeting to discuss nest steps.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

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

Client Services (duplicated client counts)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	114	304	200	57%	152%
Number of Client Contacts	225	665	720	31%	92%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	4	56			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	3	52			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	3	169			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	1	125			
Transitional Housing Placements (SRV 4n)	0	26			

Permanent Housing Placements (SRV 4o)	3	52
Job Readiness Training (SRV 1f)	12	86
Job Referrals (SRV 1l)	12	150
Incentives (e.g., food vouchers, transportation, application fees, gift cards) SRV 5hh	10	10
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	2	84
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	Completed.
2.) Maintain strong relationships with the Parole and Probation Departments while expanding efforts to provide comprehensive wraparound services.	Staff continue to make attempts to reach clients that have gone inactive, if no response they will be closed out.
3.) Focus on leveraging partnerships to address critical needs such as employment support, housing stability, and additional services through programs like CalAIM, including Day Habilitation, to holistically support successful reentry outcomes.	Communicating with new field rep to schedule meeting to discuss nest steps.

Program Highlights

In May of 2024, we received a referral for an ARG client that served 29 years in state prison. He was relentless in his efforts to secure employment and accepted a truck driving position on 7/30/24. He was the housed on 11/12/24 and still remains in contact with his Housing Navigator and made a referral for his friend who was recently released from prison.

Veterans & Supportive Services

Community Action Partnership of Kern
Monthly Report 2025

Month	November-25	Program/Work Unit	Veterans & Supportive Services
Division/Director	Rebecca Moreno	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 in 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 veteran 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 provide scattered-site, low-barrier shelter for youth aged 18 - 24.

Grant and Per Diem	Month	YTD	Annual Goal	Month Progress	Annual Progress
BRIDGE: % Exit to Permanent Housing (> 75%) (SRV 4o)	1	11	10	10%	110%
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)	1	22	16	6%	138%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	7	7	0%	100%
SITH: % Employed at Exit (SRV1m)	1	5	5	20%	100%
Total Households Enrolled	5	90	85	6%	106%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Enrolled	3	143	150	2%	95%
Permanent Housing Placements	0	27	35	0%	77%
Rental Assistance Payments	26	401	475	5%	84%
Security Deposit	0	34	40	0%	85%
Bus Pass	0	20	35	0%	57%
Application Fees	2	12	15	13%	80%
General Housing Stability Assistance (GHSA)	4	34	35	11%	97%
Utility Payments	1	20	25	4%	80%
Late Fees	1	34	40	3%	85%
Moving Costs	0	3	7	0%	43%
Landlord Incentives	0	1	5	0%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	0	31	10	0%	310%
Permanent Supportive Housing (Park 20th/Residences at East Hills)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Households served	32	172	25	128%	688%
HHAP YS (Youth Shelter)		**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients enrolled	0	7	20	0%	35%
Housing Placement (e.g., transitional, temporary,	0	4	10	0%	40%
Negative Exits	0	2	5	0%	40%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	N/A	0	76	0%	0%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern
Monthly Report 2025

Month	December-25	**Program/Work Unit**	Veterans & Supportive Services
Division/Director	Rebecca Moreno	**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 in 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 veteran 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 provide 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)	2	13	10	20%	130%
BRIDGE: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	3	7	0%	43%
BRIDGE: % Employed at Exit (SRV1m)	1	2	3	33%	67%
SITH: % Exit to Permanent Housing (> 75%) (SRV 4o)	1	23	16	6%	144%
SITH: % Negative Program Exit (< 20%) (SRV 4m, 4n)	0	7	7	0%	100%
SITH: % Employed at Exit (SRV1m)	0	5	5	0%	100%
Total Households Enrolled	6	96	85	7%	113%
Supportive Services for Veteran Families (SSVF)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Total Households Enrolled	5	148	150	3%	99%
Permanent Housing Placements	3	30	35	9%	86%
Rental Assistance Payments	17	418	475	4%	88%
Security Deposit	3	37	40	8%	93%
Bus Pass	0	20	35	0%	57%
Application Fees	0	12	15	0%	80%
General Housing Stability Assistance (GHSA)	5	39	35	14%	111%
Utility Payments	0	20	25	0%	80%
Late Fees	2	36	40	5%	90%
Moving Costs	1	4	7	14%	57%
Landlord Incentives	0	1	5	0%	20%
Tenant Incentives	0	1	5	0%	20%
Rental Arrears	1	32	10	10%	320%
Permanent Supportive Housing (Park 20th/Residences at East Hills)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Households served	32	204	25	128%	816%
HHAP YS (Youth Shelter)		**YTD**	**Annual Goal (12 Mo)**	**Month Progress**	**Annual Progress (12 Mo)**
Number of clients enrolled	2	9	20	10%	45%
Housing Placement (e.g., transitional, temporary,	0	4	10	0%	40%
Negative Exits	0	2	5	0%	40%
HHAP CM (Emergency Housing Voucher Case Management)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Number of Clients served	N/A	0	76	0%	0%

Explanation (Over/Under Goal Progress)

Health and Nutrition Services

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

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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	71,500	593,438	700,000	123%	85%
Pounds Distributed	872,791	7,815,066	10,000,000	105%	78%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	142,848	1,326,173	1,250,000	137%	106%
Pounds Distributed	303,718	3,644,204	4,500,000	81%	81%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	2,853	36,416	40,000	86%	91%
Pounds Distributed	216,864	1,963,491	2,000,000	130%	98%
CSFP (Senior Box) Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	5,608	51,503	66,000	102%	78%
Pounds Distributed	205,812	2,075,120	2,300,000	107%	90%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not attached to distros)*	833	28,326	50,000	20%	57%
Pounds Distributed	63,278	701,419	750,000	101%	94%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	3,595	45,068	75,000	58%	60%
Pounds Distributed	16,258	240,873	275,000	71%	88%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements	1,045	5,803	15,000	84%	39%
Pounds Distributed	600	4,937	10,000	72%	49%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Engagements	46,565	72,906	15,000	3725%	486%
Pounds Distributed	928,993	2,369,121	1,500,000	743%	158%
Totals	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**

Total Engagements	274,847	2,347,441	2,211,000	149%	106%
Total Pounds Distributed (SRV 5jj)	2,608,314	20,446,373	21,335,000	147%	96%
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)	19	273	450	51%	61%
Other Volunteers (i.e., general public, duplicated)	316	1,901	2,250	169%	84%

Explanation (Over/Under Goal Progress)

The dramatic increase in the Community Events line item depicts the work done in response to the government shutdown, which began the first week of November. We executed 9 large scale distributions in Bakersfield, Taft, Delano, Mojave, and Ridgecrest over the week it remained shuttered. With support from the National Guard and Cal Volunteers, more than 12K households were served, and 819K pounds were distributed. On top of that, November is traditionally a month that we support a lot of community events with. There was a large discrepancy between the demand among pantry partners and the amount of food they were able to distribute. Finally, in November 2025 we welcomed our new Volunteer Coordinator, Ashley Padron.

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.	Collaboration groups are active and have met for recurring meetings.
By June 2025, The CAPK Food Bank will implement a classification system for measuring, tracking, and increasing the nutrition level of the food distributed.	No additional progress toward this goal in this reporting period.
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

The first week of November was the CAPK Food Bank's response to the government shutdown. We executed 9 large scale distributions in Bakersfield, Taft, Delano, Mojave, and Ridgecrest over the week it remained shuttered. With support from the National Guard and Cal Volunteers, more than 12K households were served, and 819K pounds were distributed. Despite the three holiday closures, there was a sizeable increase in pounds distributed. More than a million pounds increase from September to November. Also in November, the CAPK Food Bank conducted an extremely successful multi-day food drive at the Walmart on Gosford.

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

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

Program Reimbursements (CY Jan - Dec 2025) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,662,538.55	$26,052,246.85	$ 27,900,000	93%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,662,538.55	$41,072,311.21	$30,000.00	136908%

Services	**Current Month**
Active Child Enrollment	2,849
Active Childcare Providers (SRV 7f)	562

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

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment Program (MCAP) is actively enrolling children for services to ensure child enrollments and Childcare Provider Reimbursements are aligned to meet 100% of the MCAP contract for FY 2025-2026. Our program has made significant effort in educating our community and outreaching to promote program available services in our rural communities in all of the six entry counties in the Central Valley.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Staff Recruitment & Retention – Develop and implement a staffing plan that supports recruitment, retention, and workforce development to meet the program's growing needs.	Program leadership continues to work on providing monthly trainings and technical assistance to staff members, focus has shifted slightly to provide additional resources and support to our satellite offices to address personnel training needs and secure adequate office space and necessary furniture and equipment.
2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.	To support program growth and long-term sustainability, program leadership continues to work on the completion of our office work space expansion. This includes furniture, and all logistics to support an effective program operation. Significant work is being done in collaboration with multiple CAPK departments, including: Facilities, IT, Finance, Human Resources and our Program Director. This additional space will allow us to hire the additional positions in our current roster to enhance work flow and to provide manageable workload to all program personnel.

Program Highlights

Significant milestones reached for our program include expanded staffing capacity to better support our service delivery. We also enhanced out training structure to strengthen staff skill and efficiency. We are also seeking to enhance our technology upgrades for improved operational efficiency. Further, we have increased client engagement and staff accessibility to meet with working parents and this is having a significant positive effect in increasing our active program enrollment numbers.

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

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

Program Reimbursements (CY Jan - Dec 2025) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,538,164	28,590,411	$ 27,900,000	102%

Program FY Reimbursements Progress	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,538,164	43,610,476	30,000	145368%

Services	**Current Month**
Active Child Enrollment	2,941
Active Childcare Providers (SRV 7f)	586

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

Explanation (Over/Under Goal Progress)

The Migrant Childcare Alternative Payment Program (MCAP) is closing out the calendar year with strong momentum. The program is actively enrolling eligible children to ensure that both child enrollment levels and childcare provider reimbursements are fully aligned to meet 100% of the MCAP contract requirements for Fiscal Year 2025–2026. Significant efforts have been made to strengthen outreach and community education, with a focused emphasis on increasing awareness of available program services. These outreach initiatives have been successfully implemented across all six entry counties in the Central Valley, with particular attention given to serving families in rural and hard-to-reach communities.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Staff Recruitment & Retention – Develop and implement a staffing plan that supports recruitment, retention, and workforce development to meet the program's growing needs.	The MCAP Program is closing out the calendar year with strong momentum. We are actively enrolling eligible children to ensure that both child enrollment levels and childcare provider reimbursements are fully aligned to meet 100% of the MCAP contract requirements for Fiscal Year 2025-2026. Significant efforts have been made to strengthen outreach and community education, with a focused emphasis on increasing awareness of available program services. These outreach initiatives have been successfully implemented across all six entry counties in the Central Valley, with particular attention given to serving families in rural and hard- to-reach communities.

2. Program Growth & Sustainability – Strengthen program capacity by enhancing training, technology, and reporting systems to ensure efficient operations and sustainable growth.	Program leadership continues to prioritize the delivery of ongoing monthly trainings and technical assistance to staff. As program needs evolve, the focus has expanded to include enhanced support for satellite offices, with the goal of strengthening staff capacity and operational readiness. Targeted efforts are underway to address personnel training needs through additional resources, individualized guidance, and consistent technical assistance. In parallel, leadership is actively working to ensure satellite offices are equipped with adequate office space, as well as the necessary furniture, technology, and equipment to support staff efficiency and service delivery.

Program Highlights

The program is well positioned to meet the Fiscal Year 2025–2026 goals. Key milestones include expanded staffing capacity to strengthen service delivery, enhancements to the training structure to improve staff skills and operational efficiency, and planned technology upgrades to further support effective program operations. Additionally, increased client engagement and improved staff accessibility for working parents have contributed to a measurable positive impact, as reflected in rising active enrollment numbers.

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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)	13,807		14,910		93%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	997		1,200		83%
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	61	1,021	2,000	3%	51%
WIC Presentations and Outreach Events	14	59	100	14%	59%
Publication in newspaper, television, and/or social media postings (English and Spanish)	38	146	350	11%	42%
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	285	350	9%	81%

Peer Counseling Program (PCP)	Clients Served	Goal	Annual Progress
Provide basic breastfeeding education and encouragement to WIC PCP participants.	271	1,000	27%

Explanation (Over/Under Goal Progress)

LVL Visits cancelled by CDPH WIC due to government shutdown

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.	In Nov distributed more boxes of MyPlate's to WIC clinics in Adelanto County and distributed the print outs to provide to clients.
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.	WIC call center has been successful
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. We are also developing an after hours protocol to support breastfeeding mothers during breastfeeding challenges. □

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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)	13,724		14,910		92%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,001		1,200		83%
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	53	1,074	2,000	3%	54%
WIC Presentations and Outreach Events	12	71	100	12%	71%
Publication in newspaper, television, and/or social media postings (English and Spanish)	29	175	350	8%	50%
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.	22	307	350	6%	88%
Peer Counseling Program (PCP)	**Clients Served**		**Goal**	**Annual Progress**	
Provide basic breastfeeding education and encouragement to WIC PCP participants.	298		1,000	30%	

Explanation (Over/Under Goal Progress)

LVL Visits cancelled by CDPH WIC due to government shutdown

Community Action Partnership of Kern
Monthly Report 2025

Program Strategic Goals	Progress
1. Enhance Nutrition Counseling Services. Strengthen the quality of nutrition counseling by providing staff with advanced training in active listening, addressing barriers to breastfeeding, and tailoring nutrition guidance to client needs. Focus on offering practical solutions and empathetic support to improve the effectiveness of sessions.	In December distributed boxes of MyPlate's to WIC clinics in Kern and Adelanto County and distributed the print outs to provide to clients. All boxes have been distributed
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.	WIC call center has been successful
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. We are also developing an after hours protocol to support breastfeeding mothers during breastfeeding challenges.

Program Highlights
RBL surpassed previous goal.

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

Program Description

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

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	8	125	60	13%	208%
Street Outreach and Education	35	877	75	47%	1169%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	3	46
Social Security Insurance (SSI) (SRV 7i)	10	22
Medical Services (SRV 7c)	1	31
Mental Services (SRV 7c)	11	52
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	29
Educational and Career Development (SRV 7c)	3	43

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	115	968
House Hold Items	6	95
Hygiene Kits (SRV 5oo)	25	276
Emergency Clothing (SRV 7n)	141	1231
Administrative Services & Copies	110	544
Transportation Services (SRV 7d)	8	64
Educational Supplies (SRV 2k)	2	31
Covid - 19 Supplies (SRV 5oo)	2	32

Community Action Partnership of Kern
Monthly Report 2025

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	47	30	0%	157%
Children Receiving Case Management Services (SRV 7a)	0	76	30	0%	253%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	8	10	0%	80%
Children Educational Center Base Activities (FNPI 2b)	0	40	30	0%	133%
Children Educational Home Base Activities (FNPI 2b)	0	65	30	0%	217%
Children Summer Bridge Activities (FNPI 2b)	0	15	15	0%	100%
Collaborative Meetings Participated	1	10	12	8%	83%
Family Support Services for non-clients with children 5 and under	81	546			
First 5 Total	**82**	**807**			

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)	63	869			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	11	270	150	7%	180%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	170	3356	1800	9%	186%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	722	3852
Baby Supplies (SRV 2w)	113	1215
Covid - 19 Supplies (SRV 5oo)	2	115
Court Mandated Parenting Correspondence (SRV 2w)	12	112
Educational Supplies (SRV 2k)	23	482
Emergency Clothing (SRV 7n)	400	4088
Food Assistance (SRV 7c)	641	3468
Household Items (SRV 7c)	16	310
Hygiene Kits (SRV 7c)	55	787

Referrals (SRV 7c)	9	502
Transportation Services (SRV 7d)	14	199

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 November we received a donation in the amount of $5,000 from Terra Gen , this contribution was used towards or Turkey Food Giveaway which was held in Mojave. We also received a donation from Clearway in the amount of $7,500 for our Turkey Food Distribution in the city of Rosamond.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We partnered with Terra-Gen and Clearway and planned an event in botCities of Mojave and
3. Improve on-site services to more effectively connect with the East Kern target population.	

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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)	3	128	60	5%	213%
Street Outreach and Education	55	932	75	73%	1243%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	4	50
Social Security Insurance (SSI) (SRV 7i)	1	23
Medical Services (SRV 7c)	0	31
Mental Services (SRV 7c)	2	54
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	1	30
Educational and Career Development (SRV 7c)	1	44

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	106	1074
House Hold Items	13	108
Hygiene Kits (SRV 5oo)	24	300
Emergency Clothing (SRV 7n)	128	1359
Administrative Services & Copies	101	645
Transportation Services (SRV 7d)	7	71
Educational Supplies (SRV 2k)	2	33
Covid - 19 Supplies (SRV 5oo)	1	33

Community Action Partnership of Kern
Monthly Report 2025

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	47	30	0%	157%
Children Receiving Case Management Services (SRV 7a)	0	76	30	0%	253%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	8	10	0%	80%
Children Educational Center Base Activities (FNPI 2b)	1	41	30	3%	137%
Children Educational Home Base Activities (FNPI 2b)	0	65	30	0%	217%
Children Summer Bridge Activities (FNPI 2b)	0	15	15	0%	100%
Collaborative Meetings Participated	0	10	12	0%	83%
Family Support Services for non-clients with children 5 and under	28	574			
First 5 Total	**29**	**836**			

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)	14	883			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	11	281	150	7%	187%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	201	3557	1800	11%	198%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	684	4536
Baby Supplies (SRV 2w)	129	1344
Covid - 19 Supplies (SRV 5oo)	2	117
Court Mandated Parenting Correspondence (SRV 2w)	0	112
Educational Supplies (SRV 2k)	15	497
Emergency Clothing (SRV 7n)	381	4469
Food Assistance (SRV 7c)	612	4080
Household Items (SRV 7c)	67	377
Hygiene Kits (SRV 7c)	59	846

Referrals (SRV 7c)	3	505
Transportation Services (SRV 7d)	27	226

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.	
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	
3. Improve on-site services to more effectively connect with the East Kern target population.	

Program Highlights

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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)	0	43	30	0%	143%
Children Receiving Case Management Services (SRV 7a)	0	47	30	0%	157%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	13	10	0%	130%
Children Educational Home Base Activities (FNPI 2b)	0	45	15	0%	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)	32	405			
First 5 Total	**32**	**568**			

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)	31	385			

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)	18	345	150	12%	230%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	215	3602	1800	12%	200%

Rental Support Program	Month	Clients YTD	Month	PaymentsYTD	
Rental Support Program (estimated maximum $1,500 per household)	3	70	$ 3,845	$ 102,961	

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	21	600
Baby Supplies (SRV 2w)	158	1644
Copies	8	311
Court Mandated Parenting Correspondence (SRV 2w)	8	28
Educational Supplies (SRV 2k)	8	395
Emergency Clothing (SRV 7n)	27	209
Food (SRV 7c)	314	2951

Household Items (SRV 7c)	210	1907
Referrals(SRV 7c)	9	557
Transportation Assistance (SRV 7d)	21	255
Total Community Services	**784**	**8857**

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).	No new applications were submitted in November, but an application for the New Height Alta One grant is in progress. The OFRC was awarded $873 from the WACOM Fall Fund distribution.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	Program manager led the non-profit module for the Ridgecrest Leadership Chamber of Commerce program. The OFRC received several in-kind donations of non-perishable food items to supplement the food pantry during the government shutdown.

Program Highlights
CAPK Food Bank provided CalFresh Food distribution at Ridgecrest Fairgrounds on 11/04/25 providing food to 817 households.

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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)	0	43	30	0%	143%
Children Receiving Case Management Services (SRV 7a)	0	47	30	0%	157%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	13	10	0%	130%
Children Educational Home Base Activities (FNPI 2b)	0	45	15	0%	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)	13	418			
First 5 Total	**13**	**581**			

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)	23	408			

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)	9	354	150	6%	236%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	233	3835	1800	13%	213%

Rental Support Program	Month	Clients YTD	Month	PaymentsYTD	
Rental Support Program (estimated maximum $1,500 per household)	0	70	$ -	$ 102,961	

Walk-In Community Services (Duplicated & Non-First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	25	625
Baby Supplies (SRV 2w)	171	1815
Copies	4	315
Court Mandated Parenting Correspondence (SRV 2w)	3	31
Educational Supplies (SRV 2k)	25	420

Emergency Clothing (SRV 7n)	25	234
Food (SRV 7c)	268	3219
Household Items (SRV 7c)	253	2160
Referrals(SRV 7c)	10	567
Transportation Assistance (SRV 7d)	35	290
Total Community Services	**819**	**9676**

Explanation (Over/Under Goal Progress)

No applications were processed for the rental support program as grant is overspent YTD. This program is on hold until further notice.

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 Oasis FRC applied for the Reach New Heights grant for $1,000 towards educational supplies
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC received several donations of non-perishable food from community donors including a food drive at Cerro Coso Community College. The OFRC also received baby quilts, Christmas stockings from the Hi Desert Quilt Guild

Program Highlights

The Oasis Family Resource Center distributed Christmas gifts to 225 children enrolled in the Oasis FRC programs. This included 65 bicycles donated by the wonderful company. All other gifts were donated by local donors collected and wrapped by volunteers.

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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	511	5,729	3,300	15%	174%
Households Served - Weatherization	16	126	150	11%	84%
2022 Department of Energy Infrastructure Investment and Jobs Act (DOE IIJA)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	1	11	50	2%	22%
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,)	**511**	**5,729**	**3,300**	15%	174%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**17**	**137**	**200**	9%	69%
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	**5**	12	21	24%	57%
Transformative Climate Communities- Low Income Energy Efficiency Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served	**1**	1	50	2%	2%

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.	PG&E has made significant progress in its program, having enrolled 2,400 participants in July. Case Managers are now focused on providing support through case management activities. Key milestones include completing 1,942 Initial Action Plans, conducting 1061 Third Quarter Reviews, finalizing 494 Six-Month Reviews, and completing 41 cases. These metrics demonstrate strong momentum in service delivery and a commitment to supporting participants throughout the program.

2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We achieved significant progress this month. Three new clients were enrolled. This brings the total number of clients enrolled to 21. On the production side, we have closed 13 files reported to the City and have 2 additional files closed pending reporting. These accomplishments reflect our ongoing commitment to meeting contract goals and providing essential weatherization services to our community.
3) Meet at least 40% of production goal for DOE IIJA contract	We are actively implementing the strategies learned during recent trainings. Clear goals have been set for Outreach teams, Assessors, and Installers to achieve our target of **114 units by June 2026**. To increase community awareness and participation, we are organizing local events and launching social media campaigns to promote the Wx program. These efforts aim to strengthen engagement and accelerate production toward meeting our contractual objectives.
4) Successfully implement the TCC LIEEP Weatherization Program and meet the contract goals.	We enrolled one additional client and successfully completed weatherization services for one client. Furthermore, we finalized and signed sub-recipient agreements with Kern Community College District (KCCD) and Grid Alternatives, strengthening our partnerships to deliver program goals efficiently.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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	55	5,784	3,300	2%	175%
Households Served - Weatherization	7	133	150	5%	89%
Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Weatherization	-	11	50	0%	22%
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,)	**55**	**5,784**	**3,300**	2%	175%
Total Households Weatherized (FNPI 4h, SRV 4q, & SRV 4t)	**7**	**144**	**200**	4%	72%
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		12	21	0%	57%
Transformative Climate Communities- Low Income Energy Efficiency Program	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served		1	50	0%	2%

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.	The PG&E Case Management Program met its enrollment goal of 2,400 participants in July 2025 and has since transitioned to intensive case management. To date, 1,940 Initial Action Plans have been completed along with 1,089 third-quarter reviews, 552 six-month reviews, 106 nine-month reviews, and 2 twelve-month reviews, with 47 cases fully completed. In December, 51 clients were unenrolled, primarily due to outreach challenges and the natural completion of program cycles. Overall, the program continues to maintain strong momentum and is expected to see more case closures as participants reach their designated time frames.

2) Successfully implement the City of Bakersfield Weatherization Program and meet the contract goals.	We achieved significant progress this month. Three new clients were enrolled. This brings the total number of clients enrolled to 21. On the production side, we have closed 13 files reported to the City and have 2additional files closed pending reporting. These accomplishments reflect our ongoing commitment to meeting contract goals and providing essential weatherization services to our community.
3) Meet at least 40% of production goal for DOE IIJA contract	We have made measurable progress toward our production goal of 114 units by June 2026. As of now, **13 homes have been completed**, and **10 additional homes are in process**. To maintain momentum, we continue implementing strategies learned during recent trainings and reinforcing clear goals for Outreach teams, Assessors, and Installers. Our community engagement efforts—such as local events and targeted social media campaigns—are ongoing to boost awareness and participation in the Wx program. These actions are designed to accelerate production and ensure we meet or exceed our contractual objectives.
4) Successfully implement the TCC LIEEP Weatherization Program and meet the contract goals.	We enrolled one additional client and successfully completed weatherization services for one client. Furthermore, another client has been assessed, and we are preparing to start weatherization services. In addition, we finalized and signed sub-recipient agreements with Kern Community College District (KCCD) and Grid Alternatives, strengthening our partnerships to deliver program goals efficiently.
Program Highlights	

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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)	3	72	100	3%	72%
Summer Program (SRV 2m)	N/A	65	65	N/A	100%
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	62	50	4%	124%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	7
Outcome/Case Managed Families (SRV 7a)	1	40
Provided Food Assistance (SRV 7c)	1	90
Assisted with Energy/HEAP Services (SRV 7c)	0	4
Crisis Intervention	0	4
Provided Mentoring Services (SRV 2p, 7c)	0	48
Assisted with relocation services/Deposit Payments (SRV 4d)	1	2
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

During the month of November, the City did not assign CAPK CalVIP program participants that required crisis intervention, incident response, or assistance with Energy/HEAP. Recruitment continues for the Afterschool and Mentor programs. The Summer Program ended, so there are no additional participants to report 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.	The Friendship House Casino Night fundraiser was held on November 7th. The event was well supported by the community. Funds raised will support enrichment activities and supplies for community youth. A huge Thank You to everyone who donated and/or provided support for this event!
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 Advisory Board is full and is not accepting new members at this time.
3. Collaborate with the CAPK Executive Team to expand grant research and submission efforts for the CAPK Friendship House, ensuring resources align with and address the evolving needs of the community.	The Friendship House Administrator is working with the CAPK Executive Team on a grant two new grant proposals which are due in December.

Program Highlights

The CAPK CalVIP team assisted a family in urgent need of relocation, due to an act of violence. The family was relocated to a safer neighborhood , which was critical for their safety. In addition, the CalVIP program had 15 at-risk students successfully complete the Aggression Replacement Training (ART) program.

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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)	0	72	100	0%	72%
Summer Program (SRV 2m)	N/A	65	65	0%	100%
After School Program (FNPI 2c.2., FNPI 2c.3, SRV 2p)	2	64	50	4%	128%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	7
Outcome/Case Managed Families (SRV 7a)	0	40
Provided Food Assistance (SRV 7c)	0	90
Assisted with Energy/HEAP Services (SRV 7c)	0	4
Crisis Intervention	0	4
Provided Mentoring Services (SRV 2p, 7c)	0	48
Assisted with relocation services/Deposit Payments (SRV 4d)	0	2
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

During the month of December, the City did not assign the CAPK CalVIP Program participants that have required crisis intervention, incident response, assistance with Energy/HEAP, assistance with relocation, or temporary housing. The Mentor and Afterschool programs continue to recruit youth participants. The Summer Program has ended and will not be adding new participants 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.	The Friendship House Casino Night Fundraiser was successfully facilitated on Nov. 7th, raising funds to provide enrichment activities and supplies for youth participants, A huge thank you to everyone that donated and/or provided support for this event!
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 Advisory Board is full and is not accepting new members at this time.
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 FHCC Administrator is working with the CAPK Executive Team on two grant applications, due in December of 2025.

Program Highlights

The Friendship House hosted a holiday party for the afterschool program participants on December 12th. Program youth enjoyed a festive time where they were treated to gifts and sweet treats. Also, a huge Thank You to the Energy Department for providing warm jackets to youth in need at the Friendship House. During December, the CalVIP program had two program participants complete 200 hours of paid work experience training. The CalVIP program also provided some of their participants that are in need with gifts and food boxes for the holidays.

Community Action Partnership of Kern
Monthly Report 2025

Month	1-Nov	**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	29	7,759	8,250	0%	94%
Social Security Number (SSN)	26				
Individual Taxpayer Identification Number (ITIN)	3				
State	27	7,784			
Social Security Number (SSN)	23				
Individual Taxpayer Identification Number (ITIN)	4				
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)	8	474			
Social Security Number (SSN)	8				
Individual Taxpayer Identification Number (ITIN)	0				
Paper-filed, and Prior year returns (state)	8	473			
Social Security Number (SSN)	8				
Individual Taxpayer Identification Number (ITIN)	0				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$43,557	$6,417,264			
State Refunds	$8,084	$2,484,857			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$19,765	$4,788,504			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$1,984	$1,139,436			
Total Refunds and Credits		**$14,830,061**			

Community Action Partnership of Kern
Monthly Report 2025

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	3	182	200	2%	91%

Explanation (Over/Under Goal Progress)

State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. This month, federal tax returns are higher than state returns because clients are waiting for their state income transcript in order to file for the state.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	During the month of November there were many conversations held with financial institutions to discuss how to partner during tax season in consideration of the new executive order of no more paper checks.

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	0	3,020	3,250	0	0.92923077
State	0	3,037			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	0	229			
Paper-filed, and Prior year returns (state)	0	204			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds	$0	$2,573,301			
State Refunds	$0	$1,045,370			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)	0	$1,970,273			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*	0	$439,723			
Total Refunds and Credits	**$0**	**$6,028,667**			

Program Highlights

During the month of November, VITA held 8 orientations for new volunteers interested in the VITA program with 42 in attendance.

Community Action Partnership of Kern
Monthly Report 2025

Month	1-Dec	**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	38	7,797	8,250	0%	95%
Social Security Number (SSN)	37				
Individual Taxpayer Identification Number (ITIN)	1				
State	36	7,820			
Social Security Number (SSN)	34				
Individual Taxpayer Identification Number (ITIN)	2				
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)	16	490			
Social Security Number (SSN)	15				
Individual Taxpayer Identification Number (ITIN)	1				
Paper-filed, and Prior year returns (state)	16	489			
Social Security Number (SSN)	15				
Individual Taxpayer Identification Number (ITIN)	1				
CAPK Refunds and Credits (SRV 3o)	**Month**	**YTD**			
Federal Refunds	$24,090	6,441,354			
State Refunds	$6,660	2,491,517			
Federal Earned Income Tax Credit (EITC) *(income limit $66,819 per household)*	$11,570	4,800,074			
California Earned Income Tax Credit (CalEITC) *(income limit $131,950 per household)*	$1,959	1,141,395			
Total Refunds and Credits		**$14,874,340**			

Community Action Partnership of Kern
Monthly Report 2025

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications (Note: duplicate of Federal Tax Returns Completed)		YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	2	184	200	1%	92%

Explanation (Over/Under Goal Progress)
State refunds and CalEITC amounts is an estimate due to the inability to retrieve a State Paper Report. This month, federal tax returns are higher than state returns because clients are waiting for their state income transcript in order to file for the state.

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	Contracts are being processed for 2 new subawards, California Farmworkers Foundation in Delano and Mexican American Opportunity Foundation, this will allow for more visibility for the VITA program and will assist us in reaching our minimum return goal for the IRS grant as a coalition.

Sub-contactor: United Way Central Eastern California Current year 2024 e-filed returns	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	0	3,020	3,250	0	0.92923077
State	0	3,037			
UWCEC 2019-2023 Paper Filed, and Prior Year Returns ***(total YTD added to Federal YTD)***	**Month**	**YTD**			
Paper-filed, and Prior year returns (federal)	0	229			
Paper-filed, and Prior year returns (state)	0	204			
Sub-contactor: United Way Central Eastern California Refunds and Credits	**Month**	**YTD**			
Federal Refunds	$0	2,573,301			
State Refunds	$0	1,045,370			
Federal Earned Income Tax Credit (EITC) (income limit $66,819 per household)	0	1,970,273			
California Earned Income Tax Credit (CalEITC) *(income limit $31,950 per household)*	0	439,723			
Total Refunds and Credits	**$0**	**$6,028,667**			

Program Highlights
Link to interview done on Dec 11th to assist in the recruitment of volunteers for VITA. Studio 17: CAPK's VITA Program Prepares for Tax Season | KGET 17 News" https://www.kget.com/studio17live/studio-17-capks-vita-program-prepares-for-tax-season/

Community Action Partnership of Kern
Monthly Report 2025

Month	November-25	Program/Division	2-1-1 Call Center Program
Division/Director	Freddy Hernandez	Program Manager	Sabrina Jones
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 18 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	Government Shutdown Info	Holiday Programs
Top 3 Unmet Needs	Thanksgiving Baskets	Utility Service Payment	Specialty Food Providers

Information and Referral Services (I&R) Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Fresno & Madera County	2432	35,883	40,000	6%	90%
Kern County	3483	34,337	75,000	5%	46%
Kings County	309	2,777	3,500	9%	79%
Merced & Mariposa County	144	1,397	1,500	10%	93%
Stanislaus County	1161	11,158	11,000	11%	101%
Tulare County	929	8,897	11,000	8%	81%
Total County-based I&R Calls Handled	**8,458**	**94,449**	**142,000**	**71%**	**67%**
Average Wait Time	**0:50**				
Average Handle Time	**5:17**				

Other Service Call Types Handled (SRV 7c)	Month	YTD
LIHEAP (SRV 7b)	1687	31,749
Mental Health (SRV 7c)	292	3,379
Total County-based and Other Calls Handled	**10,437**	**129,577**

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	11.6	**2.36**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3l)	23	12	169	350	3%	48%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	2	1	71	70	1%	101%
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)*	60,091	490,465	225,000	27%	218%

Referrals	Month	YTD
Food-related Calls (SRV 7c)	1608	12,015
Health and Human Service Referrals (SRV 7c)	2075	14,605

Housing and Homelessness Calls (SRV 7c)	356	4,208
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	302	4,966
Total Other Services	4,341	35,794

Explanation (Over/Under Goal Progress)

The program has achieved 67% 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. First 5 - Help Me Grow Program came to a conclusion in April 2025 and no longer requires any activity or change in the total screenings year-to-date. The Kaiser Community Health Care Program came to a conclusion on September 30, 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.	The program aims 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 the early stages of collaborating with the Information Systems Team to improve the database and telephony system by optimizing technology through the implementation of automation to ease the process of system navigation, documentation of call outcomes, and the collection of caller satisfaction surveys.
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 seeks to strengthen 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. The program received notice of funding approval for a partnership with California Department of Public Health for tobacco cessation. In conjunction with the East Kern Family Resource Center, the program is now assisting with efforts in Medi-Cal enrollments for CalAIM.

Community Action Partnership of Kern
Monthly Report 2025

Month	December-25	Program/Division	2-1-1 Call Center Program
Division/Director	Freddy Hernandez	Program Manager	Sabrina Jones
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 18 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Fresno and Madera, Kings, Merced, Stanislaus, and Tulare through the United Way partnerships.

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

Information and Referral Services (I&R) Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Fresno & Madera County	2281	38,164	40,000	6%	95%
Kern County	2712	37,049	75,000	4%	49%
Kings County	286	3,063	3,500	8%	88%
Merced & Mariposa County	265	1,662	1,500	18%	111%
Stanislaus County	1163	12,321	11,000	11%	112%
Tulare County	844	9,741	11,000	8%	89%
Total County-based I&R Calls Handled	**7,551**	**102,000**	**142,000**	**64%**	**72%**
Average Wait Time	**0:30**				
Average Handle Time	**5:18**				

Other Service Call Types Handled (SRV 7c)	Month	YTD
LIHEAP (SRV 7b)	1466	33,215
Mental Health (SRV 7c)	261	3,640
Total County-based and Other Calls Handled	**9,278**	**138,855**

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	9.7	**4.33**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
Cal-Fresh (SNAP) Application (SRV 3l)	56	14	183	350	4%	52%
Community Health Care Program / Medi-Cal Applications (SRV 3h)	1	0	71	70	0%	101%
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)*	57,087	547,552	225,000	25%	243%

Referrals	Month	YTD
Food-related Calls (SRV 7c)	986	13,001
Health and Human Service Referrals (SRV 7c)	1340	15,945
Housing and Homelessness Calls (SRV 7c)	395	4,603
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	370	5,336
Total Other Services	3,091	38,885

Explanation (Over/Under Goal Progress)

The program has achieved 72% 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. First 5 - Help Me Grow Program came to a conclusion in April 2025 and no longer requires any activity or change in the total screenings year-to-date. The Kaiser Community Health Care Program came to a conclusion on September 30, 2025. The program concluded its efforts in offering assistance for MediCal application in support of CalAim with East Kern Family Resource Center on December 21, 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.	The program aims 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 the early stages of collaborating with the Information Systems Team to improve the database and telephony system by optimizing technology through the implementation of automation to ease the process of system navigation, documentation of call outcomes, and the collection of caller satisfaction surveys.
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 seeks to strengthen 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 94% while its abandoned rate is 6% amongst seven (7) campaigns. The program remains in communication with State 2-1-1 to enhance the scope of work associated with supporting callers who are customers of Pacific Gas and Electric during a Public Safety Power Shutoff and preparing for its contract to become effective for Tobacco Cessation.

Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern
Monthly Report 2025

Month	November-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	44	7	53	879
Power App Enhancements	2	4	4	39
Paginated Reports/ Power bi reports/ Dashboards	1	1	1	59

Projects	*Description of Status*	*Current % Status*
VSS Case Management Application	In Testing - updating process logic	65%
VSS SSVF & GPD Application	Project in development	30%
Energy Intake Digitization	Form development completed. Relationships in development	60%
Work Order System in Dynamics	In Development	15%
Oasis Insights	Development completed CSFP data import in progress	60%
TCC Grant for WX Homes	Testing application before program testing begins	55%
Sage - Primarius Integration	Awating sage API Access	30%
Donor Management System	Project plan in development	5%
CDP	Data being reprocessed	70%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	325	658	327	4253

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%

Community Action Partnership of Kern
Monthly Report 2025

Major Maintenance Projects	*Description of Status*	*Current % Status*
MCAP Stine Second Floor	Additional leasing space/2nd floor for MCAP on Stine	85%
Stockdale HS	Signage	12%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
CVAF	Decatur Home Depot Flooring Project	10%
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%
Sterling Remodel Phase 3	Awarding Contract	85%
Sterling Block Wall	Property Line Site Survey	10%
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	8%
SJC Tiny Powers	Facility Ready & Licensed	90%
SJC Filipino Plaza	Fire and Monitoring Alarm Playard	45%
SJC	University Park	35%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	95%

Information & Technology

Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	499	127	533	6222

Technology & Infrastructure Projects	*Description of Status*	*Current % Status*
19th ISP Upgrade/Cost Savings	upgrade ISP from Lumen to Spectrum	100%
Yubikey Phase 1 Deployment	Execute and distribute keys phase 1	25%
Windows 11 upgrades	upgrade devices to Windows 11 OS	97%

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
Total	**0**	**58**

Program Strategic Goals	**Progress Towards Goal**

Description	Description of Status	Current % Status
Develop a facility deferred maintenance		
Develop and implement a Data Governance		
Improve the customer experience by		

Community Action Partnership of Kern
Monthly Report 2025

Month	December-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	25	5	27	906
Power App Enhancements	6	4	6	45
Paginated Reports/ Power bi reports/ Dashboards	4	3	2	61

Projects	*Description of Status*	*Current % Status*
VSS Case Management Application	Assessments forms refactored	70%
VSS SSVF & GPD Application	Assessments forms refactored	70%
Energy Intake Digitization	Form development completed. Relationships in development	60%
Work Order System in Dynamics	In Development	15%
Oasis Insights	Import completed training to begin jan 10	75%
TCC Grant for WX Homes	Development Completed. Training to begin January 2026	75%
Sage - Primarius Integration	Awating sage API Access	30%
Donor Management System	PRSF sent out for donor search and zapier	10%
CDP	Data being reprocessed	70%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	321	634	331	4584

Construction Projects	*Description of Status*	*Current % Status*
Ramkabir	Plans are in review with City Building	5%
McFarland Modular	Funding Award received - Architectural work in progress	10%
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	5%
Stockdale HS	Signage	12%
Mojave Afghan Solar/Playard	Install shade structure and Solar to mobile park community	8%
VSS	Decatur Home Depot Flooring	15%
Harvey Hall Phase 2 & 3	New Kitchen & Breakroom	25%
Sterling Remodel Phase 3	Awarding Contract	95%
Sterling Block Wall	Property Line Site Survey	10%
Alberta Dillard	Survey Complete Working of Property Line Discrepancy's	8%
SJC Tiny Powers	Facility Ready and Licensed Pending Children Sink Installation	90%
SJC Filipino Plaza	Fire & Alarm Monitoring Playard Mod	45%
SJC	University Park	35%
AM/Willow Relocation Perm	Creating Plans & Permit Set Building Out 2 Permanent Classrooms	95%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	413	111	430	6652

Information & Technology Projects	*Description of Status*	*Current % Status*
WIC State of California network move	State Equipment install at WIC Olive	75%
Yubikey Phase 1 Deployment	Over 90 keys deployed in Phase 1 / Phase 2 begins	95%
Windows 11 upgrades	upg Windows devices to latest version	95%

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
Total	**0**	**58**

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing

Community Action Partnership of Kern
Monthly Report 2025

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

Program Description

The services under the Community Development Division range from fund and grant development/research to

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	25,749	261,694	250,000	10%	105%
Facebook Impressions (i.e., number of times	953,844	4,250,948	1,250,000	76%	340%
Other Social Media Impressions	740,831	2,299,329	250,000	296%	920%

Highest Performing Post

https://www.facebook.com/capkfoodbank/posts/pfbid01EnhfjCMvotysS1LEkckhY3mCQ8vB65vLVfVM7ytvD1htiEQZfzT8tdsZkdbohMdl

Outreach Special Projects

Created & posted content for the Food Bank fundraising campaign hosted by the Maya Cinemas Foundation and our Foundation
Filmed both Girl Scouts & Upside Academy building food boxes at the Food Bank
Photographed and developed photos of First Steps Resource Fair
Photographed and developed photos of M St. Navigation Center Christmas Luncheon
Photographed, developed, & posted Hall Ambulance's food donation at the Food Bank
Promoted, photographed, developed, & posted Holiday Pop-Up Food Distribution at & with KCDHS
Edited 7-10min End of the Year highlight video, 5 agency partner (ap) videos, and 2 awardee ap's for Agency Partner Conference 2026 for the food bank
Edited Del Oro H.S. box-build and food distribution video
Filmed, produced, and posted a highlights for CRC Santa Visit to Head Start locations in Shafter and Taft
Edited and posted a highlights video for the EKFRC Thanksgiving distribution Event
Edited and posted a highlights video for the Turkey Day Run event
Photographed, edited, and posted Safe Camp Christmas decoration photos
Filmed, produced, and posted End of the Year video for CAPK
Met with MCAP program, began planning large scale project on devleoping new website, marketing materials, and promotion of programs open enrollment
Team launched new communication channel through CTV streaming, another opportunity for CAPK programs to connect with the public
Created Photo galleries of EKFRC Thanksgiving Distrubutions for sponsors and to share on communication channels
Begin planning of VITA EITC Press Conference and innovating to also be a resource fair for community members.

Provided media requirements of the Strategic Growth Community Resliance Center Grant; providing photo gallery, posting on socials, and published through agency newsletter
Provided Photo Galleries on Head Start Coat Distrubution; sharing on communication channels and sending to Foundation for recognition materials
Site Visit with CollegeCorps program; preparing for their reporting due in January
Coordinated on-air segment for VITA program on Volunteerism
Ongoing work to meet objective goals of new agency strategic plan implementation for team members involved
Captured and shared photo gallery on Delano Head Start and Arts Council of Kern partenrship
Completed all VITA website update requets in preparation for contract starting Jan 2026
Supporting promotion of open board seat on governing board; posted on website and social media platforms
Captured and created photo gallery for EKFRC Christmas Distrubitions to share with sponsors and our communication channels
Outreach Advocacy
Savannah presented at the CALCAPA conference on Advocacy 101
Advocacy Watch-list
Timeline of government shutdown effects on SNAP benefits
SB 647
AB 1318
SJR 9
AB 339
AB 880
SB 324
AB 13
FY 2026 CSBG and HR 3131
Foundation
Foundation team attended the CalCAPA Annual Conference
Coordinated the Columbia Elementary Veterans Day external fundraiser, which raised over $2,300 for our Veteran Services program.
Coordinated the Olive Knolls food drive, collecting over 661 pounds of food for the Food Bank.
Managed check-in and donations for the Friendship Casino Night Fundraiser, raising over $13,000 for the Friendship House.
Met with Del Oro High School to plan their Pancake Fundraiser in February, supporting the Food Bank.
Met with event coordinator, Elaine Solan to discuss planning for Gourmet for Good 2026.
Met with our legal team to work on amendments to the CAPK Foundation Bylaws.
Attended the Head Start Coat Drive, which distributed 1,400 coats to all Head Start children.
Met with Chris Kueneman from the Boat & R.V. Show to explore potential future fundraising partnerships.
Coordinated and secured funding to support Thanksgiving meal distributions for EKFRC. Serving 180 families in Mojave and 150 families in Rosamond.
Supported and volunteered at the Turkey Day Run, an external event that raised $3,000 for the Food Bank.
Created an end of year giving letter and graphic for Oasis to support donation outreach for end of year giving.
Produced graphic designs for Oasis FRC Giving Tuesday campaign.
Coordinated and assisted with the VSS blanket drive and holiday food collection through RSVP volunteers.
Supported VSS with gift card purchasing for Thanksgiving baskets
Provided fundraising and logistical support for the FHCC Casino Night Fundraiser.
Attended the Joey Boone Fundraiser, an external event to benefit the M St. Navigation Center.
Attended the M Street Navigation Center's Thanksgiving Holiday Meal and coordinated a check presentation with sponsor, AgWest.
Attended sponsor check presentation with Kaiser Permanente benefitting the Food Bank.

Developed auction marketing collateral for Gourmet For Good.
Total monthly donations raised: $297,790 with the following breakdown by program: Food Bank: $252,055; M Street: $1031; HeadStart: $10,000; Oasis: $425; East Kern: $15,000 Friendship House: $12,749; VSS: $4,206; General: $2,241

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 for 2026 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.

Community Action Partnership of Kern

Monthly Report 2025

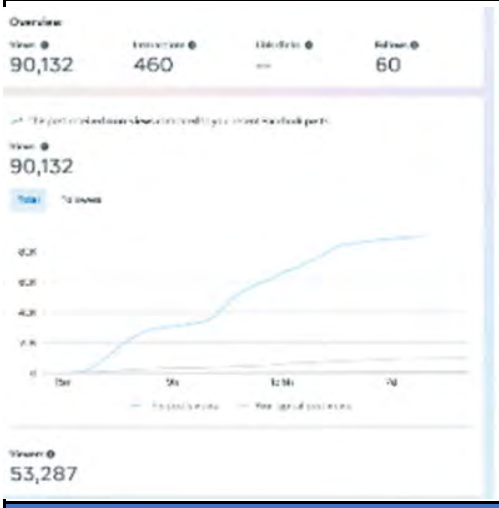
Month	December-25	Program	Community Development
Division/Director	Pritika Ram	Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2025 - December 31, 2025		

Program Description

The services under the Community Development Division range from fund and grant development/research to

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	16,281	277,975	250,000	7%	111%
Facebook Impressions (i.e., number of times	444,794	4,695,742	1,250,000	36%	376%
Other Social Media Impressions	198,626	2,497,955	250,000	79%	999%

Highest Performing Post



https://www.facebook.com/capkfoodbank/posts/pfbid02KTx8kjquRj7r6UNP7JnuZnrQAwEqjRFwWuBrn52fmnoijYAbxDz3uPCjHWD9CJ9kl

Outreach Special Projects

Created & posted content for the Food Bank fundraising campaign hosted by the Maya Cinemas Foundation and our Foundation
Filmed both Girl Scouts & Upside Academy building food boxes at the Food Bank
Photographed and developed photos of First Steps Resource Fair
Photographed and developed photos of M St. Navigation Center Christmas Luncheon
Photographed, developed, & posted Hall Ambulance's food donation at the Food Bank
Promoted, photographed, developed, & posted Holiday Pop-Up Food Distribution at & with KCDHS
Edited 7-10min End of the Year highlight video, 5 agency partner (ap) videos, and 2 awardee ap's for Agency Partner Conference 2026 for the food bank
Edited Del Oro H.S. box-build and food distribution video
Filmed, produced, and posted a highlights for CRC Santa Visit to Head Start locations in Shafter and Taft
Edited and posted a highlights video for the EKFRC Thanksgiving distribution Event
Edited and posted a highlights video for the Turkey Day Run event
Photographed, edited, and posted Safe Camp Christmas decoration photos
Filmed, produced, and posted End of the Year video for CAPK
Met with MCAP program, began planning large scale project on devleoping new website, marketing materials, and promotion of programs open enrollment
Team launched new communication channel through CTV streaming, another opportunity for CAPK programs to connect with the public
Created Photo galleries of EKFRC Thanksgiving Distrubutions for sponsors and to share on communication channels
Begin planning of VITA EITC Press Conference and innovating to also be a resource fair for community members.

Provided media requirements of the Strategic Growth Community Resliance Center Grant; providing photo gallery, posting on socials, and published through agency newsletter
Provided Photo Galleries on Head Start Coat Distrubution; sharing on communication channels and sending to Foundation for recognition materials
Site Visit with CollegeCorps program; preparing for their reporting due in January
Coordinated on-air segment for VITA program on Volunteerism
Ongoing work to meet objective goals of new agency strategic plan implementation for team members involved
Captured and shared photo gallery on Delano Head Start and Arts Council of Kern partenrship
Completed all VITA website update requets in preparation for contract starting Jan 2026
Supporting promotion of open board seat on governing board; posted on website and social media platforms
Captured and created photo gallery for EKFRC Christmas Distrubitions to share with sponsors and our communication channels
Outreach Advocacy
Request for NCAF letter to Vice president on CSBG value to Congressman valadao, obernolte, and fong
Attended Senator grove's Holiday Open House
Attended Chris Parlier Holiday Open House
Attended Assm. Bains Open House
Supervisor Chris Parlier attended EK holiday food distribution with foundation
Advocacy Watch-list
SB 647
AB 1318
SJR 9
AB 339
AB 880
SB 324
AB 13
FY 2026 CSBG and HR 3131
Foundation
"Scheduled a hygiene and clothing drive for Feb 2026 with Warren Jr. High to collect clothing and hygiene items for the M Street Navigation Center."□
Foundation team attended the Bakersfield Chamber Holiday Mixer.
Met with Eric Duhart at Safe1 Credit Union to explore potential future fundraising partnerships.
Coordinated Santa visits with California Resources Corporation to give gifts to the children at the Shafter and Taft Head Start Centers.
Attended the Kern County Hispanic Chamber Holiday Event.
Conducted board interviews with five potential applicants to fill positions for the CAPK Foundation.
Attended the Giving Machine launch day event for the month long fundraiser to benefit the Food Bank.
Attended the Tehachapi Connect Collaborative meeting.
Initial planning a Food Drive partnership with Baja Fresh.
Designed a Foundation one sheet for outreach efforts as requested by the Marketing Department
Participated in a training through the Finance Dept. that focused on viewing programs available budgets
Connected with the Grants Department to share the Foundation’s new role in grant writing and to review strategies for researching 2026 funding opportunities without duplicating efforts.

Scheduled a meeting with the Kern Community Foundation for 2026 to discuss funding priorities.
Donor Meet and Greet with contact from Warm Up Athletics that hosted a toy drive benefiting the East Kern FRC.
Researching a Boeing funding opportunity and have contacted their representative to clarify whether CAPK is eligible for the current funding cycle. Waiting for response.
Meeting with Anthem to discuss and finalize 2026 Sponsorship Opportunities. Secured $25,000 Presenting Sponsor for Gourmet For Good.
Combined Federal Campaign Application Update: The Office of Personnel Management (OPM) is reviewing the CFC program and has not yet determined how the program will proceed going forward.
Coordinated and secured funding for Christmas meal distributions for EKFRC. Serving 180 families in Mojave and 150 families in Rosamond.
Food Bank Tour and meeting with executives from Blattner Energy.
Total monthly donations raised: $85,452 with the following breakdown by program: Food Bank: $60,464; M Street: $5,727; HeadStart: $10,000; Oasis: $1,522; East Kern: $10,000 VSS: $450; General: $7,288

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 for 2026 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 - January 8, 2026

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 Submitted | Application In Progress | Application Submitted

Date Range: Nov 01, 2025 - Dec 31, 2025

STATUS

$380,000	$696,000	$0
Awarded	**Submitted**	**Declined**
3 opportunities	3 opportunities	0 opportunities

Displaying 10 opportunities

FY 2025 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
November 2025					
Basic Needs and Income Creation (KL) Bank Of America Charitable Foundation... Health & Nutrition Services	Nov 7, 2025 (due Mar 3, 2026)	Awarded - Active	Received $30,000 Requesting $30,000		The Bank of America, $30,000 Basic Needs funding request is to enable the Food Bank program to purchase food during the government…

FY 2026 March 1 - February 28

NAME	DEADLINE	STATUS	AMOUNT	NEXT TASK	NOTES
November 2025					
Wonderful Community Grant The Wonderful Company Health & Nutrition Services	Nov 7, 2025	Awarded - Active	Received $150,000 Requesting $150,000		This grant will provide free farmers' markets in Shafter, Wasco, and Lost Hills.
Prosperity Neighborhoods Initiative FY 25-26 City of Bakersfield Youth & Community Services	Nov 14, 2025	Abandoned	Requesting $100,000		Exploring City of Bakersfield's Prosperity Neighborhoods Initiative (PNI) NOFA to design a project serving residents of the MLK and…
Sustainable Transportation Planning Grants - Climate Adaptation Pla... California Department of Transportation Youth & Community Services	Nov 21, 2025	Abandoned	US $100,000 - US $1,500,000		Abandoned due to lack of alignment with program priorities. This funding is intended for transportation projects or environmental studies.
December 2025					
FY 2025 Continuum of Care Competition and Youth Homeless Demonstrat... US HUD: Office of Community Planning ... Housing and Supportive Services	Dec 12, 2025 (due Jan 28, 2026) Past Due	LOI Submitted	US $2,500 - US $25,000,000		This is an application with the CoC.
HUD Funding 2026-27 (CDBG, HOME, ESG) City of Bakersfield Youth & Community Services	Dec 12, 2025	Application Submitted	Requesting $645,000		The project will fund the purchase and installation of a modular classroom and conference building on the existing CAPK Friendship House…
Whale Tail Grants Program California Coastal Commission Youth & Community Services	Dec 15, 2025	Application Submitted	Requesting $50,000		The Friendship House Community Center seeks $50,000 from the California Coastal Commission's WHALE TAIL® Competitive Grant…

Trauma Recovery Center Grant (Fiscal Year 26/27) California Victim Compensation Board Youth & Community Services	LH	Dec 15, 2025	Abandoned	Up to US $2,000,000	Abandoned: The agency elected not to apply due to required specialized roles outside our current staffing capacity. Although a qualified partner was…
Reach New Heights Non-Profit Grant Altaone Foundation Inc. Youth & Community Services	EL	Dec 19, 2025	Application Submitted	Requesting $1,000	Applying on behalf of the Oasis Family Resource Center to purchase educational supplies and workbooks for use in OFRC Case…
(CES) Homeless Housing Assistance and Prevention Round 3 County of Kern Housing and Supportive Services	RM	Dec 31, 2025	Awarded - Active	Received $200,000 Requesting $265,003	Coordinated Entry System - Additional 2.5 FTE to support extended and weekend hours of operation. --- FOUNDANT NOTES --- Date: 2023-10..

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Veteran Services
Funding Agency	U.S. Department of Veterans Affairs	**Project Name**	Homeless Providers Grant and Per Diem Transition in Place
CFDA	64.024	**Target Population**	Veterans experiencing homelessness or at risk of homelessness
Reapplication (Y/N)	Yes	**Number to be served**	9
Estimated Request	$450000	**Division Director**	Rebecca Moreno
Award Period	October 1, 2026 - September 30, 2029	**Program Manager**	Carlos Clemente-Juarez

Project Goal (One sentence goal statement)

To rapidly stabilize Veterans experiencing or at risk of homelessness by providing time-limited supportive housing that enables them to assume their own lease and exit the program into permanent housing within 6–12 months.

Project Description (Brief one paragraph description)

The GPD Transition in Place (TIP) program provides an innovative transitional housing model in which Veterans are placed into apartment-style units intended to become their permanent housing. Rather than requiring Veterans to move once stabilized, supportive services transition out while the Veteran remains housed. Over a 6–12 month period, Veterans receive intensive case management, housing stabilization services, income and employment support, and tenancy education. Once ready, the Veteran assumes the lease, and the unit converts to permanent housing while the grantee replaces the bed with a new unit to continue serving additional Veterans.

Estimated Budget Summary

Project funds will primarily support per diem–eligible operating expenses associated with providing apartment-style transitional housing and intensive supportive services, including housing costs, case management staffing, outreach activities, data reporting, and administrative support. Additional expenses include allowable indirect costs and costs related to serving Veterans with minor dependents, as applicable.

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:

1.Division Director	Rebecca Moreno	***Date:***2026-01-07	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-01-07
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-01-07	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-01-07
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-01-07

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Veteran Services
Funding Agency	Department of Veteran Affairs	**Project Name**	VHA Grant Per Diem
CFDA	64.024	**Target Population**	Homeless and at-risk of Homeless Veterans
Reapplication (Y/N)	Yes	**Number to be served**	40
Estimated Request	$900000	**Division Director**	Rebecca Moreno
Award Period	August 2026 - August 2029	**Program Manager**	Carlos Clemente-Juarez

Project Goal (One sentence goal statement)

To secure VA Grant and Per Diem (GPD) Per Diem Only funding to operate 40 transitional supportive housing beds that provide structured, low-barrier supportive services designed to stabilize homeless Veterans and increase exits to permanent housing, consistent with VA's intent to facilitate Veteran engagement in permanent housing.

Project Description (Brief one paragraph description)

The project will operate 40 VA GPD Per Diem Only transitional supportive housing beds in Kern County to provide low-barrier, structured supportive services that stabilize Veterans experiencing homelessness and accelerate exits to permanent housing. The program will use GPD-approved bed models (e.g., Bridge Housing and Service Intensive) to match Veterans to the appropriate level of support, pairing housing with intensive case management, housing navigation, benefits/income stabilization, employment linkage, transportation and document recovery support, and coordinated connections to VA and community-based services. Consistent with our existing service approach, the program will emphasize short, goal-oriented lengths of stay and maintain post-discharge follow-up for up to one year to reinforce housing stability and reduce returns to homelessness.

Estimated Budget Summary

Based on our prior-year GPD budgets and current operating assumptions for a 40-bed project, we anticipate an annual budget of approximately $900,000 to support staffing, supportive services, facility/operating costs, and required program administration. This figure is a planning estimate and will be refined during final budget development to align with VA per diem rate limits, projected occupancy/utilization, and any other project income that must be applied as an offset to eligible 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:

1.Division Director	Rebecca Moreno	***Date:***2026-01-06	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-01-08
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-01-06	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-01-08
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-01-08

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Federal	**CAPK Program**	Veteran Services
Funding Agency	Department of Veteran Affairs	**Project Name**	Supportive Services for Veteran Families (SSVF)
CFDA	64.033	**Target Population**	Veterans
Reapplication (Y/N)	Yes	**Number to be served**	275
Estimated Request	$1415768	**Division Director**	Rebecca Moreno
Award Period	3 years	**Program Manager**	Carlos Clemente-Juarez

Project Goal (One sentence goal statement)

The goal of this project is to assist unhoused veterans with case management and supportive services to prevent the imminent loss of a Veteran's home or identify a new, more suitable housing situation for the individual and their family.

Project Description (Brief one paragraph description)

The Veteran Supportive Services (VSS) program projects to assist 275 veteran households with case management and supportive services. This support will include rapid re-housing, homeless prevention, and intensive case management. VSS will work closely with local partners, such as the CoC and the Veteran office to receive referrals and assist veteran individuals in finding a safe/suitable housing placement or maintain their current housing.

Estimated Budget Summary

This budget estimate is based on the last application submitted. The estimated key budget categories are as follows: personnel, $559,410, housing financial assistance, $500,000, administrative costs, $140,268, vehicles/transportation, $42,630, other $173,460 for a three (3) year term period.

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:

1.Division Director	Rebecca Moreno	***Date:***2026-01-07	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-01-07
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-01-07	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-01-07
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-01-07

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Local	**CAPK Program**	Friendship House Community Center
Funding Agency	City of Bakersfield	**Project Name**	Friendship House CDBG Modular Expansion
CFDA		**Target Population**	93307 area
Reapplication (Y/N)	No	**Number to be served**	80
Estimated Request	$645344	**Division Director**	Freddy Hernandez
Award Period	9/2026 - 9/2027	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

The goal of this project is to expand CAPK Friendship House's capacity to serve low- and moderate-income residents of southeast Bakersfield through the addition of a modular classroom and conference building. This new space will provide safe, dedicated, and flexible rooms for youth programs, family services, partner-led activities, and community meetings that are currently constrained by limited space on the existing campus. By increasing program capacity and improving the quality of service delivery, the project will help more residents access education, health, economic stability, and supportive services.

Project Description (Brief one paragraph description)

The project will fund the purchase and installation of a modular classroom and conference building on the existing CAPK Friendship House Community Center campus in southeast Bakersfield. The new structure will provide dedicated, flexible space for youth enrichment, family support services, partner-led programs, and community meetings that are currently limited by overcrowded facilities. Site preparation, utility connections, and accessibility improvements will be completed so the modular can operate as a fully functional expansion of Friendship House's services for low- and moderate-income residents.

Estimated Budget Summary

Total estimated project cost is approximately $645,344 in CDBG funds to purchase and install a modular classroom and conference building at CAPK's Friendship House. The budget will cover the modular unit, site preparation, utility connections, accessibility improvements, and necessary soft costs to place the building into service for low- and moderate-income residents.

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:

1.Division Director	Freddy Hernandez	***Date:***2025-12-03	***4.Chief Financial Officer***	Tracy Webster	***Date:***2025-12-03
2.Chief Business Development Officer	Pritika Ram	***Date:***2025-12-03	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2025-12-03
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2025-12-03

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Community Development
Funding Agency	Governor's Office of Business & Economic Development	**Project Name**	KERN LEADS INNOVATION HUB
CFDA		**Target Population**	small business, start-up, disinvested communities
Reapplication (Y/N)	No	**Number to be served**	150
Estimated Request	$4,700,000	**Division Director**	Pritika Ram
Award Period	October 1, 2026 to September 30, 2028.	**Program Manager**	

Project Goal (One sentence goal statement)

Establish the Kern LEADS Innovation Hub as the region's premier platform for clean energy innovation, providing specialized infrastructure, business support services, and workforce training that accelerates technology commercialization, creates high-quality jobs, and positions Kern County as a national leader in the clean energy transition while ensuring direct benefits to disinvested communities.

Project Description (Brief one paragraph description)

CAPK will develop and operate a dual-site Innovation Hub providing clean energy companies with access to testing and demonstration facilities, technical assistance, business development services, and workforce pipelines. The Hub addresses a critical gap identified in the Kern Jobs First Regional Plan: the absence of centralized infrastructure where companies can validate technologies, access commercialization support, and connect to capital and talent. Key Components: • Shafter Site (CAPK): Energy storage testing, microgrid demonstration, geothermal validation equipment, hands-on workforce training space • Weill Center (KCCD Bakersfield): Business incubation, technical assistance, industry partnership coordination • Partnership Model: CAPK (facility ownership, grant administration), National Laboratory of the Rockies (design, technical expertise), KCCD/CREL (daily operations, workforce integration) The Hub will attract 30+ companies over 24 months, generate 150-225 jobs, train 200+ individuals, and transition to sustainable operations through fee-based revenue model by Year 3. Strategic Leverage: Complements CAPK's $988,752 Strategic Growth Council Community Resilience Centers grant (awarded) for facility planning, community engagement, and workforce assessment at the same Shafter location.

Estimated Budget Summary

$3M capital + $1.7M operations = $4.7M requested. Note: the exact allocations will be outlined at time of application submission.

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:

1.Division Director	Pritika Ram	***Date:***2026-01-08	***4.Chief Financial Officer***	Tracy Webster	***Date:***2026-01-08
2.Chief Business Development Officer	Pritika Ram	***Date:***2026-01-08	***5.Chief Facilities and Technology Officer***	Emilio Wagner	***Date:***2026-01-08
3.Chief Program Officer:		***Date:***	***6.Chief Executive Officer***	Jeremy Tobias	***Date:***2026-01-08

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)
January 2026

Funding Type	Foundation	**CAPK Program**	Food Bank
Funding Agency	Bank of America Charitable Foundation	**Project Name**	Kern County Emergency Food Relief During Federal Shutdown
CFDA		**Target Population**	SNAP recipients and federal workers
Request	30000	**Division Director**	Susana Magana
Award Period	11/10/2025	**Program Manager**	Kelly Lowery
Description	The Kern County Emergency Food Relief During Federal Shutdown project, led by the Community Action Partnership of Kern (CAPK) Food Bank, aims to address the urgent nutritional needs of over 110,000 households and federal employees affected by the loss of CalFresh benefits and paychecks during the federal shutdown. With support from the Bank of America Foundation, CAPK will use grant funding to purchase and distribute more than 37,000 pounds of nutritious food through rotating emergency food box locations across Kern County, extend service hours for accessibility, and provide wraparound services such as workforce development and senior deliveries. This initiative ensures equitable access to emergency nutrition and essential support for vulnerable residents, fostering community resilience until federal aid and employment resumes.		

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:	_____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2026

Funding Type	Private	**CAPK Program**	FRC - Oasis
Funding Agency	Alta One Foundation	**Project Name**	Reach New Heights Non-Profit Grant
CFDA		**Target Population**	Low-income children
Request	1000	**Division Director**	Freddy Hernandez
Award Period	2026	**Program Manager**	Eric Le Barbe
Description	Alta One Foundation funding will provide educational supplies, including arts and crafts, early childhood toys, and workbooks, for Oasis Family Resource Center's Case Management program in Ridgecrest. Case Managers will distribute these materials and guide parents in engaging with their children to promote early development and kindergarten readiness for at-risk families.		

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: _____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2026

Funding Type	Community Based Organization	**CAPK Program**	Friendship House Community Center
Funding Agency	Kern Community Foundation	**Project Name**	The Women's and Girls' Fund
CFDA		**Target Population**	Girls 9–12 with attention to underserved communities, system impacted and foster youth
Request	25000	**Division Director**	Freddy Hernandez
Award Period	May 1, 2026-April 30, 2027	**Program Manager**	Lois Hannible
Description	The FHCC Girls Workforce Program is designed to empower 50 underserved girls ages 14–18 through a structured pathway of pre-employment training and paid work experience. The program equips participants with essential life skills, financial literacy, and job readiness, fostering long-term economic mobility and educational engagement. Through targeted support for justice-impacted, foster, and first-generation youth, FHCC creates measurable impact that goes beyond direct service, helping girls build confidence, self-sufficiency, and a foundation for future success.		

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:	_____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
January 2026

Funding Type	State	**CAPK Program**	Friendship House Community Center
Funding Agency	The California Coastal Commission	**Project Name**	WHALE TAIL® Competitive Grants Program
CFDA	N/A	**Target Population**	Children and youth
Request	$50000	**Division Director**	Freddy Hernandez
Award Period	May 2026 to April 2028	**Program Manager**	Lois Hannible
Description	This program is designed to engage youth ages 6 to 18 from Shafter and two local schools, aiming to reach 80 participants who will benefit from unique leadership opportunities and career pathway exploration not typically offered by their schools. The curriculum focuses on environmental learning, cultural awareness, and career development, supported by adult mentors from CSUB and Indigenous partners. Participants will take part in fieldwork throughout the year, including trips to sites like Moro Bay and San Luis Obispo, where they will conduct activities such as water testing, beach clean-ups, and plant restoration. The program culminates in a video podcast project led by the youth, showcasing their stewardship.		

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:	_____

MEMORANDUM

To: Board of Directors

From: Yesenia Ocampo, Senior Grants Analyst

Date: January 26, 2026

Subject: *Agenda Item III(p)*: California Coastal Commission's Whale Tail® Competitive Grants Program Funding Request with Resolution – **Action Item**

The subject item was presented as a Small Funding Request at the January 14, 2026 PRE Committee Meeting; however, the required Board Resolution was omitted from the request and is attached for approval.

Recommendation:

Staff recommend approval to submit the small funding application for the California Coastal Commission's Whale Tail® Competitive Grants Program with resolution, and authorize the CEO to sign the contract, if awarded, and any subsequent amendments throughout the duration of the contract term.

Attachment:
Resolution #2026-03

RESOLUTION # 2026-03

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Application for funds from the California Coastal Commission For Empowering Kern Futures

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, suite 200, Bakersfield, CA 93301, met on January 26, 2026, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

Whereas, the California Coastal Commission awards grants for related coast and ocean projects that involve 1.) youth education programs; 2.) programs for educating the general public or adults; 3.) climate change education and stewardship; and 4). shoreline cleanup and enhancement programs; and

Whereas, the California Coastal Commission requires the governing body of the grantee to certify through a resolution that it approves the application for Commission grant funding and authorizes the execution by a representative of the grant agreement on terms and conditions required by the Commission; and

NOW, THEREFORE, be it resolved that the grantee hereby:

1. Authorizes the proposal for grant funding from the California Coastal Commission for this project.
2. Authority to enter into a contract with the California Coastal Commission if the grant is awarded.
3. Designates the Chief Executive Officer as the authorized representative.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of January 2026.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

Month	Nov-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	November 1, 2025 - November 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	734	753	753	97%	
Disabilities	196 (YTD)	10%	10%	28%	
Over Income 101%-130% (up to 35%)	18	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	59	n/a	n/a	8%	
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	913	936	936	98%	
Disabilities	96 (YTD)	10%	10%	11%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	73	n/a	n/a	8%	
Head Start Preschool San Jaoquin County Ofice of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	**Month**	**Target**	**Annual Goal**	**Annual Progress**	
Reportable/Funded Enrollment	30	153	153	20%	
Disabilities	5	10%	10%	17%	
Over Income 101%-130% (up to 35%)	2	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%	

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	232	356	308	65%	116%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	72,864	18,983	15,955	18,983

Child and Adult Care Food Program (CACFP) (Note: The data represents information from October 2025)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	88,843	55,396/6,368	61,764	71%

Eligbility Determination (SRV 7b) (January 2025-December 2025)	110	1815
Total Community Services	**110**	**1815**

Explanation (Over/Under Goal Progress)	
In November 2025, enrollment reached 97% for Early Head Start and 98% for Head Start. The reportable enrollment figures for the Head Start Preschool have been included for the San Joaquin County Office of Education. We will continue to report these figures monthly, maintaining the goal of full enrollment.	
Goals	**Progress Towards Goal**
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhanching an inclusive environment to strengthen teacher and child interactions.	Objective B: The program will partner with families in the importance of strengthening their home language by Year 3. Progress: Home language is continuously identified through a questionaire upon child's assessment. Discussions are held with parents, dual language staff are available. Therapists and parents are eager to accommodate and learn the home language.
Program Description	
1. November 2025 – Application Wednesday's. These days are scheduled to complete applications at our 18th Street offices throughout the day at the convenience of families. Families can schedule appointments, received from the centers or walkin's. We continue to complete applications in all centers and at the appointment preferences of families.	

Month	Dec-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	December 1, 2025 - December 31, 2025		

Program Description

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

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	737	753	753	98%	
Disabilities	210 (YTD)	10%	10%	30%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
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	926	936	936	99%	
Disabilities	102 (YTD)	10%	10%	11%	
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	73	n/a	n/a	8%	

Head Start Preschool San Jaoquin County Ofice of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	
Reportable/Funded Enrollment	42	153	153	27%	
Disabilities	5	n/a	n/a	12%	
Over Income 101%-130% (up to 35%)	3	n/a	n/a	2%	
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%	

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	231	377	308	61%	122%

Central Kitchen	Total Meals Delivered	Breakfast	Lunch	Snack
Meals and Snacks	59,341	21,396	17,735	20,210

Child and Adult Care Food Program (CACFP) (Note: The data represents information from November 2025)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	64,927	60,259/4,668	46,976	72%

Eligbility Determination (SRV 7b) (January 2025-December 2025)	68	1883
Total Community Services	**68**	**1883**

Explanation (Over/Under Goal Progress)

In December 2025, enrollment reached 98% for Early Head Start and 99% for Head Start. The Office of Head Start issued a letter confirming that CAPK Head Start successfully completed the Full Enrollment Initiative by achieving and maintaining at least 97% enrollment in both Head Start Preschool and Early Head Start for six consecutive months following the conclusion of the 12-month period, which ended on November 9, 2024.

Goals	Progress Towards Goal
Goal IV: School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhanching the environment to strengthen teacher and child interactions.	Objective D: The program will secure MOU's with 25% of school districts to provide specialized services to children served, including transitions for school readiness. Progress: Tracking feature for transitions are available in ChildPlus. Program aims to add an additional tracking component to identify the most common school districts on the receiving end of Head Start transitions, to fortify transition planning to elementary school.

Program Description
1. December 2025- Application Wednesday's. These days are scheduled to complete applications at our 18th Street offices throughout the day at the convenience of families. Families can schedule appointments, received from the centers or walk-ins. 2. December 17, 2025 –Recruitment event in collaboration with the Kern County Probation Department's Adult Probation Unit Christmas Program.

MEMORANDUM

To: Program Review & Evaluation Committee

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

Date: Wednesday, January 14, 2026

Subject: *Agenda Item 5d.: CAPK Strategic Plan: Update on* Strategic Priority D – Data Driven Decisions - **Info Item**

This item is an update on the CAPK Strategic Plan 2026-2029, Strategic Priority D – Data Driven Decisions. Strategic Priority D prioritizes the increased utilization of data-driven decision-making processes to improve organizational capacity and ensure efficient fiscal stewardship to achieve organizational goals. This initiative aims to increase the consistency, accuracy, and depth of reporting and data analytics across CAPK's programs. This is to be achieved by developing programmatic and financial tools and dashboards, developing universal intake, and enhancing Interagency referrals.

The foundation of all these systems is currently in planning and development stages.

Key Goal 1 – Provide relevant data and tools for all programs to support data driven decision making to improve operations by August 2029.

- A list of programs that will pilot the dashboard implementation has been developed.

Key Goal 2 - Enhance financial management by leveraging data analytics to improve resource allocation, grant or contract performance, and funding strategies by December 2026.

- The Budget to actual tool that integrates with Sage Intacct Martus has been acquired and is in the process of setup.
- The transition from Grant Hub to Instrumental has taken place.

Key Goal 3 - Optimize decision-making and service coordination by improving digital reporting and interagency data-sharing capabilities by August 2029.

- The basis of the centralized intake is in development, with a basic condensed intake form currently being used by VITA.
- The interagency referral management system is in the process of review to identify gaps, required updates and establishing a process to update the addition and removal of programs. Members from the goal group will be meeting with each program to receive input.

These initiatives reflect commitment to data-driven decision-making and continuous improvement in program accountability and service delivery.

DATE January 21, 2026

TIME 12:00 pm

LOCATION CAPK Administrative Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee member Michelle Jara-Rangel called the meeting to order at 12:00 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

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

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

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

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

      Tracy Webster presented the above info item and noted we are still waiting for the Budget Revision from Office of Head Start to be processed.

      Fred Plane inquired what steps need to be taken if approval is not provided. Tracy replied that CAPK has been in discussion with the Office of Head Start (OHS) representative regarding budget revisions to reallocate funds between an overspent fund and an underspent fund, and that the necessary paperwork has not yet been completed by OHS. Fred noted this budget doesn't include December and January and we may be overspent. Tracy replied December is not overspent at this point in time and staff will continue to communicate with OHS.

      Michelle Jara Rangel inquired if the recent funding freeze is the cause for the delay. Tracy Webster answered the recent freeze in funds was for Child Care at the state level. Since these are two different sources of funding, we haven't seen that communicated. Tracy also noted we are still receiving emails from Defend the Spend and we respond quickly with extreme detail. We have not received any response back and our funds are being released.

   b. Agency Wide Budget Revision #2. Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster presented the above action item and provided details included in the budget revision.

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

c. Unrestricted Cash Reserve Policy Draft – 30 Days Operating Expenses - Tracy Webster, Chief Financial Officer ***Action Item***

Tracy Webster presented the above action item and expressed appreciation to Fred Plane for his assistance in its development. Tracy noted that the policy language acknowledges that the organization has not yet achieved the goal of maintaining an equivalent of 30 days of unrestricted cash; however, it intentionally provides for regular reporting to the Budget & Finance Committee and the Board on progress toward achieving this goal.

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

d. Resolution to Approve the submission of the 2025 Department of Energy Weatherization Assistance Program (DOE WAP) Contract 25C-8007 – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item noting this is for a 6-month contract under weatherization of approximately 14 homes and a Board Resolution is required to be submitted with the executed contract.

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

e. Annual Budget for Fiscal Year 2026/2027 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above information item, noting that the final budget will be presented at the February meeting for approval. Tracy also noted that the budget was developed in collaboration with program administrators and reflects how programs plan to serve the community. The overall budget represents a 5.8% increase over the prior year. This increase is primarily driven by an adjustment to the indirect cost rate, which is increasing from 10% to 12%. Not all program budgets will reflect the full 12% in the upcoming fiscal year. In the subsequent year, the budget will increase further to fully account for this adjustment, as certain staff costs transition from program budgets to the indirect budget.

f. 2024 Information Returns and Attorney General Report– Tracy Webster, Chief Financial Officer – ***Info. Item***

Tracy Webster presented 2024 Information Returns and Attorney General Report. Tracy reviewed the Form 990-T, noting that it is not a form the organization typically files. She explained that the installation of solar panels as part of the Food Bank expansion qualifies the organization for a credit under the Bipartisan Infrastructure Law (Infrastructure Investment and Jobs Act of 2022). While nonprofits do not typically benefit from tax credits, this legislation allows eligible nonprofits to receive the credit as a direct payment. Tracy highlighted the estimated credit of $347,089 and noted that an application must be submitted prior to filing the Form 990.

Fred Plan inquired if the funds would be discretionary. Tracy replied they will be discretionary and unrestricted.

g. November 2025 Financial Reports – Tracy Webster, CFO – ***Action Item***

Tracy Webster presented the above agenda item stating in November, the agency did not draw on its line of credit and maintained sufficient unrestricted cash to support programs with temporary negative cash balances. Year-to-date expenditures remain aligned with targets, including Central Kitchen expenditures at 75.0% and agency-wide expenditures at 76%.

Program performance varied, with CMAP revenue at 34.7% against a 41.7% target and center-based program attendance reflecting 65.0% for CCTR, 42.4% for CSPP, and 0.3% for CMIG; the San Joaquin County CCTR program reported 38.5% attendance. A newly acquired CSPP and Head Start Pre-K program is in early implementation, with enrollment at 4.3%. The Indirect Fund reported revenue exceeding expenditures by $1,018,321, or 146.6% of the budgeted surplus, with indirect expenditures at 71.7%.

At the time of reporting, the Finance Division had three vacancies and was preparing for the February year-end close while implementing automation enhancements in Sage Intacct.

Michelle Jara-Rangel asked about the status of CMIG. Jerry Meade shared that he continues to work with the state consultant and has submitted the final documentation requested for approval to revise the CMIG program to include infant and toddler age groups. Licensing information for the applicable facilities has been submitted, and approval from the state is pending. The Enrollment and Attendance team has already identified families who can be transitioned to the CMIG contract once approval is received. Services for the new age group may begin only upon state approval, at which point families can be certified and revenue earned under the contract. While the identified enrollments are expected to increase earnings, it is unlikely that the CMIG contract will be fully earned this year.

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

h. Board of State & Community Corrections (BSCC) Adult Re—Entry Grant (ARG) Cohort 3 Contract 1012-22 No Cost Extension with Resolution – Rebecca Moreno, Director of Housing and Support Services.

Rebecca Moreno reported that CAPK applied for BSCC ARG Cohort 4 funding in 2025; however, due to limited funding, Cohort 3 grantees were not fully funded for Cohort 4. As a result, CAPK received Cohort 4 support only for rental assistance and not for direct service delivery. The BSCC ARG Cohort 3 contract is currently 71.7% expended, and BSCC has requested that CAPK execute a nine-month no-cost extension to allow additional time to deliver services and fully expend remaining funds, extending the service delivery period through September 30, 2026.

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

5. Committee Member Comments

6. Next Scheduled Meeting
Budget & Finance Committee
February 18, 2026
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. Adjournment
The meeting was adjourned at 12:40 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 21, 2026

Subject: *Head Start*
Budget to Actual Report for the period ended November 30, 2025 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2025, through November 30, 2025. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 95% of the budget.

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

The non-Federal share is at 125% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - November 30, 2025
Month 9 of 12 (75%)

Prepared 12/30/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,458,695	7,559,935	898,760	89%	11%
FRINGE BENEFITS	2,693,248	2,150,420	542,828	80%	20%
TRAVEL	55,000	-	55,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	535,017	797,658	(262,641)	149%	-49%
CONTRACTUAL	186,280	320,473	(134,193)	172%	-72%
CONSTRUCTION	-	-	-		
OTHER	3,495,261	3,060,584	434,677	88%	12%
INDIRECT	1,467,033	1,142,783	324,250	78%	22%
TOTAL BASE FUNDING	**16,890,534**	**15,031,853**	**1,858,681**	**89%**	**11%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	47,729	13,175	78%	22%
SUPPLIES	23,986	15,727	8,259	66%	34%
CONTRACTUAL	12,800	-	12,800	0%	100%
OTHER	63,752	89,703	(25,951)	141%	-41%
INDIRECT	16,144	14,886	1,258	92%	8%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**168,044**	**9,542**	**95%**	**5%**
GRAND TOTAL HS FEDERAL FUNDS	**17,068,120**	**15,199,897**	**1,868,223**	**89%**	**11%**

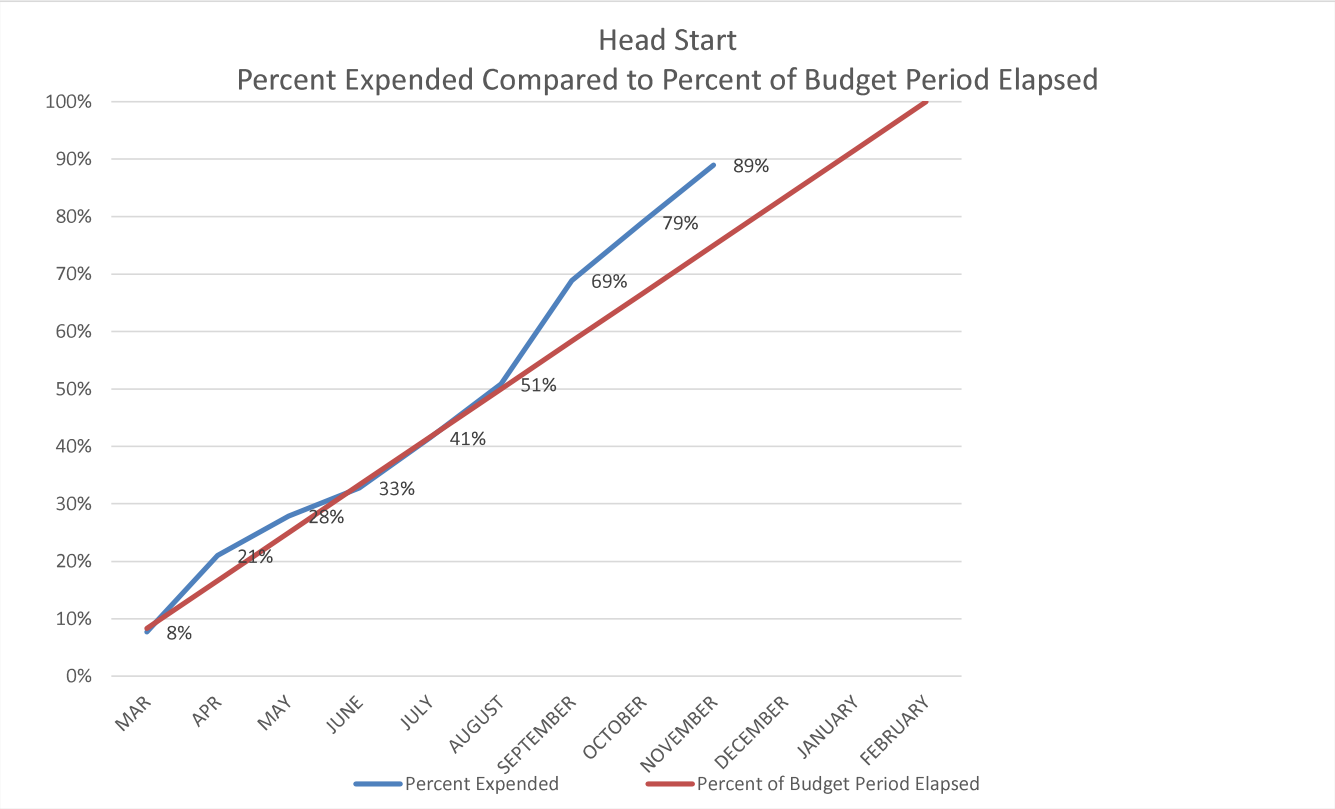
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,104,780	3,199,195	(1,094,415)	152%	-52%
CALIF DEPT OF ED	7,918,076	9,306,195	(1,388,119)	118%	-18%
TOTAL NON-FEDERAL	**10,022,856**	**12,505,390**	**(2,482,534)**	**125%**	**-25%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2025
Administrative Cost for HS and EHS Combined **11.7%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Elan Credit Card	91,822				**91,822**	12/1/2025
Lowe's	5,543	(6)	-	-	**5,538**	11/30/2025
Smart & Final	2,319	-	-	-	**2,319**	12/1/2025
Save Mart	481	-	-	-	**481**	11/23/2025
Chevron & Texaco Business Card	6,581	-	-	-	**6,581**	12/6/2025
Home Depot	16,682	-	-	-	**16,682**	12/5/2025
	123,428	**(6)**	**-**	**-**	**123,423**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
8%
21%
28%
33%
41%
51%
69%
79%
89%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: January 21, 2026

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 2025 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the second-year budget period is March 1, 2025, through February 28, 2026.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2025, through November 30, 2025. Nine months (75%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 67% of the budget.

Training & Technical Assistance Funds

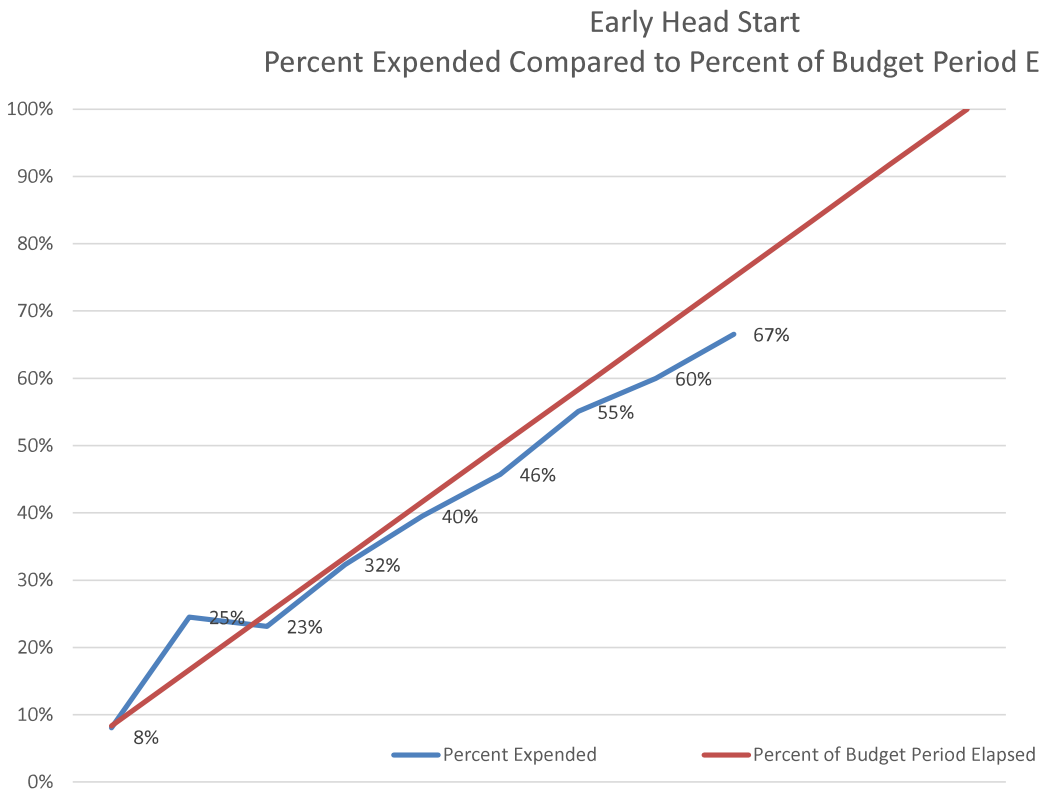
Overall expenditures are at 48% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2025 - February 28, 2026
Report Period: March 1, 2025 - November 30, 2025
Month 9 of 12 (75%)

Prepared 12/30/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,545,456	7,608,820	4,936,636	61%	39%
FRINGE BENEFITS	3,896,047	2,866,758	1,029,289	74%	26%
TRAVEL	45,000	-	45,000	0%	100%
EQUIPMENT	-	-	-		
SUPPLIES	751,602	658,287	93,315	88%	12%
CONTRACTUAL	1,001,244	801,259	199,985	80%	20%
CONSTRUCTION	-	-	-		
OTHER	2,423,100	1,926,359	496,741	79%	21%
INDIRECT	2,016,910	1,231,409	785,501	61%	39%
TOTAL BASE FUNDING	**22,679,359**	**15,092,892**	**7,586,467**	**67%**	**33%**
TRAINING & TECHNICAL ASSISTAN					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	52,125	66,507	44%	56%
SUPPLIES	30,013	11,536	18,477	38%	62%
CONTRACTUAL	26,080	-	26,080	0%	100%
OTHER	137,953	88,034	49,919	64%	36%
INDIRECT	31,268	14,509	16,759	46%	54%
TOTAL TRAINING & TECHNICAL AS	**343,946**	**166,204**	**177,741.66**	**48%**	**52%**
GRAND TOTAL EHS FEDERAL FUNI	**23,023,305**	**15,259,096**	**7,764,209**	**66%**	**34%**

Budget reflects Notice of Award #09CH012489-02-01
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2025


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
8%
25%
23%
32%
40%
46%
55%
60%
67%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2025 through March 31, 2025
Report for period ending November **30, 2025** (Month 9 of 12)

Percent of budget period elapsed: 75.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,749	12,911	7,401	0	0	3,331	7,965	8,083	8,979	64,419	Kern	43,028	150%
Alicante	20	11,086	15,151	14,433	5,928	0	81	8	0	0	46,687	Kern	25,311	184%
Angela Martinez	105	27,223	22,300	16,063	8,082	8	737	3,075	4,591	2,322	84,399	Kern	132,882	64%
Broadway	37	5,316	6,177	5,148	1,284	0	0	8,724	415	176	27,240	Kern	46,825	58%
California City	17	8,661	4,651	3,624	0	0	0	8,724	415	176	26,251	Kern	21,514	122%
Cleo Foran	23	3,034	13,700	6,385	0	44	6,396	8,102	12,329	10,774	60,764	Kern	29,107	209%
Delano	60	24,147	10,493	9,990	9,037	13,336	884	2,045	1,608	317	71,857	Kern	75,933	95%
Fairfax	34	2,162	7,675	7,639	6,610	6,652	141	603	358	293	32,133	Kern	43,028	75%
Harvey L. Hall	142	30,977	25,366	29,489	27,782	34,800	1,733	3,950	2,581	293	156,972	Kern	179,707	87%
Heritage	17	1,689	1,076	1,430	0	0	244	2,255	2,049	949	9,692	Kern	21,514	45%
Home Base	160	26,283	16,822	15,238	8,091	13,461	11,890	15,368	7,046	1,813	116,012	Kern	202,487	57%
Martha J. Morgan	50	25,357	24,516	27,021	5,886	19,908	8	624	537	26,934	130,790	Kern	63,277	207%
Oasis	42	10,131	11,857	4,912	0	0	5,069	9,100	11,450	134	52,653	Kern	53,153	99%
Pete H. Parra	116	835	465	0	488	0	0	586	380	147	2,902	Kern	146,803	2%
Primeros Pasos	67	81,280	74,266	70,979	62,312	51,989	62,477	74,365	88,786	65,432	631,887	Kern	84,791	745%
Rosamond	51	2,171	743	249	0	0	0	125	132	0	3,420	Kern	64,543	5%
San Diego	32	7,286	7,795	7,818	5,461	1,233	0	246	7,308	6,539	43,686	Kern	40,497	108%
Shafter	17	4,245	4,431	2,904	5,313	1,815	1,567	1,610	1,567	129	23,581	Kern	21,514	110%
Shafter HS/EHS	24	6,376	7,319	6,168	6,528	5,765	1,618	1,126	979	171	36,051	Kern	30,373	119%
Sterling	117	13,276	14,627	14,048	12,927	15,068	15,298	18,677	23,508	0	127,429	Kern	148,068	86%
Stockdale Head Start	41	4,624	6,609	3,216	0	0	1,366	2,280	4,310	2,560	24,965	Kern	51,887	48%
Sunrise Villa	17	2,558	1,716	637	0	495	1,054	983	147	0	7,588	Kern	21,514	35%
Taft	51	6,364	5,860	1,305	0	8	1,703	4,533	4,277	244	24,295	Kern	64,543	38%
Tehachapi	15	1,225	883	183	0	0	0	73	81	293	2,739	Kern	18,983	14%
Vineland	17	6,156	5,059	2,464	0	0	1,681	3,453	7,688	6,632	33,134	Kern	21,514	154%
Virginia	17	12,711	11,663	6,431	0	0	1,475	5,046	12,169	10,171	59,667	Kern	21,514	277%
Willow	40	13,507	12,642	6,398	0	0	0	0	0	0	32,547	Kern	50,622	64%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
Governance		0	286	275	0	0	269	0	0	0	830	Kern	15,000	6%
Program Services		25,634	21,252	15,199	15,125	10,890	11,271	23,331	20,139	0	142,841	Kern/SJC	74,265	192%
California Street	24	12,099	9,304	7,354	4,449	3,475	0	0	122	73	36,876	SJC	30,373	121%
Gianone	16	2,302	2,438	1,561	1,982	1,779	2,702	1,662	2,470	122	17,017	SJC	26,431	64%
Kennedy	16	2,963	3,594	2,307	1,493	2,421	2,687	3,523	5,083	49	24,120	SJC	20,249	119%
Lodi Home Base	20	16,850	14,153	13,945	11,589	12,432	20,246	15,900	21,936	0	127,052	SJC	25,311	502%
Lodi UCC	24	11,022	11,210	9,863	12,463	12,292	12,561	8,616	8,429	0	86,455	SJC	30,373	285%
Lathrop Home Base	20	3,920	4,356	4,084	4,816	1,618	5,221	4,230	7,125	0	35,369	SJC	25,311	140%
Marci Massei	24	8,028	7,640	8,223	5,195	4,986	2,601	244	5,999	0	42,915	SJC	30,373	141%
Stockton Home Base	40	13,285	12,746	10,491	5,047	5,313	5,750	4,947	7,472	0	65,052	SJC	50,622	129%
Lathrop	24	5,426	5,267	4,375	3,526	2,869	2,008	1,622	313	128	25,533	SJC	30,373	84%
SUBTOTAL IN-KIND	**1,571**	**455,958**	**419,016**	**349,247**	**231,413**	**222,657**	**184,069**	**247,723**	**281,883**	**145,852**	**2,537,819**	**0**	**2,083,613**	**122%**
												x		
State General Child Care*		360,286	0	0	0	417,588	400,228	408,456	442,485	336,186	2,365,230	Kern	2,442,293	97%
State Preschool*		916,299	893,933	0	0	387,028	508,094	701,455	885,716	742,969	5,035,493	Kern	6,219,213	81%
State Migrant Child Care*		1,191	1,248	1,191	0	0	0	0	0	19	3,648	Kern	50,000	7%
SUBTOTAL CA DEPT of ED		**1,277,776**	**895,181**	**1,191**	**0**	**804,616**	**908,322**	**1,109,911**	**1,328,201**	**1,079,173**	**7,404,372**		**8,711,506**	**85%**
												x		
State General Child Care*		248,476	254,215	240,642	0	228,392	244,230	246,762	253,634	185,471	1,901,823	SJC	1,175,152	**162%**
SUBTOTAL CA DEPT of ED		**248,476**	**254,215**	**240,642**	**0**	**228,392**	**244,230**	**246,762**	**253,634**	**185,471**	**1,901,823**		**1,175,152**	**162%**
GRAND TOTAL		**1,982,210**	**1,568,412**	**591,080**	**231,413**	**1,255,665**	**1,336,621**	**1,604,396**	**1,863,718**	**1,410,496**	**11,844,014**		**11,970,271**	**99%**
											661,376			
											12,505,390			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2025 through February 28, 2026
Report for period ending November 30, 2025 (Month 09 of 12)

Percent of year elapsed: 75.00%

LOCATION	FUNDED ENROLL-MENT	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	27,305	23,388	26,196	21,671	10,062	15,052	29,050	30,634	0	183,358	137,864	133%
KCSOS - Blanton	16	34,387	34,387	28,570	29,533	24,921	28,812	32,160	30,743	0	243,512	68,932	353%
Garden Pathways	11	81	317	332	484	572	366	713	686	195	3,748	47,391	8%
Taft College	42	27,610	35,201	27,594	27,992	34,146	28,724	16,754	32,614	0	230,635	180,947	127%
Escuelita Hernandez	16	49	0	0	0	0	0	37	37	0	123	68,932	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**117**	**89,431**	**93,293**	**82,693**	**79,681**	**69,701**	**72,954**	**78,714**	**94,714**	**195**	**661,376**	**504,065**	**131%**

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

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 21, 2026

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #2 – **Action Item**

The proposed revised annual budget for the 2025/26 fiscal year is presented using the following functional categories:

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

The Program budget has grown by $6,355,062 with a new total of $139,090,401. This growth comes from three main changes: receiving $5,442,755 in state childcare stipends, decreasing the BCSD Community School contract by $333,333, and adding $1,245,640 for veteran services that began on October 1st.

The Indirect budget has been revised from $10,942,488 to $11,470,423 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development. A projected cost of $527,935 has been added for the following expenses: travel, space costs, supplies, equipment, consultant/contract, and other operating costs.

Recommendation

Staff recommend that the Budget and Finance Committee approve the revised annual budget for FY 2025/26.

Attachments:
Revised Annual Budget for FY 2025/26 (11 pages)
Detail of Budget Revision Changes for FY 2025/26 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
BUDGET REVISION #2

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 104,267,868	$ 11,204,927	$ 7,737,612	$ 12,016,056	$ 1,791,327	$ -	$ 137,017,790	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	326,883	-	-	737,328	-
Other Revenue	-	284,247	-	59,723	-	95,578	439,548	12,221,752
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 102,634,643**	**$ 13,498,407**	**$ 8,148,057**	**$ 12,402,662**	**$ 1,791,327**	**$ 95,578**	**$ 138,570,674**	**$ 12,221,752**
Expenditures								
Salaries	38,389,346	5,086,849	3,026,630	4,568,941	950,312	303,161	52,325,239	6,185,191
Benefits	11,999,284	1,666,602	966,559	1,440,418	282,380	103,943	16,459,186	1,946,896
Travel	836,996	115,667	80,650	79,395	43,851	25,300	1,181,859	135,050
Space Cost	3,679,237	728,727	253,000	3,386,860	253,681	2,000	8,303,505	626,045
Supplies	1,821,094	199,399	136,000	225,400	31,831	18,850	2,432,574	342,486
Equipment	-	-	-	-	-	-	-	16,120
Consultant/Contract	1,484,740	952,904	2,078,131	235,062	5,750	-	4,756,587	1,263,700
Other Operating Costs	1,793,356	614,558	563,693	475,747	51,480	115,660	3,614,494	753,935
Program Costs	33,084,683	3,061,030	302,662	1,056,056	3,000	-	37,507,431	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	9,258,133	1,067,671	740,732	934,783	169,042	51,391	12,221,752	-
Total Expenditures	**$ 102,634,643**	**$ 13,498,407**	**$ 8,148,057**	**$ 12,402,662**	**$ 1,791,327**	**$ 615,305**	**$ 139,090,401**	**$ 11,470,423**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 751,329**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
(PROPOSED CHANGES WITH BUDGET REVISION #2)

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 5,442,755	$ -	$ -	$ 818,421	$ -	$ -	$ 6,261,176	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	34,163	-	-	34,163	-
Other Revenue	-	-	-	59,723	-	-	59,723	584,712
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 5,442,755**	**$ -**	**$ -**	**$ 912,307**	**$ -**	**$ -**	**$ 6,355,062**	**$ 584,712**
Expenditures								
Salaries	(610,578)	-	-	286,831	-	-	(323,747)	-
Benefits	308,427	-	-	93,053	-	-	401,480	-
Travel	-	-	-	12,653	-	-	12,653	21,850
Space Cost	209,873	-	-	191,567	-	-	401,440	368,045
Supplies	171,948	-	-	16,762	-	-	188,710	72,000
Equipment	-	-	-	-	-	-	-	16,120
Consultant/Contract	77,004	-	-	(42,414)	-	-	34,590	9,000
Other Operating Costs	104,475	-	-	28,470	-	-	132,945	40,920
Program Costs	4,679,208	-	-	243,071	-	-	4,922,279	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	502,398	-	-	82,314	-	-	584,712	-
Total Expenditures	**$ 5,442,755**	**$ -**	**$ -**	**$ 912,307**	**$ -**	**$ -**	**$ 6,355,062**	**$ 527,935**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 56,777**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2025/26

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 98,825,113	$ 11,204,927	$ 7,737,612	$ 11,197,635	$ 1,791,327	$ -	$ 130,756,614	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	292,720	-	-	703,165	-
Other Revenue	-	284,247	-	-	-	95,578	379,825	11,637,040
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 95,578**	**$ 132,215,612**	**$ 11,637,040**
Expenditures								
Salaries	38,999,924	5,086,849	3,026,630	4,282,110	950,312	303,161	52,648,986	6,185,191
Benefits	11,690,857	1,666,602	966,559	1,347,365	282,380	103,943	16,057,706	1,946,896
Travel	836,996	115,667	80,650	66,742	43,851	25,300	1,169,206	113,200
Space Cost	3,469,364	728,727	253,000	3,195,293	253,681	2,000	7,902,065	258,000
Supplies	1,649,146	199,399	136,000	208,638	31,831	18,850	2,243,864	270,486
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	1,407,736	952,904	2,078,131	277,476	5,750	-	4,721,997	1,254,700
Other Operating Costs	1,688,881	614,558	563,693	447,277	51,480	115,660	3,481,549	713,015
Program Costs	28,405,475	3,061,030	302,662	812,985	3,000	-	32,585,152	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	8,755,735	1,067,671	740,732	852,469	169,042	51,391	11,637,040	-
Total Expenditures	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 615,305**	**$ 132,735,339**	**$ 10,942,488**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 694,552**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
EDUCATION

	Head Start	State Funded Child Care	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	40,091,426	11,709,758	6,796,885	4,874,043	40,795,756	**104,267,868**
Head Start Subsidy for CACFP	(1,633,225)	-	-	-	-	**(1,633,225)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 40,795,756**	**###########**
Expenditures						
Salaries	20,393,573	8,192,902	4,154,866	2,785,694	2,862,311	**38,389,346**
Benefits	6,723,660	2,431,351	1,263,950	894,331	685,992	**11,999,284**
Travel	537,326	-	22,670	232,000	45,000	**836,996**
Space Cost	2,893,237	-	450,000	96,000	240,000	**3,679,237**
Supplies	1,476,749	-	144,197	110,148	90,000	**1,821,094**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	1,384,158	20,982	23,600	25,000	31,000	**1,484,740**
Other Operating Costs	1,295,295	-	151,733	78,284	268,044	**1,793,356**
Program Costs	(79,719)	-	91,572	196,000	32,876,830	**33,084,683**
Depreciation	267,774	-	-	14,400	5,600	**287,774**
Indirect	3,566,148	1,064,523	494,297	442,186	3,690,979	**9,258,133**
Total Expenditures	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 40,795,756**	**###########**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	33.0%	29.7%	30.4%	32.1%	24.0%	31.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 521,156	**$ 521,156**
Other Government Revenue	4,632,704	2,189,752	1,630,185	226,074	1,856,259	2,526,212	**11,204,927**
Head Start Subsidy for CACFP	-	-	1,405,385	227,840	1,633,225	-	**1,633,225**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	284,247	**284,247**
Donations	-	-	-	-	-	376,008	**376,008**
Total Revenue	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,707,623**	**$ 14,019,563**
Expenditures							
Salaries	2,593,476	701,985	923,953	-	923,953	1,218,940	**5,438,354**
Benefits	803,977	224,635	319,677	-	319,677	440,584	**1,788,873**
Travel	12,000	21,467	27,000	-	27,000	55,200	**115,667**
Space Cost	393,996	46,931	121,700	-	121,700	166,100	**728,727**
Supplies	63,500	14,101	6,000	-	6,000	115,798	**199,399**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	952,904	-	-	-	-	**952,904**
Other Operating Costs	332,101	39,639	62,600	-	62,600	180,218	**614,558**
Program Costs	7,500	-	1,426,441	433,362	1,859,803	1,193,727	**3,061,030**
- Vended Meals	-	-	-	-	-	-	**-**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	421,154	188,090	148,199	20,552	168,751	337,056	**1,115,051**
Total Expenditures	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,707,623**	**$ 14,019,563**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	32.0%	34.6%		34.6%	36.1%	32.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**7,737,612**
Private Revenue	**410,445**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 8,148,057**
Expenditures	
Salaries	**3,026,630**
Benefits	**966,559**
Travel	**80,650**
Space Cost	**253,000**
Supplies	**136,000**
Equipment	**-**
Consultant/Contract	**2,078,131**
Other Operating Costs	**563,693**
Program Costs	**302,662**
Depreciation	**-**
Indirect	**740,732**
Total Expenditures	**$ 8,148,057**
Gain/(Loss)	**$ -**
Benefit Rate	**31.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES

	211	Housing Services	Veterans Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	School Community Partnership	Diaper Distribution Pilot	Community Development Contracts	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	$ 281,238	$ 168,747	$ -	$ 39,482	$ -	$ 202,030	$ -	$ -	$ -	$ 516,813	**$ 1,208,310**
Other Government Revenue	1,337,738	7,951,049	1,151,754	219,571	177,788	637,778	166,667	23,825	111,349	238,537	**12,016,056**
Private Revenue	192,720	-	34,163	100,000	-	-	-	-	-	-	**326,883**
Other Revenue	-	-	59,723	-	-	-	-	-	-	-	**59,723**
Donations	-	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,811,696**	**$ 8,119,796**	**$ 1,245,640**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 166,667**	**$ 23,825**	**$ 111,349**	**$ 755,350**	**$ 13,610,972**
Expenditures											
Salaries	1,025,791	2,546,859	470,877	154,673	122,688	312,873	92,023	16,285	72,912	328,160	**5,143,141**
Benefits	319,709	813,365	150,107	48,137	30,672	93,121	28,527	5,374	24,061	82,040	**1,595,113**
Travel	4,995	35,964	23,437	5,000	2,250	13,000	5,392	-	3,250	16,958	**110,246**
Space Cost	80,448	3,017,469	192,450	117,920	8,500	24,400	442	-	-	196,912	**3,638,541**
Supplies	50,881	131,680	22,529	200	2,435	21,109	2,883	-	-	18,298	**250,015**
Equipment	-	-	-	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	2,500	2,083	-	-	213,231	22,248	-	-	750	**240,812**
Other Operating Costs	172,810	192,327	28,470	10,180	4,405	83,155	-	-	1,000	30,880	**523,227**
Program Costs	-	798,746	243,071	-	-	3,500	-	-	-	13,739	**1,059,056**
Depreciation	-	-	-	-	-	-	-	-	-	-	**-**
Indirect	157,062	580,886	112,616	22,943	6,838	75,419	15,152	2,166	10,126	67,613	**1,050,821**
Total Expenditures	**$ 1,811,696**	**$ 8,119,796**	**$ 1,245,640**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 166,667**	**$ 23,825**	**$ 111,349**	**$ 755,350**	**$ 13,610,972**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.2%	31.9%	31.9%	31.1%	25.0%	29.8%	31.0%	33.0%	33.0%	25.0%	**31.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 521,156	$ 281,238	$ 39,482	$ 202,030	$ 516,813	$ 168,747	$ 61,861	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 521,156**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 516,813**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Expenditures								
Salaries	351,505	204,537	11,070	87,421	191,470	79,702	24,607	**950,312**
Benefits	122,271	51,134	2,214	27,975	47,867	25,505	5,414	**282,380**
Travel	-	-	4,000	11,000	5,246	10,605	13,000	**43,851**
Space Cost	-	-	7,500	24,400	189,702	30,079	2,000	**253,681**
Supplies	-	-	200	9,220	10,695	4,500	7,216	**31,831**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	-	-	**5,750**
Other Operating Costs	-	-	-	16,575	25,155	5,750	4,000	**51,480**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	47,380	25,567	14,498	17,439	45,928	12,606	5,624	**169,042**
Total Expenditures	**$ 521,156**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 516,813**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**34.8%**	**25.0%**	**20.0%**	**32.0%**	**25.0%**	**32.0%**	**22.0%**	**29.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	-	**-**
Donations	-	-	**-**
Transfer Released From Restriction	(467,241)	467,241	**-**
Total Revenue	**$ (467,241)**	**$ 467,241**	**$ -**
Expenditures			
Salaries	-	303,161	**303,161**
Benefits	-	103,943	**103,943**
Travel	-	25,300	**25,300**
Space Cost	2,000	-	**2,000**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	-	**-**
Other Operating Costs	55,260	60,400	**115,660**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	51,165	**51,391**
Total Expenditures	**$ 52,486**	**$ 562,819**	**$ 615,305**
Fund Balance	-	95,578	**95,578**
Gain/(Loss)	**$ (519,727)**	**$ -**	**$ (519,727)**
Benefit Rate	0.0%	34.3%	**34.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**12,221,752**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 12,221,752**
Expenditures						
Salaries	1,029,660	1,818,437	444,339	2,075,929	816,826	**6,185,191**
Benefits	360,381	594,238	137,745	584,979	269,553	**1,946,896**
Travel	9,000	25,500	52,750	21,500	26,300	**135,050**
Space Cost	-	619,045	-	7,000	-	**626,045**
Supplies	98,000	115,000	17,500	50,000	61,986	**342,486**
Equipment	-	-	-	-	16,120	**16,120**
Consultant/Contract	113,500	411,200	10,000	631,500	97,500	**1,263,700**
Other Operating Costs	53,100	363,430	133,900	52,100	151,405	**753,935**
Program Costs	-	-	-	-		**-**
Depreciation	-	201,000	-	-		**201,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,663,641**	**$ 4,147,850**	**$ 796,234**	**$ 3,423,008**	**$ 1,439,690**	**$ 11,470,423**
Gain/(Loss)						**$ 751,329**
Benefit Rate	35.0%	32.7%	31.0%	28.2%	33.0%	**31.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Revenue	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	$ 12,221,752	12.8%
Expenditures							
Personnel Costs							
Salaries	3,601,982	3,983,144	4,342,212	4,684,733	5,312,379	6,185,191	16.4%
Benefits	875,486	931,312	982,302	1,216,557	1,498,103	1,946,896	30.0%
Benefit Rate	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.5%*	
Total Personnel Costs	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,132,087	19.4%
	71.2%	*71.9%*	*70.0%*	*68.1%*	*67.8%*	*70.9%*	
Operating Costs							
Travel	56,750	62,350	71,150	88,000	115,250	135,050	17.2%
Space Costs	193,300	206,370	215,700	386,450	544,612	827,045	51.9%
Supplies	119,400	150,200	195,000	264,650	358,772	342,486	-4.5%
Equipment	-	196,000	-	200,000	232,205	16,120	-93.1%
Consultant/Contract	1,144,066	956,000	1,288,000	1,049,000	1,064,000	1,263,700	18.8%
Other Operating Costs	298,600	352,750	511,107	780,300	920,480	753,935	-18.1%
Total Operating Costs	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,235,319	$ 3,338,336	3.2%
	28.8%	*28.1%*	*30.0%*	*31.9%*	*32.2%*	*29.1%*	
Total Expenditures	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 11,470,423	14.2%
Excess Indirect Revenue	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 751,329	-4.3%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Operations	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,569,921	$ 4,147,850	16.2%
Human Resources	917,844	1,262,307	1,288,307	1,302,127	1,558,810	1,663,641	6.7%
Finance	1,757,619	1,786,550	2,256,840	2,550,906	3,035,916	3,423,008	12.8%
Community Development	-	-	-	1,329,568	1,161,725	1,439,690	23.9%
Executive	1,145,335	1,133,815	1,337,079	534,524	719,429	796,234	10.7%
TOTAL	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,045,801	$ 11,470,423	14.2%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Education	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	$ 102,634,643	7.2%
Nutrition	9,221,197	9,378,845	24,852,123	19,219,609	13,999,167	13,498,407	-3.6%
Energy Conservation	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	8,148,057	19.7%
Community Services	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	12,402,662	32.9%
CSBG	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	203,689	284,270	311,758	3,423,525	1,448,760	615,305	-57.5%
COVID Response	-	4,259,035	3,602,032	-	-	-	0.0%
Total Annual Budget	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 139,090,401	7.7%

RECAP - EXPENDITURES BY CATEGORY	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Salaries	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	$ 52,325,239	7.2%
Benefits	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	16,459,186	10.9%
Travel	814,611	723,003	721,930	943,184	995,827	1,181,859	18.7%
Space Cost	10,436,885	8,378,137	23,204,587	16,448,026	15,054,623	8,303,505	-44.8%
Supplies	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	2,432,574	17.8%
Equipment	92,760	291,353	831,379	1,806,455	1,155,525	-	-100.0%
Consultant/Contract	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	4,756,587	5.5%
Other Operating Cost	2,720,184	2,571,193	3,452,283	2,800,371	3,174,100	3,614,494	13.9%
Program Costs	11,039,753	11,336,024	11,277,182	27,462,618	27,380,328	37,507,431	37.0%
Depreciation	311,004	301,440	301,440	317,240	282,174	287,774	2.0%
Indirect	6,862,349	7,471,110	7,597,038	10,107,416	10,830,485	12,221,752	12.8%
TOTAL	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 139,090,401	7.7%

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 21, 2026

Subject: *Agenda Item 4c*: Unrestricted Cash Reserve Policy Draft – 30 Days Operating Expenses - Action **Item**

During the October 29th Board Meeting, the Board elected to affirm an unrestricted cash reserve policy of 30 days of operating expenses. Accordingly, we are pleased to present the attached Unrestricted Cash Reserve Policy which establishes a framework for the goal of maintaining financial stability and operational continuity at CAPK.

Purpose and Rationale

This policy sets a minimum unrestricted cash reserve requirement of 30 days of operating expenses (approximately $11.1 million based on our current $134.6 million annual budget). This reserve level will enable us to:

- Manage cash flow gaps between program expenditures and reimbursements
- Mitigate risks from delayed appropriations, audit holds, or grant modifications
- Ensure uninterrupted services to the vulnerable populations we serve
- Demonstrate sound financial stewardship to funders and stakeholders
- Meet federal and state financial capability requirements
- Position CAPK for strategic opportunities

Key Policy Components

The policy establishes clear guidelines for:

- Annual calculation of reserve requirements tied to our operating budget
- Appropriate use of reserves (cash flow management, emergencies, revenue shortfalls)
- Replenishment procedures if reserves fall below the minimum
- Quarterly monitoring and reporting to the Board
- Defined roles and responsibilities across leadership and committees

Implementation Approach

Management will develop a multi-year plan to achieve full compliance, incorporating revenue enhancement strategies (including indirect cost rate optimization), expense management initiatives, and annual reserve-building targets with clear milestones.

Alignment with Best Practices

This policy aligns with nonprofit financial management best practices, federal grant requirements (2 CFR 200), Community Action Partnership standards, and GAAP principles for nonprofit organizations.

Recommendation

Staff recommends the adoption of the unrestricted cash reserve policy and for the policy to be incorporated in the next revision of the Accounting and Financial Policies and Procedures Manual.

Unrestricted Cash Reserve Policy

Policy Purpose

This policy establishes the minimum unrestricted cash reserve requirement for Community Action Partnership of Kern (CAPK) to ensure financial stability, operational continuity, and the organization's ability to fulfill its mission of serving vulnerable populations across Kern County and surrounding areas.

Policy Statement

CAPK will seek to maintain unrestricted cash reserves equivalent to a minimum of thirty (30) days of operating expenses. This reserve serves as working capital to manage cash flow fluctuations, mitigate operational risks, and ensure uninterrupted service delivery to clients.

Definitions

Unrestricted Cash Reserves: Liquid assets that are not restricted by donors, grantors, or other external parties and are available for general operating purposes, including cash, cash equivalents, and short-term investments readily convertible to cash within 90 days.

Operating Expenses: Total annual expenses related to the organization's programs, administration, and fundraising activities as reflected in the annual operating budget approved by the Board of Directors.

Reserve Requirement: The minimum dollar amount of unrestricted cash reserves calculated as thirty (30) days of operating expenses.

Reserve Calculation

The unrestricted cash reserve requirement shall be calculated annually using the following formula:

Reserve Requirement = (Annual Operating Expenses ÷ 365 days) × 30 days

The calculation shall be based on the approved annual operating budget and updated as part of the annual budget approval process.

Rationale

This policy is established to:

1. **Manage Cash Flow** – Provide working capital to bridge timing gaps between program expenditures and reimbursement receipts from federal, state, and local funding sources

2. **Mitigate Operational Risks** – Protect against delayed appropriations, state budget delays, audit holds, grant modifications, and emergency situations
3. **Fulfill Fiduciary Responsibility** – Ensure organizational sustainability and demonstrate sound financial stewardship of public and philanthropic resources
4. **Maintain Creditworthiness** – Strengthen financial position with funders, vendors, and creditors
5. **Meet Regulatory Expectations** – Comply with financial capability requirements of federal and state funding agencies
6. **Strategic Financial Opportunities** - Participate in strategic financial opportunities such as insurance captives, financing initiatives, and long-term asset management.

Reserve Targets and Timeline

Current Reserve Target: Based on CAPK's budget for fiscal year 2025-26, the current operating budget of approximately $134.6 million annually, the thirty (30) day reserve requirement is approximately $11.1 million.

Achievement Timeline: Management shall develop and present to the Board a multi-year plan to achieve full compliance with this policy, including:

- Identification of revenue enhancement strategies (including indirect cost rate optimization)
- Expense management initiatives
- Annual reserve building targets
- Progress milestones and accountability measures

The Board may establish additional designated reserves separate from the unrestricted operating reserve that are mission critical.

Use of Reserves

Unrestricted cash reserves may be used only for the following purposes, subject to Chief Executive Officer (CEO) approval and subsequent Board notification:

1. **Cash Flow Management** – Covering short-term operational expenses during normal reimbursement cycles due to the timing of contract reimbursements
2. **Emergency Operations** – Responding to natural disasters, public health emergencies, or other urgent circumstances affecting operations or clients
3. **Temporary Revenue Shortfalls** – Bridging unexpected delays in grant funding or appropriations
4. **Strategic Opportunities** – Supporting time-sensitive programmatic expansions or partnerships that advance the mission (subject to advance Board approval for amounts exceeding limits described in CAPK’s Accounting and Financial Policies Manual)

Use of reserves shall be documented and reported to the Board at the next regular meeting. Any use that reduces reserves below the policy minimum shall include a replenishment plan.

Replenishment

If reserves fall below the policy minimum for any reason, management shall:

1. Provide written notification to the Board within 15 business days
2. Present a written replenishment plan within 30 days to the Board of Directors outlining:
    - Cause of the reserve deficiency
    - Proposed timeline for restoration to policy minimum
    - Specific actions to rebuild reserves
    - Any operational adjustments required during the replenishment period

Monitoring and Reporting

1. **Quarterly Reporting:** The Chief Financial Officer shall report on reserve adequacy quarterly to the Board of Directors as part of regular financial reporting, including:
    - Current reserve balance
    - Current reserve requirement
    - Percentage of policy target achieved
    - Material changes from previous quarter
2. **Annual Review:** The reserve requirement calculation shall be recalculated annually as part of the budget approval process to reflect changes in organizational scale and operations.
3. **Policy Review:** This policy shall be reviewed annually by the Budget and Finance Committee and Board of Directors to ensure continued appropriateness given organizational circumstances and non-profit financial best practices.

Roles and Responsibilities

Board of Directors:

- Approve and affirm this policy
- Review reserve adequacy quarterly
- Approve reserve use for strategic opportunities
- Approve replenishment plans when reserves fall below policy minimum

Chief Executive Officer:

- Ensure policy implementation and compliance
- Approve use of reserves within established parameters

- Develop strategies to achieve and maintain reserve targets

Chief Financial Officer:

- Calculate reserve requirements annually
- Monitor reserve balances
- Prepare quarterly reserve adequacy reports
- Develop replenishment plans when necessary

Budget and Finance Committee:

- Review reserve status and trends
- Recommend policy updates to the Board
- Oversee replenishment plans

Policy Exceptions

Any exception to this policy requires approval by the Board of Directors and must be documented with:

- Rationale for the exception
- Duration of the exception
- Plan to return to policy compliance

References

This policy aligns with:

- Nonprofit financial management best practices recommending 3-6 months of operating reserves
- Federal grant management requirements (2 CFR 200)
- Community Action Partnership financial standards
- Generally Accepted Accounting Principles (GAAP) for nonprofit organizations

MEMORANDUM

To: Budget and Finance Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: January 21, 2026

Subject: *Agenda Item 4d:* Resolution to Approve the Submission of the 2025 Department of Energy Weatherization Assistance Program (DOE WAP) Contract 25C-8007 – **Action Item**

On January 12, 2026, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2025 DOE WAP contract. The contract provides funding to assist qualified low-income Kern County residents with Weatherization services. The contract period is from January 1, 2026, through June 30, 2026. The contract amount is $50,000 dollars for a 6 month period of services.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their weatherization and energy-related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work is connected to CAPK's mission and Strategic Priority B – Goal 2, to expand our services by developing strategic partnerships that enhance existing programs, increase community reach, and strengthen service deliveries.

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

Recommendation:

Staff recommend that the Board of Directors approves the 2025 DOE WAP – 25C-8007 contract and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:
Resolution #2026-01
CSD 2025 DOE WAP Contract #25C-8007

RESOLUTION # 2026-01

A Resolution of the Board of Directors
of Community Action Partnership of Kern (CAPK)
Approving the 2025 Department of Energy Weatherization Assistance Program
(DOE WAP) Contract 25C-8007

The Board of Directors of Community Action Partnership of Kern met on January 26, 2026, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 1300 18th Street, Suite 200, Bakersfield, CA 93301 and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development (CSD) has made available DOE WAP funds for 2025. The contract allows CAPK to assist eligible low-income Kern County households with weatherization home repairs at no cost to the participants; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2025 DOE WAP Contract to the Partnership. Which will help expand the current weatherization services currently being provided through CAPK's Energy Department; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2025 DOE WAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership's representative as signatory regarding the submission of the 2025 DOE WAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of January 2026.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

JASON WIMBLEY Director
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833
(916) 576-7109
www.csd.ca.gov

Dear Executive Director:

The purpose of this letter is to provide you with information regarding your agency's 2025 Annual Department of Energy (DOE) Weatherization Assistance Program (WAP) contract for Federal Fiscal Year 2025. California's 2025 DOE WAP grant award is $8,065,814 with an additional $875,246 in Weatherization Readiness Funds, for a total of $8,941,060. The 2025 DOE WAP contract term is January 1, 2026 through June 30, 2026.

Please refer to CPA-E-25-03 and CPA-E-25-10 2025 DOE WAP Contract Highlights for details on this program year's changes. Attached is a contract checklist and other information needed for execution of the contract.

The contract packets must be completed and returned to the Department of Community Services and Development (CSD) within 30 calendar days from the date of this letter for private, nonprofit agencies, and within 45 calendar days for public agencies.

CSD looks forward to working in partnership with you to strengthen our capacity to effectively administer programs that improve the economic security of those we serve, and ultimately the lives of all Californians.

Sincerely,

Jason Wimbley

JASON WIMBLEY
Director

Attachments

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

2025 DOE WAP Contract Checklist

General Comments and Requirements:

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

Contract Packet:

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

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

Programmatic Contract Requirements (as applicable):

- ☐ DOE Weatherization Budget form (CSD 570)
- ☐ DOE Priority Plan Narrative (CSD 793)
- ☐ Executive Director and Board Roster (CSD 188) Not applicable if no changes have occurred.

Please return completed contract packet within 30 days (45 days for public agencies) via the DocuSign link that will be sent by CSD.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

State of California
Department of Community Services and Development
2025 DOE Allocation
Administration and Training & Technical Assistance

ALLOCATION SPREADSHEET

	Agency	Contract Number	Total Allocation	Allowable Admin	Allowable T&TA	WRF Allocation
1	Amador-Tuolumne CAA	25C-8001	56,707	5,223	3,232	6,707
2	CAA of Butte County, Inc.	25C-8002	146,652	13,508	9,478	0
3	Glenn County Community Action Department	25C-8003	93,255	8,590	4,293	26,827
4	Fresno County Economic Opportunities Commission	25C-8004	86,549	7,972	4,293	20,121
5	Redwood CAA	25C-8005	50,000	4,606	3,232	0
6	Campesinos Unidos, Inc.	25C-8006	328,314	30,242	14,717	100,603
7	Community Action Partnership of Kern	25C-8007	50,000	4,606	3,232	0
8	Kings Community Action Organization, Inc.	25C-8008	171,613	15,808	11,091	0
9	North Coast Energy Services, Inc.	25C-8009	63,414	5,841	3,232	13,414
10	Maravilla Foundation	25C-8010	1,042,043	95,984	58,679	134,137
11	Pacific Asian Consortium in Employment	25C-8011	136,552	12,578	8,825	0
12	Long Beach Community Action Partnership	25C-8012	440,517	40,577	26,954	23,474
13	Merced County CAA	25C-8013	1,154,049	106,301	69,169	83,836
14	Community Action Partnership of Orange County	25C-8014	728,016	67,059	40,550	100,603
15	Community Action Partnership of Riverside County	25C-8015	203,621	18,756	8,825	67,069
16	Community Resource Project, Inc.	25C-8016	764,607	70,429	45,082	67,069
17	Community Action Partnership of San Bernardino County	25C-8017	310,332	28,585	17,890	33,534
18	Metropolitan Area Advisory Committee	25C-8018	392,293	36,135	24,054	20,121
19	San Joaquin County Department of Aging & Community Services	25C-8019	206,675	19,037	13,358	0
20	Community Action Partnership of San Luis Obispo County, Inc.	25C-8020	233,502	21,508	13,358	26,827
21	Central Coast Energy Services, Inc.	25C-8021	1,532,904	141,197	90,401	134,137
22	Self-Help Home Improvement Project, Inc.	25C-8022	121,916	11,230	7,013	13,414
23	Great Northern Services	25C-8023	38,353	3,533	2,262	3,353
24	Central Valley Opportunity Center, Incorporated	25C-8024	318,477	29,335	20,583	0
25	Community Services & Employment Training, Inc.	25C-8025	220,699	20,329	14,264	0
26	Community Action of Ventura County, Inc.	25C-8026	50,000	4,606	3,232	0
	TOTAL		**8,941,060**	**823,575**	**521,299**	**875,246**

December 11, 2025

SCO ID: 4700-25C-8007-0

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
25C-8007	DCSD-4700

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

CONTRACTING AGENCY NAME
Department of Community Services and Development

CONTRACTOR NAME
Community Action Partnership of Kern

2. The term of this Agreement is:

START DATE
1/1/2026

THROUGH END DATE
6/30/2026

3. The maximum amount of this Agreement is:
$50,000.00

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

Preamble
Article 1 – Scope of Work
Article 2 – Contract Administration and Procedure
Article 3 – Contract Changes
Article 4 – Administrative Policies and Procedures
Article 5 – Administrative and Program Expenditures Requirements
Article 6 – Reporting Policies and Procedures
Article 7 – Program Policies and Procedures
Article 8 – Program Implementation
Article 9 – Training, Licensing, and Certifications
Article 10 – Compliance Policies and Procedures
Article 11 – Federal and State Policy Provisions
Article 12 – General Terms and Conditions GTC 02/2025
Article 13 – Definitions
Article 14 – Table of Forms and Documents Incorporated by Reference

These documents can be accessed at https://providers.csd.ca.gov/.

Items shown with an asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at https://www.dgs.ca.gov/OLS/Resources

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

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)
Community Action Partnership of Kern

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
1300 18TH ST STE 200	Bakersfield	CA	93309

PRINTED NAME OF PERSON SIGNING	TITLE

CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED

SCO ID: 4700-25C-8007-0

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD 213 (Rev. 04/2020)

AGREEMENT NUMBER	PURCHASING AUTHORITY NUMBER (If Applicable)
25C-8007	DCSD-4700

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME			
Department of Community Services and Development			
CONTRACTING AGENCY ADDRESS	**CITY**	**STATE**	**ZIP**
2389 Gateway Oaks Drive, Suite 100	Sacramento	CA	
PRINTED NAME OF PERSON SIGNING	**TITLE**		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	**DATE SIGNED**		
CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL	**EXEMPTION (If Applicable)** I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.		

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

CERTIFICATION REGARDING LOBBYING

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FAMILY SUPPORT ADMINISTRATION

PROGRAM: Department of Energy Weatherization Assistance Program

PERIOD: January 1, 2026 through June 30, 2026

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

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award document for subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Title	**Signature**
Agency/Organization	**Date**

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Approved by OMB
0348-0046

DISCLOSURE OF LOBBYING ACTIVITIES

CONTINUATION SHEET

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

Authorized for Local Reproduction

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Contractor Certification Clause

CCC 1005

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of

CONTRACTOR CERTIFICATION CLAUSES

STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b) Establish a Drug-Free Awareness Program to inform employees about:

1) the dangers of drug abuse in the workplace;

2) the person's or organization's policy of maintaining a drug-free workplace;

3) any available counseling, rehabilitation and employee assistance programs;

and,

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

4) penalties that may be imposed upon employees for drug abuse violations.

c) Provide that every employee who works on the proposed Agreement will:
1) receive a copy of the company's drug-free policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

CONTRACTS FOR LEGAL SERVICES $50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm’s offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

DOMESTIC PARTNERS:

For contracts executed or amended after July 1, 2004, the contractor may elect to offer domestic partner benefits to the contractor's employees in accordance with Public Contract Code section 10295.3. However, the contractor cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

a) Current State Employees (PCC 10410):

1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

b) Former State Employees (PCC 10411):

1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

LABOR CODE/WORKERS' COMPENSATION:

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

AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be*:* (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

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

Return with the Contract

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

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

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

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

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

AGENCY/SUB-AWARDEE INFORMATION

Agency Name		
Program Type **(Check One)**	☐**CSBG** ☐**LIHEAP** ☐**DOE WAP** ☐**OTHER** _____	
Contract Number		
Performance Period(s) (mm/dd/yy - mm/dd/yy)		
Agency Unique Entity ID (SAM.gov) **NEW**		
Agency Primary Contact Information *(person responsible for completing thisform)*	Name:	
	Title:	
	E-Mail:	
	Phone:	
Location of Agency	Mailing Address:	
	State:	
	Zip + 4 Digits (+4 digit is required)	
	U.S. Congressional District:	
	State Assembly District:	
	State Senate District:	

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Description of Information Requested

Place of Performance

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

Agency/Sub-Awardee Executive Compensation Reporting

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

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

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

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

Additional Resources

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

Contents

PREAMBLE **1**
ARTICLE 1 – SCOPE OF WORK **1**
1.1 General 1
1.2 Service Area 1
1.3 Term and Amount of Contract 2
1.4 Program Authorities – Requirements, Standards and Guidance 2
1.5 Special Contract Contingency – Quality Control Inspector Certification 5
ARTICLE 2 - CONTRACT ADMINISTRATION AND PROCEDURE **6**
2.1 State Contracting Requirements – "General Terms and Conditions, GTC 02/2025" 6
2.2 Contractor's Option of Termination 6
2.3 Budget Contingencies 6
2.4 Miscellaneous Provisions 8
ARTICLE 3 – CONTRACT CHANGES **9**
3.1 Amendment 9
3.2 Minor Modifications 9
ARTICLE 4 – ADMINISTRATIVE POLICIES AND PROCEDURES **10**
4.1 Board Roster, Bylaws, Resolution, and Minutes 10
4.2 Internal Controls Requirements 10
4.3 Record Retention Requirements 11
4.4 Insurance and Fidelity Bond 11
4.5 System Security Requirements 14
4.6 Travel and per diem 16
4.7 Conflict of Interest 17
4.8 Procurement Standards 18
4.9 Use and Disposition of Vehicles and Equipment 19
4.10 Subcontracts 20
4.11 Complaint Management Policies and Procedures 22
4.12 Fair Hearing Process for Applications for Denial of Benefits by Contractor: 22
4.13 Fraud, Waste, and Abuse 23
ARTICLE 5 – ADMINISTRATIVE AND PROGRAM EXPENDITURES REQUIREMENTS **24**
5.1 Budget Guidelines 24
5.2 Advance Payments 25

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.3 Program Income 26
5.4 Allowable Costs 26
5.5 Reimbursement Guidelines 32
ARTICLE 6 – REPORTING POLICIES AND PROCEDURES 43
6.1 Reporting Requirements 43
ARTICLE 7 – PROGRAM POLICIES AND PROCEDURES 47
7.1 Program Standards and Regulatory Requirements 47
7.2 Service Priority Guidelines 49
7.3 Outreach and Intake Activity Guidelines 50
7.4 Client Education and Counseling Activities 51
7.5 Leveraging/Cost Sharing/Buy-Down Activities 53
7.6 Record-Keeping Responsibilities 53
ARTICLE 8 – PROGRAM IMPLEMENTATION 60
8.1 Weatherization Activity Guidelines 60
8.2 Quality Assurance 74
ARTICLE 9 – TRAINING, LICENSING AND CERTIFICATIONS 79
9.1 Training Requirements 79
9.2 Quality Control Inspectors Certification 79
9.3 Contractor Licensing 80
9.4 Special Licensing - Weatherization 80
9.5 Environmental Protection Agency (EPA) Certifications 80
9.6 Additional Mandatory Training 81
ARTICLE 10 – COMPLIANCE POLICIES AND PROCEDURES 82
10.1 Right to Monitor, Audit, and Investigate 82
10.2 Auditing Standards and Reports 82
10.3 Compliance Monitoring 85
10.4 Enforcement Process - Noncompliance with Requirement of this Contract 88
10.5 Service Delivery and Expenditure Requirements 95
ARTICLE 11 – FEDERAL AND STATE POLICY PROVISIONS 97
11.1 Certifications 97
11.2 Provisions for Federally Funded Grants 98
11.3 Federal Certifications Regarding Debarment, Suspension, and Related Matters 98
11.4 Affirmative Action Compliance 99
11.5 Nondiscrimination Compliance 100
11.6 Contractor Fair Hearing - Civil Rights Act Violation 100

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

11.7 Specific Assurances 100
11.8 Publications.....102
11.9 Decontamination and/or Decommissioning (D&D) Costs 102
11.10 Executive Order N-6-22 Russia Sanctions 103
11.11 Prohibition on Certain Telecommunications and Video Surveillance Equipment or Services.....103
11.12 Trafficking in Persons.....104
ARTICLE 12 – GENERAL TERMS AND CONDITIONS GTC 02/2025 106
ARTICLE 13 - DEFINITIONS 107
ARTICLE 14 - TABLE OF FORMS AND DOCUMENTS INCORPORATED BY REFERENCE..... 119

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

PREAMBLE

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

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

ARTICLE 1 – SCOPE OF WORK

1.1 General

1.1.1 Contractor agrees to provide Weatherization assistance to eligible participants residing in the service area described in Section 1.2, pursuant to all applicable federal and state statutes and regulations, including the Energy Conservation and Production Act (42 USC §§ 6861 et seq., as amended) (the Act) and Title 10 of the Code of Federal Regulations (CFR), Part 440, as amended, the Department of Energy Weatherization Assistance Program (DOE WAP) for low-income persons. Contractor shall ensure that the highest level of assistance will be furnished to those households which have the lowest income and highest energy costs or needs in relation to income.

1.1.2 The DOE WAP Federal Assistance Listing is 81.042. The award is funded through the United States Department of Energy (DOE).

1.2 Service Area

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

The 2025 DOE Numbers, Contractors, and Service Areas document may be accessed at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx.

1.2.2 Contractors that provide services in Los Angeles and San Diego counties shall refer to the ZIP Code Listing for San Diego Contractors or the ZIP Code Listing for Los Angeles County Contractors located at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx to determine the zip codes for their respective service area.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

1.3 Term and Amount of Contract

1.3.1 The term of this Contract shall be for the period represented on the face sheet (Form STD 213).

1.3.2 The Maximum Amount of this Contract shall be as specified on Form STD 213.

1.3.3 The amount allocated under this Contract as specified in Section 1.3.1 is expressly contingent upon Contractor's compliance with DOE WAP Performance requirements specified in Article 10, Section 10.5, "Service Delivery and Expenditure Requirements," of this Contract.

1.4 Program Authorities – Requirements, Standards and Guidance

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

1.4.1.1 The Energy Conservation and Production Act of 1976, 42 USC §§ 6861 et seq., and 10 CFR Part 440;

1.4.1.2 The Federal Procurement requirements for federal awards, including 2 CFR § 200.317 et seq.;

1.4.1.3 The Single Audit Act of 1984, 31 USC §§ 7501 et seq.; and

1.4.1.4 Applicable Intellectual Property provisions for federal awards, as specified in 2 CFR § 200.448.

1.4.2 *Conflict of Laws.* Contractor shall comply with all of the requirements, standards, and guidelines contained in the authorities listed below, as they may be amended from time to time, regarding procurement, administrative, and other costs claimed under this Contract, including those costs incurred pursuant to subcontracts executed by Contractor, notwithstanding any language contained in the following authorities that might otherwise exempt Contractor from their applicability. To the extent that the requirements, standards, or guidelines in this Contract directly conflict with any State law or regulation, or any provision of this Contract, then federal law or regulation or provision shall take precedence, and then state law; unless, under specified circumstances, a provision of federal law applicable to grants allows for the application of state law.

1.4.2.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200); and

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

1.4.2.2 Contractor further agrees to abide by all requirements in California Contractor Certification Clauses 04/2017 (CCC-04/2017).

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

1.4.3.1 That such guidance shall be issued by CSD in writing in the form of "CSD Program Notice (CPN) No. XX-XX" posted at https://agencies.csd.ca.gov/home/Pages/CPNCPA.aspx;

1.4.3.2 That such guidance shall be issue by CSD in writing in the form of "CSD Program Advisory (CPA) No. XX-XX" posted at https://agencies.csd.ca.gov/home/Pages/CPNCPA.aspx;

1.4.3.3 That such guidance shall be issued by CSD in the most timely and expeditious manner practicable;

1.4.3.4 That such guidance shall be reasonably necessary to realize the purposes of DOE WAP;

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

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

1.4.3.7 That the parties' failure to execute a mutually acceptable amendment or CPN, as contemplated in subparagraph 1.4.3.5 and 1.4.3.6, in a reasonable period of time, shall result in this Contract being without force and effect subject only to such provisions contained herein as are intended to survive the Contract in accordance with the express and implied provisions of applicable federal and state law; and

1.4.3.8 That upon CSD's good faith determination, delivered to the Contractor by written notice that an agreement between the parties to any necessary amendment or CPN or CPA as contemplated in subparagraph 1.4.3.5 and 1.4.3.6 cannot be achieved, then this Contract shall be "closed-out", and the funds disposed in accordance with established CSD procedure and policy and as required under federal and state law.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

1.4.4 CSD provided Contractor with specific participation requirements that are incorporated into this Contract as referenced in the DOE WAP - Participation Requirements and Application. The Participation Requirements and information represented in Contractor's Application are requirements of Contractor's participation in DOE WAP.

1.4.5 The federal and state laws, regulations and other authorities referenced in this section are hereby incorporated by reference into this Contract. Copies may be accessed for reference at: https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx.

1.4.6 As a recipient of Federal grant dollars, CSD is required to check SAM.gov using the Unique Entity ID (UEI) to ensure subrecipients and subcontractors are not debarred, suspended, or ineligible. The UEI is a 12-character alphanumeric ID assigned by SAM.gov. Entities doing business with the Federal government, including subrecipients and subcontractors must register for a Unique Entity ID (UEI).

1.4.7 Required Documents

1.4.7.1 Contractor's DOE Weatherization Priority Plan Narrative and forms listed below are integral to this Contract:

1.4.7.1.1 DOE Weatherization Priority Plan Narrative (CSD 793) (referenced in Article 5.1);

1.4.7.1.2 DOE Weatherization Budget (CSD 570) (referenced in Article 5.1);

1.4.7.1.3 Certification Regarding Lobbying/Disclosure of Lobbying Activities;

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

1.4.7.1.5 Current Insurance or Self-Insurance Authority Certification;

1.4.7.1.6 Agency Staff and Board Roster (CSD 188);

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

1.4.7.1.8 Contractor's 2025 DOE WAP - Participation Requirements and Application.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

1.4.7.2 The forms must be completed by Contractor before CSD will execute the Contract and Contractor is authorized to commence work. CSD may execute this Contract pending its review and final approval of Contractor's submission, provided Contractor acts in good faith to rectify any outstanding issues associated with the documents submitted pursuant to Section 1.4.7.1 forms. All documents submitted pursuant to Section 1.4.7.1 shall become part of this Contract.

1.4.8 Contractor's signature shall constitute a certification that to the best of Contractor's ability and knowledge it will, unless exempted, comply with the provisions set forth in Article 11, Section 11.1, "Certifications" of this Contract.

1.5 Special Contract Contingency – Quality Control Inspector Certification

In addition to the Quality Control Inspectors (QCI) Certification requirement specified in Section 9.2 and the reimbursement restrictions and inspection requirements provided in Section 5.5.4.1.1, this Contract is subject to, and expressly contingent upon, the following provisions:

1.5.1 This Contract shall have no force and effect until fully executed by CSD and notice of CSD's execution of the Contract has been communicated to Contractor. CSD will not execute this Contract until Contractor has provided CSD with documentation reasonably acceptable to CSD that shows Contractor has employed or contracted with a Certified QCI who satisfies the certification requirements of Section 9.2.

1.5.2 If at any time during the term of this Contract Contractor is unable to meet the requirements of Section 5.5.4.1.1. because Contractor loses access to a Certified QCI, Contractor shall immediately notify CSD of the loss and may not report any weatherized dwelling or request reimbursement for weatherization work and associated expenditures until such time as Contractor has employed or contracted with another Certified QCI who satisfies the certification requirements of Section 9.2.

1.5.3 If CSD determines that Contractor is unable to fully expend Contractor's allocation and provide services as required herein because of a lack of access to a Certified QCI, CSD may, at its sole option, suspend or terminate this Contract and/or transfer Contractor's allocation, in whole or in part, to another contractor for expenditure, after giving Contractor written notice of its intended action.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 2 - CONTRACT ADMINISTRATION AND PROCEDURE

2.1 State Contracting Requirements – "General Terms and Conditions, GTC 02/2025"

In accordance with State contracting requirements, specified contracting terms and conditions are made a part of this Contract. The provisions in their entirety are found in Article 12 of this Contract and are fully binding on the parties in accordance with state law.

2.2 Contractor's Option of Termination

2.2.1 Notwithstanding the provisions of Section 1.4.3, Contractor may, at Contractor's sole option, elect to terminate this Contract rather than adhere to the procedures set out in Section 1.4.3, should Contractor determine that any subsequent program guidance or proposed amendment to the Contract is unjustifiably onerous or otherwise counter to Contractor's legitimate business interests and ability to implement the Contract in an effective and reasonable manner, PROVIDED:

2.2.1.1 The notice of termination is in writing, delivered by U.S. Certified Mail, Return Receipt Requested and will be effective 30 calendar days after receipt by CSD; and

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

2.2.2 Contractor shall be entitled to reimbursement for all allowable costs incurred prior to termination of the Contract. Such reimbursement shall be in accordance with the program guidance and Contract provisions in effect at the time the cost was incurred. Contractor is responsible for adhering to the Contractor Average Cost Per Unit (Contractor ACPU) and related provisions. If Contractor exercises its Option of Termination, Contractor is responsible for disposing or transferring equipment and other capital expenditures to a qualifying program pursuant to federal regulations, including 2 CFR § 200.313 and § 200.439, and in accordance with applicable CSD guidance and disposition policies.

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

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

2.3 Budget Contingencies

2.3.1 Federal Budget Contingency

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

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

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

2.3.1.4 Subject to the provisions of subparagraph 2.3.2.2, CSD shall authorize expenditures of funds under this Contract based on any Continuing Resolution appropriations that are adequate for the purpose. CSD shall notify the Contractor in writing of authorized interval funding levels.

2.3.2 State Budget Contingency

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

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

obligation by either party except for contract close-out obligations and final settlement.

2.4 Miscellaneous Provisions

2.4.1 Assignment. Neither this Contract nor any of the rights, interests, or obligations under this Contract shall be assigned by any party without the prior written consent of the other parties, except in the case where responsibility for program implementation and oversight may be transferred by the State to another State agency. In the event of such transfer, this Contract is binding on the agency to which the program is assigned.

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

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

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

2.4.4.1 To Contractor's address of record; and

2.4.4.2 To CSD at:

Department of Community Services and Development
Field Operations
2389 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 3 – CONTRACT CHANGES

3.1 Amendment

3.1.1 Changes to this Contract shall be made by formal amendment with exceptions specified in Section 3.2 with respect to minor modifications.

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

3.2 Minor Modifications

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

3.2.2 Minor Modifications shall not affect the maximum limits set for specific line items under this Contract, e.g., administrative costs, health and safety, training and technical assistance.

3.2.3 Allowable modifications to this Contract include the minor budget modifications and expenditure requirements, specified in Article 5.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 4 – ADMINISTRATIVE POLICIES AND PROCEDURES

4.1 Board Roster, Bylaws, Resolution, and Minutes

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

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

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

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

4.2 Internal Controls Requirements

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

4.2.1 Segregation of duties appropriate to safeguard state assets;

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

4.2.2 Limited access to agency assets to authorized personnel who require these assets in the performance of their assigned duties;

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

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

4.2.5 Personnel of a quality commensurate with their responsibilities; and

4.2.6 Effective internal reviews.

4.3 Record Retention Requirements

4.3.1 All records maintained by Contractor shall meet the Record Retention and Access requirements under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR §§ 200.334-200.338).

4.3.2 Contractor shall maintain all records pertaining to this Contract for a minimum period of three years after submission of the final report or until resolution of all related audit or monitoring findings, enforcement actions, including cost disallowance, legal proceedings or other pending matters, whichever is later (10 CFR Part 600.153).

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

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

4.4 Insurance and Fidelity Bond

4.4.1 General Requirements

4.4.1.1 Contractor agrees that the required insurance policies and bonds, specified below, shall be in effect at all times during the term of this Contract.

4.4.1.2 Contractor shall provide CSD with written notice at least 30 calendar days prior to cancellation or reduction of insurance coverage to an amount less than that required in this Contract and, prior to any lapse or reduction in

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

coverage, provide CSD with documentation, as specified in subparagraph 4.4.1.3, showing substitute coverage has been obtained or alternative measures have been taken to ensure compliance with the requirements of this Contract.

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

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

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

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

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

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

4.4.2 Self-Insurance

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

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

4.4.2.3 If a governmental contractor's self-insurance coverage does not contain any changes from the prior year, CSD will accept a certified letter signed by authorized personnel, stating that no changes have occurred from the previous year. This letter is due at the time of contract execution or within 30 calendar days thereafter.

4.4.3 Workers' Compensation Insurance

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

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

4.4.4 Commercial or Government Crime Coverage (Fidelity Bond)

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

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

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

4.4.5 General Liability Insurance

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

4.4.5.2 Contractor will not be paid an advance or any reimbursement of expenses unless it has first submitted to CSD an applicable Certificate of Insurance

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

(ACORD 25), designating CSD as an additional insured as evidence of compliance with general liability insurance requirements.

4.4.6 Vehicle Insurance

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

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

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

4.5 System Security Requirements

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

4.5.1 Data Protection

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

4.5.1.2 Access to the above-mentioned data included in the DTR must only be given to authorized personnel to complete essential duties. Authorized personnel are to log into these systems using their own assigned

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

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

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

4.5.2 Contractor Systems Security

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

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

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

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

4.5.3 Trusted Behavior Expectations

CSD's application system and users shall protect Contractor's application system/data, and the Contractor's application system and users shall protect CSD's application system/data, in accordance with the Privacy Act of 1974 (5 USC § 552a), Trade Secrets Act (18 USC § 1905), and the Stored Communications Act (18 USC §§ 2701 et seq.). Technology and systems code

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

and functionality are owned by the respective parties and may not be shared with anyone else or used without the consent of the owner.

4.5.3.1 Incident Reporting

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

4.5.3.2 Audit Trail Responsibilities

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

4.5.4 Data Sharing Responsibilities

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

4.6 Travel and per diem

4.6.1 Contractor's employee travel costs and per diem reimbursement rates shall be reimbursed in accordance with Contractor's written policies and procedures not to exceed federal per diem requirements, and are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200.475), or any amendments thereto, as applicable.

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

of-State-Travel Form CSD 536. Contractor must seek preapproval, prior to travel, for non-preapproved conferences when more than two staff are attending.

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

4.7 Conflict of Interest

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

4.7.2 Contractor shall not pay Federal funds received from CSD to any entity in which it (or one of its employees, officers, or agents, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein) has an interest. As ownership constitutes a financial interest, Contractor shall not subcontract with a subsidiary. Similarly, Contractor shall not subcontract with an entity that employs or is about to employ any person described in 2 CFR § 200.318.

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

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

4.7.5 Contractor shall not provide DOE WAP services or benefits in situations where an actual or perceived conflict of interest exists, unless the activity is explicitly allowed under Contractor's conflict of interest policies and procedures that are

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

compliant with federal requirements. If Contractor provides program services to owner-occupied or rental dwellings that are owned or managed by the Contractor, its employees, or officers, Contractor shall submit the Property Certification form (CSD 678), in advance of providing weatherization services. Contractor shall ensure that other recipients or potential eligible recipients of services are not prejudiced or adversely affected by the receipt of services by Contractor.

4.7.6 Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the Contractor is unable or appears to be unable to be impartial in conducting procurement action involving a related organization (2 CFR 200.318(c)(2)). The Contractor must disclose in writing any potential or actual organizational conflict of interest to CSD. CSD may share the disclosure with DOE. The Contractor must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe. For a list of the information that must be included in the disclosure, see Section VI. of the DOE interim Conflict of Interest Policy for Financial Assistance at https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance. If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, the recipient must procure goods and services from other sources when using project funds.

4.8 Procurement Standards

Contract Administration

4.8.1 *Maintenance of written procurement procedures.* Contractor shall administer this Contract in accordance with all federal and state rules and regulations governing DOE WAP grants pertaining to procurement, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and amendments thereto, consistent with the general Code of Federal Regulations compliance requirement in Section 1.4, Article 1 of this Contract, and pursuant to CPA-A-12-01. Contractor shall establish, maintain, and follow written procurement procedures consistent with the procurement standards in 2 CFR § 200.317 through § 200.326 or any subsequent amendments to these standards, and the applicable provisions in this Contract, including but not limited to a code of conduct for the award and administration of contracts and a procedure that provides, to the maximum extent practical, open and free competition.

4.8.2 *Eligible Bidders.* Contractor shall not permit any organizational conflicts of interest or noncompetitive practices that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective subcontractor performance and eliminate unfair competitive advantage, individuals or firms that develop or draft specifications, requirements, statements of work, invitations for bids, and/or

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

requests for proposals shall be excluded from competing for such procurements. Contractor shall only award a subcontract to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to Contractor when considering price, quality, and other factors relevant to the procurement. Contractor's solicitations shall clearly set forth all requirements that the bidder or offeror must fulfill in order for the bid or offer to be adequately and fairly evaluated by the recipient.

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

4.8.4 *CSD Lease/Purchase Pre-Approval Requirements*. To ensure that significant procurement transactions are conducted in an open and freely competitive manner, Contractor shall prepare and submit a Request for Purchase/Lease Pre-Approval (CSD 558) to CSD at least 15 calendar days prior to executing the subcontract for each of the following procurement transactions:

4.8.5.1 Any articles, supplies, equipment, or services having a per-unit cost in excess of $10,000; or

4.8.5.2 Any articles, supplies, or equipment where the total contract amount exceeds $100,000.

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

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

4.9 Use and Disposition of Vehicles and Equipment

4.9.1 To ensure compliance with the requirements for vehicles and equipment, Contractor shall comply with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards governing the acquisition of equipment with federal funds set forth in 2 CFR § 200.313.

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

DOE Guidance (including WPN 24-1, BIL WPN 1, and WPN 17-6), vehicle and equipment purchases made under this agreement are to be expensed as a Program Operations cost. Vehicles and Equipment are Program Operations costs and must be included in the Contractor Average Cost Per Unit (Contractor ACPU) for all projects completed on before May 15th of each year.

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

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

4.10 Subcontracts

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

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

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

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

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

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

4.10.6 Contractor must ensure that funds expended pursuant to this Contract are allowable and allocable and Contractor must adopt fiscal control and accounting procedures sufficient to enable the tracing of funds paid to any subcontractor to a level of expenditure adequate to establish that such funds have not been used in violation of this Contract. Contractor shall ensure that any subcontracts under this Contract contain all provisions necessary to ensure adequate substantiation and controls of the expenditure of such funds. Contractor may achieve this through detailed invoices, by periodic monitoring of subcontractor's program activities and fiscal accountability, by retaining a right of reasonable access to the subcontractor's books and records, or by any other method sufficient to meet Contractor's responsibility to substantiate costs required by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR § 200, Subpart E – Cost Principles).

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

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

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

4.10.10 All subcontractors shall be subject to the training and record-keeping provisions in this Contract.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

4.11 Complaint Management Policies and Procedures

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

4.11.2 Contractor shall ensure that all formal complaints are documented and include the date, time, client name and address, and nature of the complaint and the actions undertaken by the Contractor to resolve the issue. For purposes of this section, "formal complaint" means a written complaint filed with the Contractor by the complainant.

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

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

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

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

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

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

4.12.1.3 Provisions that ensure that Contractor shall notify the applicant in writing of the Contractor's final decision within 15 business days after the appeal is requested. If the appeal is denied, the written notification

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

shall include instructions on how to appeal the decision to CSD. Whenever Contractor notifies an applicant of a denial of an appeal, Contractor shall at the same time provide a copy of the final decision to the Manager of CSD's Energy Services Division.

4.12.1.4 Provisions to track information on denials and appeals.

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

4.13 Fraud, Waste, and Abuse

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

4.13.2 Contractor shall provide employees, subcontractors, clients, and other parties affiliated with the Contractor the information necessary to report fraud, waste, and abuse to the Department of Energy's Office of Inspector General fraud hotline and/or visit their website.

4.13.3 As provided in 2 CFR 200.217, an employee of the Contractor must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. The Contractor must inform their employees in writing of employee whistleblower rights and protections.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 5 – ADMINISTRATIVE AND PROGRAM EXPENDITURES REQUIREMENTS

5.1 Budget Guidelines

5.1.1 Budget and Allocation Forms

5.1.1.1 Upon execution of this Contract, Contractor shall submit all budget and allocation forms, including the 2025 DOE WAP Weatherization Budget (CSD 570) based on the Maximum Amount of this Contract and in accordance with the accompanying instructions and other applicable provisions of this Contract.

5.1.1.2 In the event the DOE WAP annual grant award is yet to be determined and CSD funds this Contract based on Continuing Resolution appropriations, Contractor shall complete the budget and allocation forms using the Estimated Budget Allocation amount as defined in the "Definitions" section.

5.1.1.3 For purposes of allocating indirect costs, contractors may use current negotiated indirect cost rates that have been approved by a cognizant federal agency. Contractor shall submit a copy of the letter of approval from the cognizant agency which includes date of approval and amount of rate. In the absence of a negotiated indirect cost rate, Contractor may elect to use a 15 percent de minimis indirect cost rate as permitted under 2 CFR § 200.414(f).

5.1.2 Minor Modifications

If Contractor intends to request a minor modification to this Contract, Contractor shall submit a Request for Amendment/Modification Energy, Form CSD 509, an updated budget if applicable, and a justification supporting the funds transfer or change request. Contractor may submit the signed request for amendment/modification to CSD via email, fax, or hard copy with signature via Mail.

Minor modifications which Contractor may propose for approval by CSD include the following:

5.1.2.1 Transferring funds within or between Program Services and/or Support Costs program components as defined:

Modifications to the projected budget(s) that do not affect the maximum amount payable under this Contract or the work to be performed within the specific DOE WAP component.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.1.2.2 An increase to the out-of-State travel budget allocation prior to travel.

5.1.2.3 Changes to the DOE Weatherization Priority Plan Narrative.

5.2 Advance Payments

5.2.1 All advance payment approvals shall be at the discretion of DOE and CSD. All advance payments issued shall be subject to the requirements of 2 CFR §200.305.

5.2.2 Contractor advance payment requests shall be submitted in accordance with any instructions issued by CSD. Advanced funds may only be used for allowable expenses under this contract and in accordance with the purposes and costs listed in the Contractor's request.

5.2.3 If available, the Contractor must disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on Federal funds before requesting additional advances or reimbursements.

5.2.4 Contractor may, at CSD's discretion, be required to remit any advance payments not fully liquidated within an approved period of time. At DOE's discretion, Contractor may be required to remit any unliquidated advance payments at any point. At CSD's option, failure to remit funds under this subpart may result in withholding of additional advance or reimbursement payments.

5.2.5 Contractor's failure to liquidate advance payments as described in 5.2.4 or failure to consistently maintain appropriate recordkeeping or accounting practices may result in the denial or reduction of future advance requests or remittance of existing advanced funds.

5.2.6 All advance payments must be deposited and maintained in insured accounts whenever possible. If compliance with this subpart is not possible, Contractor must immediately inform CSD and provide a justification.

5.2.7 Contractor shall deposit all advances in an insured interest-bearing account. If Contractor believes they meet an exception under 2 CFR 200.305(b)(11), an explanation and request for exception must be submitted to CSD immediately.

5.2.7.1 Interest earned amounts up to $500 per year may be retained by Contractor for administrative expense. The account shall be sufficiently segregated to enable the tracking and accounting of advanced funds by CSD.

5.2.7.2 Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted quarterly to CSD.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.2.7.3 Contractor shall report interest accrued on advance funds to CSD quarterly. Contractor's report shall include the total interest earned and each remittance paid during the prior quarter, the contract year to date, and the entirety of the contract term to date.

5.3 Program Income

5.3.1 Contractor shall maintain records of the receipt and disposition of all "program income" defined in 2 CFR § 200.1 and pursuant to CPN-A-18-01, as income that is generated or earned as a result of DOE WAP activities.

5.3.2 Determining Net Program Income

5.3.2.1 Except as provided below in paragraph 5.3.2.2, any costs Contractor incurs in generating program income may be deducted from gross program income to determine net program income.

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

5.3.3 Expenditure, Reporting, and Rollover of Program Income

5.3.3.1 Program income must be expended in accordance with the requirements for expenditure of regular DOE WAP funds, for allowable program purposes.

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

5.3.3.2 Contractor's unexpended program income at the close-out of this Contract shall roll over to the 2026 Annual DOE WAP contract.

5.4 Allowable Costs

5.4.1 Cost Reporting

5.4.1.1 All costs shall be reported using a "modified accrual" or "accrual" method of accounting.

5.4.1.2 Pursuant to the federal grant and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.4.1.3 Contractor shall report all expenditures at actual cost and shall maintain records and source documentation in such a manner as to substantiate all costs reported.

5.4.2 Administrative

5.4.2.1 General

5.4.2.1.1 Administrative costs shall not exceed the amounts as set forth in allocation spreadsheet. Contractor shall not use funds provided under this Contract to cover administrative costs incurred under another contract.

5.4.2.1.2 Administrative Costs shall mean actual costs for auxiliary functions such as salaries, wages, workers' compensation, and fringe benefits for administrative staff, as well as for facilities, utilities, equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program.

5.4.2.2 Contractor shall use 2 CFR Part 200 Subpart E – Cost Principles as a guide for determining administrative costs.

5.4.2.3 Administrative Equipment More Than $10,000—Acquisition Costs

5.4.2.3.1 Acquisition costs shall mean the actual costs associated with the purchase of equipment over $10,000 per unit used for administrative purposes.

5.4.2.3.2 CSD pre-approval is required for the purchases or lease-purchase option of equipment with a total value greater than $10,000 utilizing the Request for Pre-approval of Purchase/Lease (CSD 558).

5.4.2.4 Administrative Out-of-State Travel

Administrative out-of-state travel costs shall mean cost incurred for out-of-state meeting, conferences or training that is critical to administering and/or maintaining DOE WAP. Travel expenses are limited to transportation, subsistence and related items incurred by traveling on official business on behalf of Contractor for DOE WAP purposes.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.4.3 Program Costs

5.4.3.1 General

Program costs are all allowable costs other than Administrative Costs. Program costs include those costs that are directly attributable to the performance of this Contract and that are reasonable and necessary as determined by CSD for the purpose of delivering services. Allowable costs shall be as set forth in Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200 Subpart E – Cost Principles).

5.4.3.2 Intake Costs

Intake Costs shall include salary, fringe, and travel costs, and subcontractor costs associated with assisting clients with completion of intake forms and conducting eligibility determinations.

5.4.3.3 Outreach

Outreach shall include those actual costs associated with outreach, development of outreach materials, and implementation of strategies to promote awareness of the availability of services funded by this Contract.

5.4.3.4 Direct Program Activities

Direct Program Activities shall mean those costs associated with the installation of measures to those dwellings weatherized and reported as completed, to include but not limited to diagnostic testing performed by crew staff, labor, materials, subcontractors, permits, California Home Energy Rating System ((HERS Raters) will be known as Energy Code Compliance (ECC) beginning January 1, 2026), and lead-safe weatherization materials.

5.4.3.5 Assessments / Inspections / Diagnostics

Assessments / Inspections / Diagnostics shall mean those costs associated with assessing a dwelling for services, conducting an energy audit, performing post-inspections and performing pre- and post-diagnostic testing. These activities shall be conducted by a qualified assessor or Quality Control Inspector. Costs are limited to labor, fringe benefits, and travel. Additionally, in-office Energy Modeling is allowable in the Energy Audit budget category provided that office staff complete the required energy audit modeling software training, in support of the assessor.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.4.3.6 Liability Insurance

Liability Insurance shall mean those actual costs allocated for insurance bonds, general liability, vehicle, and pollution occurrence insurance (if applicable).

5.4.3.7 Training and Technical Assistance

5.4.3.7.1 Training and technical assistance shall not exceed the actual cost as set forth in the project funding page and shall be reimbursed at actual cost.

5.4.3.7.2 Associated training and technical assistance costs may include costs related to: travel, admission, materials, client education, and actual salaries/wages. Subcontractor training costs are limited to travel, client education, admission, and materials.

5.4.3.7.3 Training and technical assistance shall include costs associated with the completion of training of personnel or subcontractors to perform program activities related to outreach, intake, client education, and weatherization training as specified in the Training Requirements of Article 9.1 of this Contract. Training includes, but is not limited to, internal contractor training, safety training, attendance at weatherization-related training to include the software database collection system or other forms of training to aid the development and skill of staff in utilizing and supporting internal program automation systems, and/or weatherization-related workshops sponsored by utility companies, Department of Energy (DOE), or CSD training. CSD training may include Local Service Provider's Meetings and Association of California Community and Energy Services Roundtable Meetings, and/or other organizations offering a component of weatherization training, and/or is necessary to carry out the direct delivery of services.

5.4.3.7.4 Training is limited to agency or subcontractor personnel who will be performing weatherization services directly funded by DOE WAP.

5.4.3.7.5 Training for job corps and workforce development trainees shall be limited to required CSD health and safety training sessions, unless otherwise approved by CSD.

5.4.3.7.6 Client Education/Counseling Services

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Contractor shall include those actual costs associated with providing group client education, energy conservation information, resource and referral, budget counseling, mold education, and lead safe education.

5.4.3.7.7 Out-of-State Travel. Contractor staff out-of-state travel costs shall mean cost incurred for out-of-state meetings, conferences or trainings that are critical to carrying out the DOE program. Travel expenses are limited to transportation, subsistence, and related items incurred by traveling on official business on behalf of the Contractor for DOE WAP.

5.4.3.8 Acquisition Costs

5.4.3.8.1 Minor Vehicle and Field Equipment Costs Less Than $10,000 – Acquisition Costs

Minor Vehicle and Field Equipment costs under $10,000 per unit must follow all federal and state rules and regulations governing DOE WAP pertaining to procurement standards.

5.4.3.8.2 Major Vehicle and Field Equipment Costs $10,000 or Greater– Acquisition Costs Must Be Pre-Approved

CSD and DOE pre-approval is required for the purchases or lease-purchase option of vehicles and field office equipment with a total value of $10,000 or greater, utilizing the Request for Pre-Approval of Purchase/Lease (CSD 558).

5.4.3.9 General Operating Costs:

General Operating Costs may be charged to the program and are for directly allocable costs related to facilities, office and computer equipment, office supplies, telephone, travel and materials.

5.4.3.10 Other Program Costs:

5.4.3.10.1 Other Program Costs

Other Program Costs shall mean the actual costs associated with field staff wages, program management and support wages, ancillary supplies, disposal fees, and Historic Preservation review costs, lodging and per diem, vehicle and equipment repair, maintenance, and fuel, waste, breakage, and solar water heating maintenance/warranty.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.4.3.10.2 Workers' Compensation

Workers' Compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

5.4.3.11 Client Education/Counseling Services

Contractor shall include those actual costs associated with providing group client education, energy conservation information, resource and referral, budget counseling, mold education, and lead safe education.

5.4.3.12 Automation Costs

5.4.3.12.1 Contractor can expend funds to the Automation Costs (AC) in an amount not to exceed $10,000, to be used to meet the contract program startup requirements such as the Contractor's IT automation needs to comply with CSD's updated or new financial reporting system and the Weatherization Database ("CSD System") requirements or contractual reporting requirements programmatic in nature, related to CSD System IT expenses, and with ongoing programmatic IT expenses. AC funds are not limited exclusively to CSD System -related IT expenditures but any IT expense related to CSD System costs incurred including necessary training on upgrades to Contractor's system.

5.4.3.12.2 If Contractor's cost requires an increase to the AC budgeted amount Contractor may request written approval from CSD to exceed the ten thousand ($10,000) dollar maximum.

5.4.3.12.3 Contractor shall report all AC and IT expenditures related to compliance with the reporting requirements under this Contract in the Automation Costs line item. Such expenditures may include, but is not limited to, computer and IT equipment; approved front-end database acquisition and ongoing subscription costs; IT security implementation costs; and IT systems training. All costs reported in this line item must be directly related to program functions. IT costs related to administrative functions shall be reported as administrative costs pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.4.3.12.4 Contractors with multiple DOE contracts for the same program year are limited to reimbursement up to $10,000 per contract. Contractor shall allocate costs among contracts when permitted and may not charge the same costs to more than one contract.

5.4.3.12.5 CSD System related IT costs charged to the AC shall be submitted for reimbursement in accordance with CSD's normal reporting and accounting procedures.

5.4.3.12.6 Contractors that remain in contract with their front-end vendor are not required to conduct a procurement for ongoing maintenance, updates or process improvements performed by the front-end vendor.

5.4.3.13 Health & Safety Activities

5.4.3.13.1 Health & Safety Activities shall mean those costs associated with installation of measures classified as health and safety measures and to include labor, materials, lead safe weatherization renovator certification and subcontractors. These costs shall represent the cumulative total of expenditures from the separate Health & Safety Activities section of the DOE Monthly Expenditure Report.

5.4.3.13.2 Contractor shall apply no more than the allowable maximum amount toward mitigating health and safety hazards as described in the DOE Weatherization Budget (CSD 570). The allowable maximum shall be determined using the Health and Safety formula as defined in Article 13, "Definitions". Reimbursement shall be limited to the allowable maximum contingent upon expenditure of line items included in the Health and Safety formula.

5.4.3.13.3 Lead Safe Weatherization means those expenses associated with performing lead safe weatherization, lead renovator certification for ensuring lead paint safety on weatherized dwellings built prior to 1978, including materials, and the time spent by the EPA-Certified Renovator completing the EPA reporting requirements while on the job site.

5.5 Reimbursement Guidelines

5.5.1 Claims for Reimbursement

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.1.1 Pursuant to the federal grant and applicable regulations, Contractor may only claim reimbursements for actual, allowable, and allocable direct and indirect costs. Contractor shall report actual costs incurred for actual expenditures up to any applicable maximum amounts set by this Contract.

5.5.1.2 Contractor shall not incur expenditures prior to execution of this Contract by both parties.

5.5.2 General

5.5.2.1 Contractor may claim reimbursement for allowable weatherization-related activities under the terms of this Contract as documented on the CSD Dwelling Assessment Form (CSD 540) or approved Contractor's equivalent for each eligible household not previously weatherized under the Annual DOE WAP, BIL WAP and funding granted under the American Recovery and Reinvestment of Act of 2009 (ARRA).

5.5.2.2 Contractor is prohibited from leveraging funds with any other DOE program that may be in effect in any dwelling.

5.5.2.3 Contractor shall ensure that duplicate billings for the same product or service do not occur.

5.5.2.4 Completed units as specified in section 5.5.4.1.1 shall be submitted for payment within 30 calendar days of completion or by the due date of the last reporting period of this Contract, whichever is less. A completed unit shall not be carried over into another contract period.

5.5.2.5 Contractor Average Cost Per Unit

5.5.2.5.1 Contractor shall be entitled to reimbursement of allowable costs, not to exceed the Contractor ACPU of $8,547 for jobs completed between January 1, 2026 - June 30, 2026.

Contractor shall ensure the cost for individual weatherized units correspond with specified Contractor ACPU maximums. Job costs shall include conservation measures and activities described in the Reimbursement for Weatherization Activities located on the CSD LAP at https://agencies.csd.ca.gov/home/Energy/Pages/Contracts.aspx. The formula for determining the Contractor ACPU rate is specified in Article 13, "Definitions".

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.2.5.2 The Contractor shall be entitled to reimbursement for allowable costs related to the weatherization of whole multi-family building projects.

If a multi-family building project meets the 66/50 rule in accordance with Article 8.1, Section 8.1.2.6, then total investment for the whole building multi-family project may not exceed the number of dwelling units multiplied by the specified Contractor ACPU. Calculation of total investment for buildings that meet the 66/50 rule includes income eligible, non-income eligible, and vacant units. Contractor must complete the Multi-Family Dwelling Certification form (CSD 75P) to substantiate that the 66/50 rule is being applied correctly.

Contractor shall ensure costs to weatherize whole multi-family building projects completed between December 1, 2025 – June 30, 2026, do not exceed the number of eligible dwelling units in the building multiplied by the $8,547 Contractor ACPU.

If performing weatherization services on individual units when approved by CSD and DOE Project Officer, and not a whole multi-family building project, Contractor shall ensure costs do not exceed the Contractor ACPU.

5.5.2.6 Group Homes

The maximum reimbursement that can be paid for a group home shall be equal to the current maximum average allowed for single family and multi-unit dwellings.

5.5.2.7 Temporary Shelters/Homeless Individuals

Maximum reimbursement will be based on the unit otherwise qualifying as a multi-unit structure. For the purpose of determining how many dwelling units exist in a shelter, a grantee may count each 800 square feet of the shelter as a dwelling unit or it may count each floor of the shelter as a dwelling unit.

5.5.2.8 Measure Reimbursement

5.5.2.8.1 For those weatherization measures that have an established maximum rate, the reimbursement amount shall be equal to the actual costs of labor, materials and subcontracted services not to exceed the maximum reimbursement allowable.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.2.8.2 For those weatherization measures that have an established maximum quantity, the quantity shall not exceed the maximum quantity allowable.

5.5.2.8.3 Cost and quantities that are projected to exceed the maximum limits as described in Reimbursements Rates for Weatherization may be exceeded if a waiver request has been submitted to and approved by CSD. Contractor shall obtain prior written approval from CSD before work commences.

5.5.2.8.4 Work outside of the scope of the program may only be allowable under extenuating circumstances. Contractor shall obtain prior written approval from CSD before work commences.

5.5.2.8.5 Weatherization measure costs or quantities exceeding the maximum reimbursement limit cannot be offset by charging the cost difference to another weatherization measure, or another CSD or non-CSD program. An exception to this rule exists, however, as identified within Section 5.5.5 Leveraged Funds.

5.5.2.8.6 When costs for a measure exceed the maximum cost reimbursement, labor hours and/or quantity limits allowed for a health and safety measure as described in Reimbursement Rates for Weatherization, Contractor shall obtain prior written approval from CSD prior to work commencing to exceed the maximum cost limitations for health and safety measures. However, in no case will Contractor be allowed to exceed the maximum allowable for Health and Safety as shown in DOE Weatherization Budget based on the formula specified in Article 13, "Definitions".

5.5.2.8.7 Assessments and Diagnostics

5.5.2.8.7.1 Contractor may claim reimbursement for one full dwelling assessment for each instance of weatherization services including initial weatherization and re-weatherization services. Contractor may claim reimbursement for performed dwelling assessments.

5.5.2.8.7.1.1 Re-weatherization is only permissible under this contract in cases of emergency or disaster situations that are pre-approved by CSD.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.2.8.7.2 In the case of an un-weatherized dwelling where the installation of measures was not feasible and/or the dwelling was not accessible to install measures, Contractor may claim reimbursement for any related assessments and/or diagnostic testing that were performed.

5.5.2.8.7.3 Contractor may claim reimbursement for dwelling assessment and diagnostic testing only once when LIHEAP and DOE funds are used concurrently in the same unit.

5.5.2.8.7.4 Waivers from CSD shall be required for any assessments and diagnostic testing or health and safety and weatherization measure with a cost that will exceed the maximum reimbursements allowable.

5.5.2.8.7.5 HERS/ECC Raterand permit fees are acceptable expenses and may be charged only once per dwelling to ECIP EHCS or LIHEAP weatherization or DOE WAP per weatherized dwelling. HERS/ECC Rater fee and permit reimbursement include subcontractor cost, staff time on job site, and fees that will be reimbursed based on the actual cost.

5.5.2.8.8 Labor Reimbursement

5.5.2.8.8.1 Contractor shall bill the number of actual labor hours and actual labor cost incurred by weatherization crew members or other persons associated with the installation, assessment and inspection of weatherization measures, removal of debris and appliances, the procurement of permits and services performed by HERS/ECC Raters.

5.5.2.8.8.2 Contractor must be able to substantiate all actual labor hours and labor costs charged.

5.5.2.8.8.3 Actual labor hours and costs for weatherization services shall not exceed the cumulative number of hours on the job site and shall be substantiated with client file documentation, job schedules, and payroll time records.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.2.8.8.4 When the installation of a measure is subcontracted and there are billable labor hours for weatherization crew members who participate in the installation of that subcontracted measure, Contractor may bill, in addition to the subcontracted expenditure, the actual labor hours and labor costs incurred by Contractor's crew members.

5.5.2.8.8.5 Labor expenses for weatherization service delivery shall exclude labor expenses associated with training, travel to weatherization job sites, staff time not associated with the direct installation and/or performance of weatherization services and activities on the job site, downtime and general operating expenses as provided below in subsection 5.5.3 "Other Program Costs".

5.5.2.8.8.6 Labor expenses associated with the manufacturing of installation materials such as cooler covers while not on the job site shall be charged as part of the cost of materials at actual labor hours and actual labor costs.

5.5.2.8.9 Heating and Cooling Appliance Repair and Replacement

For health and safety reasons:

5.5.2.8.9.1 If during the course of repairing a defective unit, additional problems are found that would increase the cost of repairs to an amount beyond the established limits for repairs, Contractor may claim reimbursement for incurred costs related to the repair in addition to those costs associated with the replacement of the heating/cooling appliance.

5.5.2.8.9.2 Dwellings in which a single appliance has been both repaired and replaced, or under a call-back Contractor may claim reimbursement for both the repair and the replacement of the appliance. Contractor shall report the single appliance as both a repaired and replaced appliance. Call-backs will require additional reporting; refer to CPN-E-12-05.

5.5.2.8.9.3 For multi-unit dwellings with a common system (water heater, heating and/or cooling), Contractor

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

shall prorate the cost among all dwelling units within that building envelope.

5.5.3 Other Program Costs

5.5.3.1 Wages – Field Staff

Contractor may request reimbursement for the actual labor costs including benefits related to weatherization supervisors, assessors, inspectors, and crew members that are allocable to the program but not associated with the direct installation and/or performance of weatherization services/activities on the job site and training, including, but not limited to: job scheduling, job preparation, travel time, disposal of appliances and materials building and prepping of weatherization materials away from the job site and downtime in accordance with any guidance issued by CSD.

5.5.3.2 Wages – Program Management and Support

5.5.3.2.1 Contractor may request reimbursement for the actual labor costs related to program management and support staff directly responsible for the direct management and oversight over the DOE Weatherization program activity or providing direct support to ensure the successful delivery of weatherization services.

5.5.3.2.2 Reported costs may include labor costs associated with performing direct support in coordinating the delivery and tracking of direct program services, including but not limited to: job scheduling, collating and aggregating of weatherization activities and materials, staff time associated with Historic Preservation Review activities, obtaining permits and coordination of subcontracted services.

5.5.3.3 Lodging and Per Diem

Contractor may claim reimbursement for lodging and per diem related to the installation of weatherization measures subject to travel and per diem as described in the Travel and Per Diem Section 4.6 of this Contract.

5.5.3.4 Disposal Fees

5.5.3.4.1 Contractor may claim reimbursement for disposal fees and associated expenses incurred by Contractor and their subcontractor. Disposal fee reimbursement is limited to the actual cost of the fee.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.3.4.2 Contractor may claim reimbursement for the removal of a secondary heating system that cannot be repaired to include associated labor and materials.

5.5.3.5 Vehicle, Equipment Repair, Maintenance and Fuel

5.5.3.5.1 Contractor may claim reimbursement for expenses related to upkeep and maintenance of vehicles and equipment used in the direct delivery of weatherization services. Allowable costs shall be limited to expenditures associated with the maintenance of the vehicles and equipment fuel and oil.

5.5.3.5.2 Contractor shall maintain records for fuel expenditures, vehicle maintenance and vehicle usage to substantiate allowable travel costs related to and allocable to DOE WAP.

5.5.3.6 Historic Preservation Reviews

Historic Preservation Reviews means those expenses that are subcontracted to a third party to perform the collection of and reporting of potential weatherization properties subject to Historic Preservation Review requirements.

5.5.3.7 Waste Breakage

Waste breakage are those expenses associated with weatherization materials that have been damaged and are part of Contractor's inventory or special-order materials that are allocated to CSD programs. The cost of weatherization materials that are damaged and benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for waste breakage is not allowable for subcontractors.

5.5.3.8 Ancillary Supplies

Ancillary supplies are additional low-cost materials or supplies (such as nuts, bolts, screws and washers) necessary to install a weatherization measure and not easily identifiable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for subcontractors.

5.5.4 Dwelling Status

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.4.1 Completed Units

5.5.4.1.1 Except as otherwise provided in the CSD Technical Reference Manual (TRM), Contractor shall not report a weatherized dwelling as completed nor shall Contractor request reimbursement for a weatherized dwelling until all weatherization measures identified as feasible during the dwelling assessment have been installed and inspected by a Certified Quality Control Inspector, all inspection fails have been resolved, and Contractor has all available information to report the unit.

5.5.4.1.2 For dwellings where no Energy Conservation Measures (ECM) are feasible, health and safety work may be performed, but the home cannot be counted toward the dwelling completion count.

5.5.4.1.3 Contractor shall not bill for incomplete units or prematurely close a unit with outstanding, unfinished weatherization measures in order to receive reimbursement for work completed. If there are measures found to be non-feasible by crew members after the initial assessment, the reason for the non-feasibility shall be documented in the client file and if satisfactorily documented, the job shall be reported as completed in accordance with subparagraph 5.5.4.1.1.

5.5.4.1.4 Contractor shall reimburse CSD for all costs associated with the delivery of weatherization services covered under this Contract to dwellings occupied by households ineligible for weatherization assistance at the time such services were provided.

5.5.4.2 Building Permits

5.5.4.2.1 Contractor shall obtain all required permits in accordance with the TRM, prior to the commencement of all work performed, unless work is performed as a result of an emergency requiring immediate action where there is an imminent danger and requesting a permit would hinder the Contractor's ability to resolve the emergency. If an emergency is remedied, Contractor shall apply for a permit as soon as reasonably possible.

5.5.4.2.2 Penalties or fines imposed on Contractor or subcontractor by the local authority or building department are not allowable costs.

5.5.5 Managing Alternative Funding

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

5.5.5.1 Contractor may perform services and install energy conservation measures in a qualified dwelling as provided herein and in accordance with requirements of any other CSD program and compatible non-CSD funded program, if in the best interest of the client, and as described in the TRM Appendix D Energy Audit/Priority List Protocol, provided:

5.5.5.1.1 Contractor may not leverage DOE WAP funded weatherization service or related activity with other DOE funding.

5.5.5.1.2 Contractor may divide DOE material expenditures associated with a single measure with any funding source other than other DOE WAP provided the combined expenditures reported to each contract does not exceed the maximum reimbursement for the individual measure. Contractor will be required to provide an accounting of labor, material, and quantities installed under each program.

5.5.5.1.3 Contractor shall not bill multiple funding sources for the same product or service unless costs are allocated in such a manner that billing is not duplicative and Contractor receives no more than the total cost of the products and services provided. The amount billed under both DOE WAP and alternative funding source cannot exceed the total cost of the installation of the measure.

5.5.5.1.4 In accordance with TRM Appendix D Energy Audit/Priority List Protocol, individual measure leveraging is allowable under the following conditions:

5.5.5.1.4.1 Full measure leveraging, or braiding of funds, is when the entire measure cost will be paid for by the funds of any non-DOE program. When the total reimbursement for a measure is paid with a non-DOE funding source, and the reimbursement is intended to cover the entire costs of the contracted service, all related costs associated with the installed measure shall be charged to the alternative funding source. Additional costs to facilitate or to offset cost deficits for the measure shall not be charged to another CSD energy program.

5.5.5.1.4.2 Partial measure leveraging, or co-funding, is where the cost of an Audit-Driven Measure (ADM) is divided between the DOE WAP and an alternative

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

non-DOE funding source. The package of measures, including the full cost of the measure to be partially leveraged, must have a Dwelling SIR ≥ 1.0 for the Annual DOE WAP share of investment. Measures that are not included in this package do not qualify for partial measure leveraging. Leveraged ADMs must have a Measure SIR < 1.0, but ≥ 0.5, to qualify for partial measure leveraging.

5.5.5.1.4.3 Cost sharing is not considered leveraging, but it is a division of measure cost that applies only to Health & Safety, Priority List, and General Heat Waste (audit path only) measures. When cost-sharing, all labor must be billed to the DOE WAP. Material costs may be billed entirely to another program or shared between the DOE WAP and another program.

5.5.5.1.5 Measure buy-down is optional and will apply only to multi-family buildings. The property owner/landlord is allowed to contribute to the cost of an ADM in single-family (2-4 unit buildings only), small multi-family (5-24 units), or large multi-family rental properties (25 or more units). The buy-down must apply to all units served (except any unit occupied by the owner) when the Measure SIR is ≥1.0 using the reduced measure cost, and the Dwelling SIR is ≥1.0 using the total installed cost of the measures to be installed in the building.

5.5.5.1.6 Weatherization Readiness Funds – Only WRF measures may be billed under the "Weatherization Readiness Funds" line item.

5.5.6 Disaster Relief

5.5.6.1 Contractor may claim reimbursement for approved services for qualified disaster victims in accordance with the Disaster Relief Plan which is hereby incorporated by reference to this Contract and available on the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx.

5.5.6.2 Reimbursement shall be limited to a maximum allowable average reimbursement of $8,547 per dwelling unit completed on or after January 1, 2026.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 6 – REPORTING POLICIES AND PROCEDURES

6.1 Reporting Requirements

6.1.1 General

6.1.1.1 Contractor shall submit required client/job detailed data for Weatherization activities to CSD's Enterprise Combined Outcome Reporting Engine (eCORE) on a monthly basis, for the period in which the service activity occurred.

Similarly, adjustments shall be submitted for the monthly period in which services occurred.

6.1.1.2 Contractor shall request reimbursement associated with all Contract activities by reporting expenditures to CSD's financial reporting system, in accordance with CPN-E-19-002: Energy Reimbursement Policies and Procedures, which is available online at: https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx.

6.1.1.2.1 Contractor shall submit report adjustments to CSD's financial reporting system in accordance with CPN-E-19-002.

6.1.1.2.2 Payment to Contractor for any given month shall be contingent upon receipt and approval by CSD of the preceding monthly submission.

6.1.1.2.3 Contractor shall be up to date with all monthly reporting no later than May 15th of each contract year. If Contractor is not current with all monthly reporting for each program year, CSD will withhold reimbursement from all open contracts.

6.1.1.2.4 Contractor shall be at or below the required Contractor ACPU as identified in the contract as of May 15th of each contract year. If Contractor exceeds the Contractor ACPU, CSD will disallow costs to bring the Contractor into compliance with the Contractor ACPU requirement.

6.1.1.2.6 Contractor must report expenditures in CSD's financial reporting system the month after the expenditures occur and completed units for reported service-related expenditures to eCORE.

6.1.1.2.7 Contractor must settle any negative balances no later than May 15th of the contract year.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

6.1.1.3 Contractor shall ensure that the data reported in the Weatherization Database and the request for reimbursement reported in CSD's financial reporting system, reconcile in accordance with CPA-E-18-005.

6.1.1.4 Contractor shall submit requested client files, records and documents to the File Transfer Protocol (FTP) Server quarterly or as requested by CSD. CSD shall use Contractor-submitted documents to perform an in-house desk review to verify compliance with financial, administrative and programmatic requirements.

6.1.1.5 Reporting System Requirements

6.1.1.5.1 CSD will provide Contractor with specifications of minor IT reporting changes or other minor changes, and upon receipt of the specifications, Contractor shall implement system changes in their local system within 30 calendar days. Minor changes are those that are routine in nature to begin performance under the Contract such as but not limited to adjustments to the expenditure activity report layout, adding or deleting measures and adjusting eligibility guidelines.

6.1.1.5.2 Major reporting changes, upon receipt of the specifications, shall be implemented in Contractor's local system as negotiated by CSD. Major IT system changes are those changes made to the business rule validations as listed in the most current Weatherization DTR and/or new field lines as outlined in the DTR Document (Schema-Breakdown). The most current Weatherization DTR and Data Transfer Reference Document (Schema-Breakdown) are located on the CSD Local Agencies Portal website on the Resources website page.

6.1.2 CSD Review and Approval of Reports

6.1.2.1 CSD shall review and approve Contractor's monthly reimbursement/activity reports before offsets to advances or reimbursement payments are issued. CSD will conduct an ongoing evaluation of Contractor's performance related to program, fiscal operations, Contractor ACPU, and its demonstrated ability to effectively utilize all funds available under this Contract.

6.1.2.2 The issuance of other CSD contracts, including reimbursement payments to Contractor, shall be contingent upon timely receipt of the required reports, and/or compliance with the material requirements of this Contract.

6.1.3 Close-out Report

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

6.1.3.1 In accordance with Section 6.1.1,2.6. Contractor shall submit all expenditure and job reporting within 30 calendar days of the close of the contract.

6.1.3.2 Contractor shall submit, on the appropriate CSD forms, a close-out report verifying all actual, allowable, and allocable costs expended during the term of this Contract and return all excess reimbursement and unexpended funds to CSD within 60 calendar days of the expiration of this Contract. If Contractor fully expends funds prior to the end of the contract term, all appropriate CSD close-out forms shall be submitted within 60 calendar days of final expenditure.

6.1.3.2.1 Administrative costs shall remain proportionate to the allowable program expenditures, not to exceed the amount set forth in the allocation spreadsheet.

6.1.3.2.2 Training and Technical Assistance costs shall remain proportionate to the allowable program expenditures, not to exceed the amounts set forth in the allocation spreadsheet.

6.1.3.2.3 Health and Safety shall not exceed 33% of the allowable Program Operations expenditures in accordance with the formula defined in Article 13, "Definitions".

6.1.3.2.4 Any Administrative, Health and Safety, and Training and Technical assistance costs that exceed the maximum limits shall be disallowed.

6.1.3.2.5 Subsequent payments, including advance payments, for DOE or other CSD contracts may be withheld, absent timely receipt of the close-out report of this Contract.

6.1.3.3 The issuance of other CSD contracts, and reimbursement and advance payments for existing contracts, may be withheld, absent receipt of the close-out report which is due no later than 60 calendar days after Contractor fully expends or the end of the Contract term.

6.1.3.4 The close-out report shall include the following forms and be available on the CSD Local Agencies Portal website:

6.1.3.4.1 DOE Close-Out Checklist (CSD 720);

6.1.3.4.2 DOE Close-Out Equipment Inventory Schedule (CSD 720D); and

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

6.1.3.4.3 DOE Close-Out Reconciliation Report (CSD 720E).

6.1.3.5 Unexpended Funds

6.1.3.5.1 Contractor shall use the DOE Close-Out Reconciliation Report (CSD 720E) to reconcile and report actual costs, interest earned, and reimbursements.

6.1.3.5.2 Any unexpended funds shall be returned to CSD at the time the close-out report is submitted.

6.1.3.6 Any weatherization materials purchased with these funds and remaining at the Contract expiration shall be credited against Contractor's weatherization materials expenditures under this Contract and charged to whatever other weatherization program Contractor may have in effect. If Contractor has no other weatherization program in effect, CSD shall determine how the materials will be disposed and what, if any, financial adjustments are required.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 7 – PROGRAM POLICIES AND PROCEDURES

7.1 Program Standards and Regulatory Requirements

7.1.1 Program Standards

7.1.1.1 Contractor shall adhere to all CSD program standards pursuant to the following documents and manuals which have been incorporated by reference and made part of this Contract as if attached hereto:

7.1.1.1.1 CSD Technical Reference Manual (TRM);

7.1.1.1.2 Official State and Federal Program Notices and Guidance Documents;

7.1.1.1.3 DOE WAP Disaster Relief Plan;

7.1.1.1.4 Current Eligibility and Verification Guide;

7.1.1.1.5 Weatherization DTR;

7.1.1.1.6 Contractor's DOE WAP – Participation Requirements and Application;

7.1.1.1.7 Upon execution of the Agreement, Contractor will acknowledge receipt of all current and revised technical manuals, policies, and protocols in Article 7.1.1.1; and

7.1.1.1.8 The CSD Training Policies and Procedures Manual (TPPM).

7.1.1.2 In the event of disagreement between policies and field protocols contained within the TRM and/or the Weatherization Policies and Procedures and this Contract, Contractor shall abide by the terms of this Contract.

7.1.2 Regulations

7.1.2.1 Standards contained in the most current Uniform Building Code and local city and county codes shall take precedence over the CSD TRM if the code requirement is not included in the manual and/or is more stringent; otherwise, Contractor shall abide by the TRM.

7.1.2.2 All work performed by Contractor shall be in compliance with most current and applicable provisions of the California Energy Commission

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Building Energy Efficiency Standards, Alterations under Title 24, Part 6, of the California Code of Regulations, HERS/ECC Program regulations.

7.1.2.3 Services provided to all covered pre-1978 dwellings shall be in compliance with the most current Environmental Protection Agency rules in 40 CFR Part 745 et seq., Lead-Based Paint Poisoning Prevention in Certain Residential Structures, and the Housing and Urban Development rules in 24 CFR Part 35 et seq., and Lead; Requirements for Hazard Education Before Renovation of Target Housing: Final Rule (63 FR 29908).

7.1.2.4 All materials procured for weatherization purposes shall be in conformance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

7.1.2.5 All materials used must be in compliance with Department of Energy rules in 10 CFR Part 440, Appendix A.

7.1.3 Title 24

7.1.3.1 Contractor shall, when required by its local jurisdiction, obtain a building permit when additions or alterations of existing residential buildings are performed or when a component, system, or equipment of an existing building breaks, cannot be repaired and must be replaced.

7.1.3.2 Title 24 requirements are applicable only to energy conservation measures and Health and Safety appliance replacements of heating, cooling, and water heating installed to dwellings located within Contractor's specific California Energy Commission (CEC) Climate Zone. For a listing of the CEC climate zones, refer to the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx. Contractor shall exercise caution not to utilize the DOE Climate Zone for compliance with California's Title 24 Energy Efficiency Standards for Residential and Nonresidential Requirements.

7.1.3.3 Contractor shall obtain the services of a qualified HERS/ECC Rater when required to perform required field verification and diagnostic testing on applicable weatherization measures and building alterations performed under this Contract.

7.1.3.4 The HERS/ECC Rater shall be an independent entity from the Contractor or subcontractor performing the building alteration and/or energy-efficiency improvement being tested and verified and shall have no financial interest in the work performed.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.1.4 Pre-1978 Dwellings

7.1.4.1 Lead-based paint is presumed to be present in all pre-1978 units unless the dwelling unit has previously been certified by a California Certified Inspector/Risk Assessor to be lead-free.

7.1.4.2 Dwellings that are not previously certified to be lead-free, were built prior to 1978, and are receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that an Environmental Protection Agency (EPA) Certified Renovator performs the post-weatherization verification after the completion of weatherization services and that the Assessor deems the weatherized meets EPA Renovation, Repair, and Painting Rule lead-safe standards.

7.1.4.3 HUD units not previously certified to be lead-free, built prior to 1978, and receiving weatherization services in which painted surfaces exceeding de minimis levels are disturbed, require the successful achievement of lead-safe standards after the completion of weatherization services. Contractor shall assure that a third-party California Certified Inspector/Risk Assessor performs the clearance inspection after the completion of weatherization services and that the Assessor deems the weatherized HUD unit as lead-safe.

7.1.4.4 Contractor shall document notification to tenants of multi-unit housing of weatherization and/or renovation activities in common areas using the Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent and Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent.

7.2 Service Priority Guidelines

7.2.1 When a waitlist exists, in accordance with 10 CFR 440.16 (b), Contractor shall give first priority for weatherization services to those households with elderly persons (ages 60 years or older), persons with disabilities, families with children 19 years of age or younger, and households with a high energy burden.

7.2.2 Contractor may give first priority for services to those households whose members have life-threatening emergencies.

7.2.3 Equitable Treatment. Contractor shall ensure that owners and renters receive equitable treatment under this program.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.2.4 Eligibility Income Data - If the Contractor displays income eligibility data on its website(s), Contractor must regularly update the information to align with the most recent income eligibility guidelines applicable to the services covered by this agreement. The displayed information must include specific reference to DOE WAP income eligibility guidelines.

7.3 Outreach and Intake Activity Guidelines

7.3.1 Outreach

Contractor shall perform appropriate outreach activities to ensure that households in the service area(s) are informed about all DOE WAP services and have an opportunity to apply for such services.

7.3.2 Intake

Contractor shall use intake program funds for determining eligibility of applicants seeking DOE WAP services. Services include the process of completing an intake application and reviewing applicant documentation. Contractor shall:

7.3.2.1 Establish reasonable hours whereby applicants will have access during regular business hours to seek program information with an assurance that the Contractor shall respond to the applicant's request within a reasonable amount of time.

7.3.2.2 Accept applications for assistance during regular business hours.

7.3.2.3 Accept applications at sites that are geographically accessible to all households in the area served by Contractor.

7.3.2.4 Provide low-income individuals who are physically infirm with the means to submit applications without leaving their residences.

7.3.2.5 All sites where intake is conducted must be accessible to the disabled.

7.3.2.6 If Contractor opts to "pre-screen" applicants for benefits by discussing eligibility criteria and by counseling potential clients in advance of their completing and submitting an Energy Intake Form (CSD 43) or approved Contractor's equivalent, Contractor must apply income guidelines and Contractor's DOE Weatherization Priority Plan Narrative (CSD 793) when prescreening applicants. If the applicant appears to be ineligible, Contractor must so inform the applicant but must nevertheless notify prescreened applicants of the right to apply for benefits upon changes in the prescreened applicant's circumstances and status. Energy Intake Form (CSD 43) or approved Contractor's equivalent must be provided to an

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

applicant upon request, whether or not a prescreening process is employed.

7.4 Client Education and Counseling Activities

Client Education/Counseling Activities program funds shall be used for such services, including client needs assessment, client education and budget counseling, that encourage and enable households to reduce their home energy needs and thereby the need for energy assistance.

7.4.1 Needs Assessment

Contractor shall conduct a needs assessment for each applicant, which shall include computing the energy burden of each applicant's household and prioritizing households as described in Article 7.2, Service Priority Guidelines.

7.4.2 Client Education / Budget Counseling

7.4.2.1 Contractor shall provide to all recipients of energy assistance under this Contract applicable energy conservation information and budget counseling in accordance with Contractor's approved DOE Weatherization Priority Plan Narrative (CSD 793). As a minimum Contractor shall include the following:

7.4.2.1.1 Information to the client regarding the importance of applying for energy assistance prior to being in an arrearage situation and to include information concerning various utility company budget payment plan(s) and other forms of energy assistance offered within the State;

7.4.2.1.2 Written information that describes energy-saving behavioral adjustments that will decrease the energy consumption of the household;

7.4.2.1.3 Written information that identifies safety conditions assessed in the home and as self-declared by occupants, in accordance with the CSD TRM Appendix E Health and Safety Requirements, CSD TRM individual measure standards, and as required in the CSD 540G Health and Safety Form (A copy of the completed CSD 540G form shall be left with the client during the assessment visit);

7.4.2.1.4 Resource information, referral, family, and budget counseling in order to assist clients in achieving self-sufficiency;

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.4.2.1.5 Referral to other community, state or federal programs to address conditions that may exist that cannot be mitigated due to the scope of the corrections which exceed DOE WAP or other CSD weatherization programs and cannot be achieved in a cost-effective manner.

7.4.2.1.6 The EPA pamphlet "Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools";

7.4.2.1.7 The EPA pamphlet "A Brief Guide to Mold, Moisture, and Your Home";

7.4.2.1.8 A description of the benefits that the client can expect to receive as a result of the weatherization measures installed and diagnostic tests performed in the dwelling;

7.4.2.1.9 Disclosure of any identified health, safety, or structural hazard conditions or deficiencies to the property owner and occupying tenant; and

7.4.2.1.10 The EPA pamphlet "A Citizen's Guide to Radon: The Guide to Protecting Yourself and Your Family from Radon."

7.4.2.1.11 The California Department of Public Health fact sheet "About Asbestos in the Home and Workplace".

7.4.2.2 Contractor shall place in the client's file the Client Education Confirmation of Receipt (CSD 321) or Contractor's equivalent, which substantiates that the client was provided with energy conservation, budget counseling, and mold and moisture, lead-based paint-safe, radon, and asbestos education.

7.4.2.3 In the event pre-existing health, safety, or structural conditions prevent the delivery of weatherization services or a particular measure, Contractor shall complete the CSD Weatherization Deferral Form (CSD 542) to document the reason(s) for the service deferral and provide a copy to the property owner and occupying tenant.

7.4.3 Coordination

Contractor shall refer all potentially eligible applicants to other energy or conservation programs including, but not limited to the LIHEAP Weatherization Program, ECIP EHCS, HEAP, California Alternative Rates for Energy Program (CARE), Reduced Rate Program (RRP), or Arrearage Management Payment (AMP) Plan. Contractor shall coordinate its activities with other federal, state, or

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

local energy conservation programs with the goal of conserving energy, improving thermal efficiency, or defraying energy costs of low-income households.

7.5 Leveraging/Cost Sharing/Buy-Down Activities

7.5.1 Leveraging, cost sharing, and buy-downs with weatherization funds may be used to install feasible measures in accordance with the CSD TRM Appendix D Energy Audit/priority List Protocol. Decision making for measure cost management shall be documented in the client file accordingly.

7.5.2 When using alternative funding with Annual DOE WAP funds to pay for a measure, Contractor shall ensure that the measure installation conforms with Annual DOE WAP weatherization guidelines.

7.5.3 Contractor shall track the use of different funding sources with sufficient detail to confirm that funds are spent according to federal regulations and CSD policies. Contractor shall document within the Weatherization client file the activity performed, date of the activity performed, and the source of the leveraged funds.

7.5.4 CSD may use information about activities paid for with funds from alternate funding sources for the purpose of verifying the delivery of services. CSD may review and verify or use a third-party inspector to review and verify that the leveraged-funded activities conform to applicable DOE WAP standards and practices.

7.6 Record-Keeping Responsibilities

7.6.1 Contractor shall maintain client intake/needs assessment form(s) for Weatherization, together with appropriate supporting documentation and shall maintain separate client files containing supporting documents related to disqualifications, denials, and appeals for each applicant who is not certified as being eligible to receive assistance.

7.6.2 Contractor shall make a reasonable effort to collect the completed Client/Customer Consent Form and Authorization to collect energy usage data when the client applying for services is not the person listed as the account holder of the utility bill. Client services shall not be denied if the client or bill account holder refuses to sign the consent form.

7.6.3 All Client Files – Requirements

Contractor shall maintain a separate hard copy or electronic file for each applicant. These files shall include, the following documentation, when applicable:

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.3.1 For Public Agencies only: Statement of Citizenship, Alienage and Immigration Status for Public Benefits (CSD 600), and supporting documents;

7.6.3.2 Energy Intake Form (CSD 43) or approved Contractor's equivalent;

7.6.3.3 Multi-Family Property Intake Form (CSD 43-MFP) or approved Contractor's equivalent;

7.6.3.4 Utility/energy bill(s) for all sources of energy used by qualified households;

7.6.3.5 Documentation supporting eligibility in accordance with the Eligibility and Verification Guide;

7.6.3.6 Client Education Confirmation of Receipt (CSD 321) or approved Contractor's equivalent that substantiates that the client was provided services;

7.6.3.7 Client denial or approval notification;

7.6.3.8 Certification of Income and Expenses (CSD 43B);

7.6.3.9 Client/Customer Consent Form and Authorization (CSD 081) – Only requested when the client is not the account holder of the utility bill;

7.6.3.10 CSD Dwelling Assessment Forms (CSD 540 series which includes: 540 Dwelling Assessment, 540A Weatherization Mold/Moisture Assessment and Release, 540C Mechanical Ventilation Calculator, 540D Mechanical Ventilation Assessment, 540E Refrigerator Calculator, and 540G DOE Health and Safety Form) or approved Contractor's equivalent when allowed;

7.6.3.11 Combustion Appliance Safety Inspection Form (CASIF) series (CSD 700, CSD 700B (Interim CASIF), or CSD 700C (Appliance Repair & Replacement CASIF);

7.6.3.12 Shell Leakage Data Sheet (CSD 704);

7.6.3.13 Duct Test Data Sheet (CSD 706);

7.6.3.14 CSD Weatherization Deferral Form (CSD 542) and other source documentation supporting deferrals and appeals;

7.6.3.15 Notice of Weatherization/Renovation (CSD 320) or approved Contractor's equivalent;

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.3.16 Record of Tenant Notification Procedures (CSD 322) or approved Contractor's equivalent;

7.6.3.17 Energy Service Agreement for Occupants (CSD 515A) or approved Contractor's equivalent;

7.6.3.18 Energy Service Agreement for Rental Property Owners (CSD 515B) or approved Contractor's equivalent;

7.6.3.19 Lead-Based Paint Regulatory Compliance Report (CSD 708);

7.6.3.20 DOE Energy Audit/Priority List (CSD 710);

7.6.3.21 Contractor Post-Weatherization Inspection Report (CSD 611);

7.6.3.22 Multi-Family Dwelling Unit Eligibility Certification (CSD 75P) or approved Contractor's equivalent;

7.6.3.23 Client confirmation of work completed;

7.6.3.24 Required building permits or building's permit applications, or documentation of permit cost, and evidence of final permit inspection;

7.6.3.25 Copy of lead clearance inspection by a California Certified Inspector/Risk Assessor for applicable pre-1978 HUD units;

7.6.3.26 Waivers from CSD to exceed maximum costs and quantity limits of weatherization measures and work outside of the scope of CSD weatherization policies and standards;

7.6.3.27 Documented approvals from CSD to make a fuel change for an installed appliance;

7.6.3.28 Documentation that substantiates all actual labor hours including a time and activity log associated with each job;

7.6.3.29 Documentation of weatherization measures installed and leveraged with other CSD and non-CSD weatherization program funds;

7.6.3.30 Documentation that substantiates the criteria and basis for replacement of all gas and electric appliances including results of all required diagnostic tests results and the non-feasibility of all mandatory measures not performed or installed;

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.3.31 Documentation indicating the manufacturer, manufacture date, make, serial number and model and metering information for all refrigerator replacements;

7.6.3.32 Documentation and records substantiating mileage claims by individual weatherized Single-Family Dwelling (SFD) and Multi Unit Dwelling (MUD) Unit;

7.6.3.33 Documentation of HERS/ECC Rater's inspection report and a copy of the invoice from the HERS/ECC Rater, in addition to the Residential Compliance Forms (CF-1R, CF-4R and CR-6R);

7.6.3.34 Documentation providing evidence that the client receiving disaster-related services was a victim of a natural disaster;

7.6.3.35 Documentation providing evidence of participation in a federal, state, or local government rehabilitation program if being used to qualify ineligible multi-family dwelling units for weatherization services;

7.6.3.36 Documentation of notification to the owner-occupant, tenant and/or the owner of a rental unit or owner's agent of significant structural changes to the dwelling due to weatherization services;

7.6.3.37 All Historic Preservation Online review documentation, including the copies of the printed Project Description Sheet (PSD) and HPO site e-mails;

7.6.3.38 Improvement Analysis Report from CSD-approved energy audit software indicating measure that meet the SIR requirement for installation;

7.6.3.39 Documentation of attempts to schedule post-weatherization inspection appointments if inspection could not be performed;

7.6.3.40 Justification images, when required;

7.6.3.41 Notice of Survey by Electrical Contractor (CSD 543);

7.6.3.42 REM Energy Audit Entry Form (CSD 544);

7.6.3.43 Insulation Certificate (CSD 610);

7.6.3.44 Multi-Family Input Form (CSD 808);

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.3.45 If Contractor administers Weatherization Readiness Funds, refer to WPN 24-9: Weatherization Readiness Funds – Implementation, CPA-E-23-04, CPN-E-23-04M1, CPN-E-23-04M2, CPN-E-23-04M3, WRF Fact Sheet, and WRF Client Consent Form for guidance.

7.6.3.46 If Contract administers (WRF) then the following must be included in client file of each unit that received WRF:

- Photographic documentation of the conditions requiring the WRF work;
- A copy of the contractor's and/or subcontractor(s) license(s) to perform particular WRF measure(s);
- Repair(s) Proof that home would have been deferred if WRF condition(s) not addressed;
- Steps Contractor went through to ensure home billed as a DOE Unit;
- Any additional supporting documentation to validate the use of WRF funds as collected by the Contractor.

7.6.3.47 All other documentation as further defined by CSD.

7.6.4 Translation of Forms

Contractor shall use a certified translator deemed qualified by the Contractor when translating CSD forms that require a client/customer signature into a foreign language.

7.6.5 Other Recordkeeping Responsibilities

7.6.5.1 Labor and Materials

7.6.5.1.1 Contractor shall maintain documentation in such a manner that include job references and total labor hours so that actual costs and actual labor hours billed to the weatherization programs can be substantiated.

7.6.5.1.2 Contractor shall document all costs expended under this Contract with purchase orders, inventory records, and payroll records identifying the funding source.

7.6.5.1.3 Contractor shall maintain documentation in such a manner to prove that materials used under this program conform to the requirements contained within the CSD TRM and/or state, county, or local regulations.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.5.2 Training

Contractors who perform weatherization services are required to input, update, and maintain employee data in the CSD Training Portal (CTP). The CTP is maintained and accessed through CSD's Local Agencies Portal website and serves as a repository for Contractors and their subcontractors to track and monitor employees as they progress through CSD's training curriculum. The CTP documents all weatherization training received for each employee and includes information on each training session, course, training source, location, course content, and completion date.

7.6.5.2.1 CSD shall maintain all weatherization training records in the CTP documenting trainings completed through the CSD Online Weatherization Training Center, CSD-approved Training Centers, and field or classroom training provided by CSD or its agents.

7.6.5.2.2 Contractors shall maintain all training records in the CTP for trainings provided by third parties for Occupational Safety and Health Administration (OSHA) 10, OSHA 30, and EPA Renovator certifications as designated by CSD.

7.6.5.2.3 Contractors shall be responsible for maintaining the required training records in the same manner for their subcontractors.

7.6.5.2.4 Contractors and subcontractors shall update the CTP with employee training information on or before the first (1st) day of each subsequent month.

7.6.5.3 Equipment

7.6.5.3.1 Contractors and subcontractors who perform combustion appliance safety tests shall maintain the Carbon Monoxide Analyzer Calibration Log (CSD 785) documenting the calibration of all analyzers as required.

7.6.5.3.2 Contractors and subcontractors who perform shell leakage and duct leakage diagnostic tests shall maintain the Manometer Calibration Log (CSD 786) documenting the calibration of all manometers as required.

7.6.5.4 Energy Audits

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

7.6.5.4.1 Contractor shall maintain electronic records generated from CSD's approved energy audit software for a required period of 3 years from submission of final report or until resolution of all related audit or monitoring findings, enforcement action, including cost disallowance, legal proceedings or other pending matters, whichever is later in accordance with Section 4.3.

7.6.5.4.2 Contractor shall make all records generated from the energy audit software accessible to the State, or a third-party inspector acting on the State's behalf, for the purpose of a third-party inspections or monitoring.

7.6.5.4.3 Contractor shall submit all energy audits through the CSD Energy Audit Submittal System to include the initial audit submittal and resubmittals to address changes to the audit based on CSD feedback. A final audit shall also be submitted to address one or more of the following:

7.6.5.4.3.1 Changes in measure cost; input of final duct or shell leakage readings, in lieu of estimated leakage used for initial improvement analysis;

7.6.5.4.3.2 Changes to the final scope of work; any decisions related to full or partial measure leveraging.

7.6.6 Automation

7.6.6.1 Contractor shall use a software database system to support all required data collection and reporting requirements under the administration of this grant.

7.6.6.2 Contractor shall use an automated application system capable of supporting DOE WAP data collection, reporting requirements, and client data transmission to CSD. No database transfer will be accepted prior to the completion of successful data file transfer testing to CSD. Contractor shall submit the data in accordance with CSD's Weatherization DTR layout found at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx. Contractor shall exercise best practices and perform a daily backup of all client data/application systems that capture DOE WAP service detail. Contractor shall assure that adequate files are maintained as required in Article 7.6.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

ARTICLE 8 – PROGRAM IMPLEMENTATION

8.1 Weatherization Activity Guidelines

8.1.1 Applicant Eligibility

8.1.1.1 Assistance shall be available only to households with incomes that do not exceed an amount equal to 200% of the Federal Poverty level.

8.1.1.2 Income verification must be for one month. For acceptable types of documentation, refer to the current Eligibility and Verification Guide.

8.1.1.3 Contractor shall certify a household's income eligibility prior to the delivery of energy program services.

8.1.1.4 The income certification shall remain in effect for a period of 12 months from the date applicant is deemed eligible for services.

8.1.1.5 Weatherization assessment and service delivery shall commence within the 12-month certification period. Commencement of weatherization service delivery is defined as the performance of any health and safety and energy efficiency installation.

8.1.1.6 In the event the Contractor is unable to commence the assessment and weatherization service delivery during the 12-month income certification period, Contractor shall obtain updated income verification documentation to recertify the household's income eligibility.

8.1.1.7 If a dwelling has been previously weatherized under the DOE WAP and meets one of the exceptions for services in subparagraph 8.1.2.6 the dwelling and household's income eligibility must be recertified.

8.1.1.8 Contractor shall collect copies of all of the household's energy utility bills for the current month, and if applicable, receipt(s) for wood, propane, and oil to determine the household's energy burden.

8.1.2 Dwelling Eligibility

8.1.2.1 Contractor shall complete the post-combustion appliance safety test within 60 days from the date of the pre-combustion appliance safety test. In the event the Contractor is unable to perform the work associated with the combustion appliance safety testing and the post-combustion appliance safety test within the 60-day period, Contractor shall perform another pre-test for the dwelling prior to commencing the delivery of any form of weatherization assistance services.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.2.2 Permission to Provide Services

8.1.2.2.1 Contractor shall obtain general written permission of the owner-occupied dwelling from the tenant and the owner (or owner's agent) to perform an assessment and weatherization work prior to performing any such services. Such permission shall be recorded on the Energy Service Agreement for Occupant (CSD 515A) or approved Contractor's equivalent and the Energy Service Agreement for Rental Property Owner (CSD 515B) or approved Contractor's equivalent.

8.1.2.2.2 If during the course of performing weatherization and/or heating and cooling appliance repair or replacement services in a dwelling, Contractor identifies that significant structural and/or engineering changes may occur, Contractor shall notify the owner-occupant dwelling or the owner of a rental unit prior to continuing with the scheduled work.

8.1.2.3 Rent Increase Restrictions

8.1.2.3.1 For a period of two years after weatherization work has been completed on a dwelling containing a unit occupied by an eligible household, the tenants in that unit (including households paying for their energy through their rent) will not be subjected to rent increases unless those increases are demonstrably related to matters other than the weatherization work performed.

8.1.2.3.2 Tenants shall be given a written summary of these conditions with the current telephone number of the Contractor with instructions on how to file a complaint should these conditions not be met. Contractor shall investigate all complaints filed and shall forward a copy of all written complaints to CSD or, if a verbal complaint has been made, contact CSD with the details of the complaint-including date complaint was made, date investigations began, and results.

8.1.2.3.3 CSD will evaluate the merits of the complaint and all supporting documentation. If CSD determines a complaint is valid, CSD may pursue collection activities against the landlord in the amount equal to the weatherization work performed on that unit and/or building.

8.1.2.4 Multi-Unit Dwellings

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.2.4.1 In accordance with 10 CFR § 440.22(b) (2), Contractor is strongly recommended to weatherize a whole multi-unit building containing rental dwelling units when not less than 66% (50% for duplexes and four-unit buildings) of the dwelling units in the building:

8.1.2.4.1.1 Are eligible dwelling units, or

8.1.2.4.1.2 The dwelling units will become eligible (occupied by eligible low-income tenants) within 180 days under a federal, state, or local government program for rehabilitating the building or making similar improvement to the building.

8.1.2.4.2 Contractor may weatherize individual units in a multi-unit building in lieu of the whole building, *provided* Contractor first endeavors in good faith to weatherize the whole building in accordance with the provisions stated herein.

8.1.2.4.3 Upon Contractor's determination that the whole building cannot be weatherized because the building does not qualify in accordance with the CSD TRM Contractor shall submit the request to CSD for DOE Project Officer approval prior to weatherizing individual units in the multi-unit building. The request shall specify that the Individual Unit criteria are met (with photographs, where required) and provide reason(s) why the whole building cannot be weatherized. Contractor shall retain supporting documentation justifying the determination in the event of an audit or monitoring visit.

8.1.2.4.4 The weatherization of individual units in multi-unit buildings is subject to unique criteria and allowable measures, distinct from those applicable to single family and multi-family buildings. Contractor may install only those measures allowed for individual units in multi-family buildings in accordance with the CSD TRM.

8.1.2.4.5 If dwelling units are qualified for services through a federal, state, or local government rehabilitation program, documentation to verify participation in the rehabilitation program is required in the master job file.

8.1.2.4.6 Contractor shall complete a Multi-Unit Dwelling Unit Eligibility Certification (CSD 75P) or approved Contractor's equivalent for

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

each building and shall maintain a copy in each individual client file.

8.1.2.4.7 Contractor shall certify unit eligibility by completing Energy Intake Form (CSD 43) or approved Contractor's equivalent for each dwelling unit in each building. Certification of eligibility by the owner/manager of the occupants of the building is not acceptable.

8.1.2.4.8 No undue or excessive enhancement shall occur to the value of the dwelling units.

8.1.2.5 Previously Weatherized Dwellings

Weatherization services for a dwelling unit previously weatherized within the past 15 years from the date of completion using Annual DOE WAP, BIL WAP, LIHEAP, HUD, USDA, DOE ARRA or other Federal funds are ineligible for weatherization services unless the dwelling meets one of the exceptions in accordance with CPN-E-21-04 Previously Weatherization DOE WAP Dwelling Requirements.

8.1.2.6 Call-back

Services provided in a previously weatherized dwelling to correct a previously installed measure or as a result of a CSD or DOE inspection finding is a call-back and is allowable and must be reported to CSD and DOE. Refer to CPN-E-12-05. Demographics for a callback are not included for reporting purposes.

8.1.2.7 Ineligible Dwellings

8.1.2.7.1 Contractor shall not weatherize a dwelling unit that is designated for acquisition or clearance by a federal, state, or local program within 12 months from the date of completion of the proposed weatherization.

8.1.2.7.2 Contractor shall not weatherize any dwelling under this Contract unless the property owner agrees to all the terms and conditions of the CSD Dwelling Assessment Form (CSD 540) and signs the Energy Service Agreement for Occupant (515A) or Contractor's equivalent or Energy Services Agreement for Rental Property Owner (515B) or Contractor's equivalent.

8.1.2.7.3 No institutional or commercial building including, but not limited to, universities, schools, nursing homes, or hospital, etc., may be weatherized under this Contract.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.2.8 Temporary Shelters/Homeless Individuals

Eligibility of the occupants may be assumed if the owner/operator will certify in writing that occupancy is temporary and that admittance criterion complies with CSD contract eligibility guidelines, whether or not rent is paid has no effect on eligibility.

8.1.2.9 Group Homes

If the building does not qualify as a multi-family structure, income eligibility is based on all occupants as a group, and the building must be weatherized as a single dwelling unit.

8.1.3 Requirements for Weatherization Services

8.1.3.1 Contractor must install all feasible weatherization measures in accordance with the CSD TRM.

8.1.3.2 All feasible Health and Safety measures must be installed and shall not be skipped. Similarly, feasible Health and Safety measures cannot be removed from a work scope (for client refusal or other reason), or the dwelling shall be deferred.

8.1.3.3 When building a dwelling work scope for the Annual DOE WAP, there are two approved approaches to determine the energy conservation measures (ECMs): the Priority List Path or the Audit Path. A single approach must be identified for each dwelling served. A hybrid approach is not allowed.

8.1.3.3.1 The Contractor path decision shall be directed by a set of criteria for each dwelling and cannot be based on a "preferred" approach. Contractor must use the CSD 710 Energy Audit/Priority List Checklist to document dwelling conditions and the Audit path/Priority List path decision.

8.1.3.3.2 While the CSD 710 may prompt the Contractor auditor to use the PL path, Contractor may decide to conduct a site-specific energy audit for any dwelling.

8.1.3.4 Priority List (PL) Path.

The PL path is allowable for single-family, mobile homes, and low-rise multi-family (LRMF) as defined in the CSD TRM Appendix H. When using the PL path, a prescribed set of measures must be installed, following a specific order as defined on the PL. Feasible ECMs must not

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

be skipped as defined by the CSD TRM Appendix D Energy Audit/Priority List Protocol.

8.1.3.4.1 All feasible Mandatory measures must be installed before any Optional measures are installed.

8.1.3.4.2 All PL measures shall be installed according to the order defined in the building type-specific Priority List in accordance with the TRM Appendix D.

8.1.3.5 Audit Path.

The Audit path is required when specific conditions exist in the dwelling or certain measures that are not on the DOE PL may be feasible and will be billed to the Annual DOE WAP. Final feasibility of ECMs shall be determined by CSD's approved energy audit software. Cost-justified ECMs, with a Savings-to-Investment Ratio (SIR) greater than or equal to 1.0 shall not be skipped or installed after a measure with a lower SIR. When expenditures would cause substantial overage to the contractor ACPU, feasible non-major measures may be removed from the work scope as long as the cost management procedure prescribed in the TRM Appendix D *Energy Audit/Priority List Protocol* is followed.

8.1.3.5.1 When applying the Audit Path and all feasible measures classified under Health & Safety have been assessed, Contractor must assess for Energy Conservation Measures (ECMs) by conducting a an energy audit in accordance with the TRM Appendix D *Energy Audit/Priority List Protocol* located at https://agencies.csd.ca.gov/home/Energy/Pages/Weatherization.aspx.

8.1.3.5.2 Contractor shall utilize the specified CSD-approved energy audit software to assess single-family dwellings, mobile homes, and multi-unit buildings containing 24 or fewer dwelling units where each unit is independently heated and/or cooled. Small multi-family audits must be approved by CSD before any installation work is performed by Contractor.

8.1.3.5.3 Contractor shall utilize the specified CSD-approved energy audit software to assess large, more complex multi-unit buildings that are unable to be assessed using the approved energy audit software for small multifamily buildings containing 24 or fewer dwelling units, where each unit is independently heated and/or cooled. Contractor shall submit all audits to CSD for review and

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

approval by the DOE Project Officer before any installation work is performed.

8.1.3.6 Installation of a common (shared) heat source, cooling source, or water heater shall qualify as a mandatory measure for each unit served by the same appliance.

8.1.3.7 Weatherization measures may be leveraged or cost-shared with alternative funding sources as defined in Section 5.5.5. All leveraged measures used to fulfill the completion of the Audit Path or Priority List Path shall be billed in accordance with the policies defined by the CSD TRM Appendix D.

8.1.4 Dwelling Assessments

8.1.4.1 Contractor shall assess eligible dwellings to identify the specific energy-efficiency and health and safety services to be offered under the allowable scope of services outlined in this contract.

8.1.4.2 Contractor shall determine whether the dwelling meets the criteria for a Historic Preservation Review pursuant to subparagraph 8.1.4.7.2, below.

8.1.4.3 Contractor shall ensure that all dwelling assessments are performed by trained individuals possessing all the required skill and training as specified in Article 9.1, Training Requirements.

8.1.4.4 Contractor shall ensure job separation between staff performing dwelling assessments and the crew personnel responsible for performing the actual installation of weatherization measures. Assessors may not install weatherization measures in the same dwelling where the assessor performed the assessment for weatherization services.

8.1.4.5 If Contractor elects to subcontract with entities outside of CSD's network of local service providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the dwelling assessment. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the dwelling assessments.

8.1.4.6 Contractor shall provide written documentation or notification to the owner-occupant and the owner of a rental unit or owner's agent and inform the tenant of any significant structural and engineering changes required to complete the weatherization work before the specified work commences.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.4.7 Dwelling Assessment Performance

8.1.4.7.1 Dwelling assessments shall include the following required activities:

8.1.4.7.1.1 The visual assessment of the eligible dwelling to identify safety and structural hazards conditions present within the dwelling that may limit ability to perform any or all of the required weatherization services in accordance with CSD weatherization guidelines and terms of this Contract. Assessor shall disclose all noted safety and structural hazard conditions to the property owner and tenant, where applicable.

8.1.4.7.1.2 The visual inspection and pre-CAS diagnostic testing of all combustion appliances as to identify the presence of combustion appliance safety conditions within the occupied living space and requiring immediate attention and the offering of prescribed list of health and safety measures needed to remedy noted conditions.

8.1.4.7.1.3 The visual inspection of dwelling to identify any structural deficiencies and/or barriers inhibiting the ability for required pressurized diagnostics to occur. Assessor shall also inform client of the various types of diagnostic testing to be performed within the dwelling, including the general nature and benefits of each form of required diagnostic testing.

8.1.4.7.1.4 Completing the DOE Health and Safety form (540G), assessment shall include an occupant health screening to document whether any household members have a pre-existing or potential health conditions that should be taken into consideration before or during weatherization of the residence; hazard identification notification to document hazardous materials or conditions that may affect occupants; radon informed consent that identifies potential risk of increased radon levels when building air tightness levels are improved; and client education about the use of common weatherization materials that may create health effects for occupants.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.4.7.1.5 In conformance with the TRM Appendix D and the CSD 710 Energy Audit/Priority List Checklist, determination of whether the Audit Path or Priority List Path must be followed. When the Audit Path is prescribed, assessment shall include completion of the energy audit by an assessor holding a valid certificate of completion for audits as defined by the TPPM. When the Priority List Path is followed, the assessor must confirm that the unit meets the minimum dwelling criteria based upon the building type.

8.1.4.7.2 Historic Preservation Review of Dwellings

8.1.4.7.2.1 To ensure compliance with Section 106 of the National Historic Preservation Act (54 USCS §§ 300101 et seq., former 16 USCS §§ 470 et seq.), CSD will establish appropriate procedures for historic property review standards as outlined by a Programmatic Agreement with the State Historic Preservation Office. The established review standards will be utilized for weatherization activities conducted under the DOE WAP on dwellings that are 45 years or older. For purposes of this Contract, the historic review shall be known as the Historic Preservation Review.

8.1.4.7.2.2 Contractor shall ensure that a Historic Preservation Review is completed on a dwelling that is either: (1) 45 years or older, (2) located within a historic district, or (3) considered to be of exceptional importance under the National Register Criteria for Evaluation pursuant to 36 CFR § 60.4.

8.1.4.7.2.3 When a dwelling assessment is performed and the dwelling is determined to meet any of the criteria specified in subparagraph 8.1.4.7.2.2, Contractor shall initiate the Historic Preservation Review process pursuant to DOE WAP ARRA No. 010.

8.1.4.7.2.4 The National Environmental Policy Act (NEPA) is a federal law requiring all federally funded projects to consider environmental impacts of work to be performed. For activities not listed under Article 8-Program Implementation, including ground disturbing activities (grading adjacent to the perimeter of the

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

foundation more than 3 feet from the foundation), tree trimming, and tree removal, Contractors must contact CSD as these activities are subject to additional NEPA review.

8.1.4.7.3 Combustion Appliance Safety (CAS) Diagnostic Testing

8.1.4.7.3.1 The completion of the entire combustion appliance safety (CAS) test is required on all dwellings with combustion appliances.

8.1.4.7.3.2 If it is determined during the CAS test that the dwelling unit contains a condition that is hazardous to the occupants, proper steps must be taken to alleviate the hazard. In these cases, no measures may be installed until the hazard has been corrected.

8.1.4.7.4 If the dwelling unit is not eligible because of the need for extensive repair, the unit shall not be serviced and the applicant should be referred to the local Housing and Community Development Department, U.S. Farmers Home Administration Housing Loan Program, or other similar organizations or programs.

8.1.4.7.4.1 Documentation of such ineligibility due to the need for extensive repairs shall be recorded on the CSD Weatherization Deferral (CSD 542).

8.1.4.7.4.2 If the applicant can obtain the necessary repairs to make the dwelling unit eligible for weatherization services, weatherization activities may be accomplished following the repair work.

8.1.4.8 Contractor shall ensure the health and safety of weatherization personnel in carrying out activities funded under this Contract. In the event the weatherization of a dwelling threatens the general health and safety of weatherization field personnel, Contractor shall take measures to ensure the safety of the personnel and thoroughly document the incident(s) utilizing the CSD Weatherization Deferral (CSD 542). The deferral form does not need to be signed by the client where weatherization personnel construe the client or occupants of the dwelling to be threatening and hostile. If unable to get a signature, a certified letter shall be sent to the owner, along with the tenant if the residence is a rental.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.5 Duct and Shell Diagnostic Testing

8.1.5.1 Contractor shall perform shell leakage diagnostic testing only for shell sealing purposes on all single-family and multi-unit building types weatherized under this Contract in accordance with CSD shell leakage testing standards and policies and procedures.

8.1.5.2 Following a determination that no combustion byproduct hazards exist, Contractor shall perform pressure diagnostic guided infiltration reduction using a pre-weatherization shell leakage test.

8.1.5.3 Duct Blaster diagnostic testing shall be required on all dwellings with forced-air systems.

8.1.5.4 Contractor shall ensure that all dwelling diagnostic tests are performed by trained individuals possessing all the required skill and training as specified in Article 9.1, Training Requirements.

8.1.6 Health and Safety Measures

8.1.6.1 Contractor is authorized to mitigate health and safety hazards in accordance with the CSD TRM.

8.1.6.2 Feasible Health and Safety measures shall not be skipped and feasible Health and Safety measures cannot be removed from the work scope (for client refusal or other reason), or the dwelling shall be deferred.

8.1.6.3 If a health or safety hazard is found to exist that requires replacing or repairing a combustion appliance, the dwelling shall be served under the Audit Path only or the Health and Safety measure must be fully leveraged with an alternate funding source.

8.1.6.3.1 When the measure will be repaired or replaced with DOE WAP funds, it is required to conduct an energy audit to determine if the heating, cooling, or water heating appliance would qualify for replacement of a higher efficiency unit as an Energy Efficiency Upgrade (EEU). If the EEU is cost justified with an SIR of 1.0 or greater, the appliance must be replaced as an EEU.

8.1.6.3.2 Only when the EEU replacement is not cost justified and the appliance meets the criteria established in the CSD TRM Appendix E Health and Safety Requirements, shall the appliance be repaired or replaced with DOE WAP Health and Safety funds.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.6.3.3 In addition to meeting the requirements for Health and Safety repairs/replacements above, any cooling appliance repair or replacement shall be allowed only when one or more of the occupants in the dwelling meets the CSD definition of "at-risk" as defined in the CSD TRM Appendix E.

8.1.6.4 Primary Heating and Cooling Appliance Repair and, Replacement, and Installation Services

8.1.6.4.1 Prior to the performance of any heating/cooling service, a qualified technician must perform a diagnostic inspection of the primary heating/cooling appliance to assess operational performance.

8.1.6.4.2 The following guidelines are restricted to occupied SFD and/or MUD units:

8.1.6.4.2.1 Residential heating source that qualifies for repair and replacement services must be a single, pre-existing heating appliance, serving as the dwelling's primary heating source.

8.1.6.4.2.2 A residential cooling source that qualifies for cooling services must be a single, pre-existing cooling appliance, serving as the dwelling's primary cooling source, limited to mechanical air conditioners, central and window/wall air conditioners, and evaporative coolers.

8.1.6.4.4 Any and all health and safety heating/cooling appliance services shall be performed in accordance with the following guidelines:

8.1.6.4.4.1 All repair and replacement services are limited to dwellings with pre-existing heating and cooling appliances. An exception to this rule exits, however, for those dwellings without a heating and cooling appliance and there are no means to provide adequate heating and/or cooling during a climatic season that would cause imminent harm to the health and wellbeing of individuals or the household. When no existing primary heating appliance exists, an energy audit is required. When the SIR < 1.0, the appliance shall be installed with Health and Safety funds.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.6.4.4.2 The age of a heating/cooling appliance shall not be used as a basis for replacement.

8.1.6.4.4.3 When repair, replacement, or installation of a primary heating appliance is required in accordance with the policies above but cannot be completed for any reason, the entire dwelling shall be deferred.

8.1.6.4.4.4 Upgrades to heating and cooling appliances for energy efficiency purposes are subject to the energy audit unless required by Title 24.

8.1.6.4.5 Contractor shall repair a defective primary heating appliance when the cost to assess and repair is estimated at less than 50% of the cost of installing a new replacement unit.

8.1.6.4.6 If during the course of repairing the defective unit additional problems are found that would increase the cost of repairs to more than the allowable limit for repair costs, the unit may be replaced.

8.1.6.4.7 When replacement of a defective primary heating/cooling appliance is performed, Contractor shall perform necessary duct repair and/or replacement services in order to conform to Title 24 requirements.

8.1.6.4.7.1 Fuel switching or replacement of an alternate appliance type of any heating/cooling appliance shall only be allowed when justified by energy audit as described in TRM Appendix D *Energy Audit/Priority List Protocol*.

8.1.6.5 Secondary Heating Appliance Repair or Removal

8.1.6.5.1 Unsafe secondary heat sources as defined by TRM Section 4 *Heating and Cooling* must be repaired, or removed and disposed of, or dwelling deferral is required.

8.1.6.5.2 Unsafe secondary heating sources that cannot be repaired must be removed. Appliance abandonment is not allowed.

8.1.6.5.3 Unsafe portable space heaters cannot be repaired and must be removed.

8.1.7 Waiver for Fuel Switching or Alternate Appliance Type

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Contractor shall not switch fuel when replacing furnaces or any other allowable appliance or replace an alternate appliance type unless an energy audit is conducted or a waiver request is submitted to CSD and approved. Contractor shall submit the waiver request through the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Weatherization.aspx. Contractor shall keep a copy of such waiver in the client's file.

8.1.8 Priority Lists of Energy Conservation Measures

Contractor shall install energy conservation measures in single-family dwellings, mobile homes and small multi-unit dwellings in accordance with the CSD Priority List Protocol (CSD TRM, Appendix D) which is hereby incorporated by reference to this Contract and available on the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Weatherization.aspx.

8.1.9 Energy Audit Requirements

8.1.9.1 If all feasible measures classified under Health & Safety and other Mandatory Measures have been assessed, Contractor may assess additional measures utilizing the DOE Priority List Protocol and conducting an energy audit in accordance with CSD Single-Family/Small Multi-Family Energy Audit Protocol, CSD Multi-Family Energy Audit Protocol and CSD Priority List Protocol.

8.1.9.2 Energy audits shall be conducted as specified in the CSD Single-Family/Small Multi-Family Energy Audit Protocol and CSD Multi-Family Energy Audit Protocol (CSD TRM, Appendix D) incorporated by reference to this Contract and available on the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Weatherization.aspx.

8.1.9.3 Contractor must utilize the CSD-approved energy audit software tool appropriate to the building type as identified in CSD's Energy Audit / Priority List Protocol (CSD TRM, Appendix D)

8.1.10 Occupant Notification

If, in accordance with the provisions of this article, any notice to an occupant is required, notice shall be in writing and a copy of such notice shall be given to the owner of the unit, when the unit is occupied by a non-owner occupant, or when the unit is vacant.

8.1.11 Natural Disasters

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.1.11.1 When a dwelling that has been damaged by a natural disaster such as fire, flood, earthquake, hurricane, etc., a scope of work shall be submitted to CSD for approval prior to beginning work related to a natural disaster pursuant to the DOE Disaster Relief Plan, which is hereby incorporated by reference to this Contract and available on the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx.

8.1.11.2 The occupant shall be certified as currently eligible and a dwelling assessment shall be performed.

8.1.11.3 Contractor may have damages repaired that are within the scope of the weatherization program if the same services will not be paid for or reimbursed by any other source.

8.1.12 Workers Safety

8.1.12.1 Contractors are responsible for ensuring the safety of its weatherization field personnel performing weatherization activities under this Contract and in accordance with the CSD Health and Safety policies and internal policies of the contract intended to protect the safety of weatherization field personnel.

8.1.12.2 Agencies must ensure that its weatherization field personnel are trained on how to handle situations where weatherization clients and other occupants within a weatherization project display behavior that is construed to be abusive and threatening to weatherization field personnel and their personal safety. Such situations constitute reasons for deferring weatherization services to the dwelling itself and weatherization field personnel must be trained to recognize, deal with, and document threatening situations they encounter in the course of performing weatherization measure installations.

8.1.12.3 Contractors must document such incidents in the CSD Weatherization Deferral Form (CSD 542) and maintain a copy of the completed form in the client file at all times.

8.2 Quality Assurance

8.2.1 Certification

Contractor, or its designee, shall establish a comprehensive, detailed, and fully documented Quality Control procedure to assess the quality and completeness of Weatherization work performed under this Contract. Such assurance will be documented on the CSD Dwelling Assessment Form (CSD 540) and CSD Post

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Inspection Form (CSD 611) or approved Contractor's equivalent and shall be signed and dated by a certifying Contractor representative.

8.2.2 Post-Weatherization Inspections

8.2.2.1 Contractor shall perform Post-Weatherization Inspections on 100% of the dwellings weatherized under this Contract. Completed jobs shall not be billed to CSD until a post-inspection has been completed and any inspection fails are resolved.

8.2.2.2 Post-Weatherization inspections shall be conducted for the purpose of assessing the quality and completeness of performed weatherization services and compliance with CSD weatherization guidelines. The post-inspection shall:

8.2.2.2.1 Verify that all measures were completely installed in accordance with said terms and conditions of this Contract;

8.2.2.2.2 In addition, installed measures shall be reviewed to determine the absence of any feasible Mandatory Measure not installed and the installation of a measure (non-feasible measure) that may not be in compliance with said standards and the terms and conditions of this Contract;

8.2.2.2.3 Verification that the unit received shell leakage, and duct leakage testing, as applicable;

8.2.2.2.4 Verification that required CAS testing of eligible combustion appliances was performed and inspection of combustion appliances to verify the safe operating condition of combustion appliances within the dwelling residence;

8.2.2.2.5 Verification that energy audit was performed when required and in compliance with Energy Audit/Priority List Protocol and DOE Energy Audit Priority Checklist Form (CSD 710) was completed and in client file;

8.2.2.2.6 Inspector shall confirm that any ECMs installed as part of an energy audit met energy audit improvement results including but not limited to: confirmation that pre and post blower door and duct testing results, insulation R-values, and heating/cooling and water heating are accurate efficiencies; and that the costs billed do not exceed the improvement costs identified in the Improvement Audit Report.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.2.2.2.7 Inspector shall retest all diagnostic testing performed in subparagraph 8.2.2.2.3 and 8.2.2.2.4; and

8.2.2.2.8 Inspection of the unit dwelling to ensure that all identified health and safety hazards, whether pre-existing or resulting from the performance of weatherization services, have been successfully remedied.

8.2.2.3 Contractor shall ensure that post-weatherization inspections are performed by a Certified QCI, as provided in Section 9.2 of this Contract. If Contractor subcontracts Quality Control Inspection services, then Contractor must aggregate weatherization jobs to mitigate the cost associated with performing inspections. The maximum allowable cost of each post-inspection by a subcontractor is as follows:

8.2.2.3.1 Subcontractors awarded a contract through a competitive procurement process shall not exceed the measure maximum per inspection. The inspection rate includes all expenses related to the Certified Quality Control Inspection such as the cost of the inspection, administration and travel costs of subcontractor.

8.2.2.3.2 Subcontractors, that are part of CSD's network of DOE contractors, with a contract, Memorandum of Understanding or similar contract with Contractor, not obtained through the procurement process, shall bill actual costs for the Certified Quality Control Inspection and related expenses such as inspector wages, overhead, administration and travel costs of subcontractor. The total cost of all related expenses shall not exceed the measure maximum per inspection.

8.2.2.4 Subcontractors who provide basic weatherization services shall not conduct assessments or inspect dwellings.

8.2.2.5 Contractor shall ensure job separation between staff performing post-weatherization inspection activities and weatherization crew personnel performing the physical installation and performance of weatherization measure services funded under this Contract.

8.2.2.6 If Contractor elects to subcontract with entities outside of CSD's network of local service providers for the full installation of weatherization measures, the subcontractor performing the installation of weatherization measures shall not perform the post-weatherization inspection activities. Contractor shall ensure job separation by using Contractor's staff or another subcontractor to perform the dwelling post-weatherization inspection.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.2.2.7 The Certified QCI shall certify the performance of Post Weatherization Inspections of dwelling units by completing and signing Contractor Post-Weatherization Inspection Report (CSD 611). Contractor shall retain a copy of the completed and signed form in the client file.

8.2.3 Third-Party Inspections

8.2.3.1 The State may use a third-party inspector to review and verify that the weatherization activities performed under this Contract conform to applicable standards and practices.

8.2.3.2 Contractor or a ride-along (designated representative) shall accompany the inspector on client inspection visits and shall provide transportation and equipment to the inspector. When possible, Contractor shall make corrections during the client inspections visits.

8.2.3.3 Contractor agrees to remedy all Nonhazardous Conditions (nonhazardous work deficiencies) noted by the State or its designee within 20 business days of written notification.

8.2.3.4 Contractor must remedy all Hazardous Conditions resulting from weatherization measure installation in accordance with the CSD TRM. Any Hazard Fails that are not remedied within the required timeline of 18 hours will require completion of the Hazardous Correction Work Plan to be completed by the Contractor which includes the reason the hazardous correction cannot be resolved within 18 hours and action that will be taken to resolve the hazard.

8.2.3.5 Contractor must remedy all inspection corrections identified on the Comprehensive Inspection Report including confirmation of correction to CSD within 20 business days.

8.2.4 Noncompliance

8.2.4.1 Contractor shall be subject to the withholding of any or all reimbursements for failure to completely resolve a Hazardous Condition in accordance with the CSD TRM. The reimbursement sanction will apply to the next fiscal reimbursement request associated with the program of the weatherized unit in question. The reimbursement sanction will remain in effect until Contractor successfully resolves the Hazardous Condition and confirms the resolution with CSD and the designated Inspection Contractor. The sanction will apply to all subsequent fiscal reimbursement requests of the primary funding source in question so long as the Hazardous Condition remains unresolved.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

8.2.4.2 If it is determined that the Contractor has failed to resolve an identified Hazardous Condition in accordance with the Hazardous Correction Work Plan, CSD may utilize the services of the designated Inspection Contractor to successfully resolve the delinquent Hazardous Condition. Contractor will assume responsibility for costs associated with the use of Inspection Contractor's services. The costs will include labor, materials, and travel equal to the Inspection Contractor's training and technical assistance hourly rate and the total amount will be withheld from the Contractor's next request for fiscal reimbursement.

8.2.4.3 If it is determined that the Contractor has incorrectly billed CSD because a measure was not installed, or the quantity installed is less than the quantity billed, Contractor shall install the billed measure or quantity, if feasible. In cases when a physical remedy is not possible, repayment of the labor and material costs for the non-installed measure or quantity will be withheld from subsequent reimbursements.

8.2.4.4 Contractor will be subject to Special Conditions, in accordance with Article 10.4, if it is determined that one or more of the following conditions exist:

8.2.4.4.1 Contractor has a history of unsatisfactory performance.

8.2.4.4.2 Identification of one or more Hazardous Conditions in dwellings weatherized by Contractor.

8.2.4.4.3 Failure to remedy an identified Hazardous Condition in a timely manner.

8.2.4.4.4 Substantial number of Nonhazardous Conditions and/or identified trends or patterns of nonconformance to installation criteria.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 9 – TRAINING, LICENSING AND CERTIFICATIONS

9.1 Training Requirements

9.1.1 CSD's statewide training program is detailed in the CSD Training Policies and Procedures Manual (TPPM). Contractor shall ensure weatherization service activities covered by this Agreement are performed by properly licensed contractors and/or properly trained individuals in accordance with training requirements specified in the TPPM.

9.1.2 Contractor shall maintain and make available for reference to Contractor's employees and subcontractors who perform weatherization services, the following foundation documents:

9.1.2.1 CSD Technical Reference Manual (TRM);

9.1.2.2 CSD Training Policies and Procedures Manual (TPPM);

9.1.2.3 Other applicable policies and procedures;

9.1.2.4 Official State and Federal Program Notices;

9.1.2.5 Current CSD Field Forms; and

9.1.2.6 Required training materials.

9.2 Quality Control Inspectors Certification

9.2.1 Quality Control Inspectors (QCI) working for, or contracted by, Contractor must possess the knowledge, skills, and abilities in the National Renewable Energy Laboratory (NREL) Job Task Analysis for QCIs. This applies to all individuals who perform final inspections under the DOE WAP.

9.2.2 Staff that have successfully passed the BPI QCI Certification exam and received a certificate will be eligible to conduct final inspections. As a micro-credential, prior successful completion of the BPI Energy Auditor certification also will be required.

9.2.3 Certified QCIs can be employed by third party organizations or weatherization Contractors that possess the required BPI Quality Control Inspector Certification.

9.2.4 The Quality Control Certification identification number of the QCI providing the post-inspection shall be identified on the Agency Post Inspection Report (CSD 611).

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

9.3 Contractor Licensing

Contractors, unless otherwise exempt, or their subcontractors who perform basic weatherization services under this Contract shall comply with the TRM and following licensing requirements:

9.3.1 Possess and maintain an active Class "B" General Building Contractor license, issued by the Contractors State License Board (CSLB) in the name of the Contractor/qualifying individual;

9.3.2 Fulfill the requirements of, and receive certification pursuant to the Toxic Substances Control Act, Section 402 (15 USC § 2601 et seq.; 40 CFR § 745.226 & 227);

9.3.3 Contractor, unless otherwise exempt from the licensing requirement, shall upload and maintain a copy of the current Class "B" CSLB license into the CSD Training Portal.

9.3.4 Contractor is responsible for ensuring that all subcontractors have an active license and are in good standing with CSLB for the duration of the subcontract; and

9.3.5 Contractor shall immediately notify CSD when any changes in licensing occur.

9.4 Special Licensing - Weatherization

9.4.1 Special licensing may be required for the installation and/or repair of Evaporative Cooler, Cook Top and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob and tube wiring certification will always require a C-10 license.

9.4.2 Specialty subcontractor shall possess all applicable licenses as required by the CSLB to carry out installation and/or repairs. Specialty licensing is required for specific measures and includes: C-10 Electrical Contractor (including electrical wiring upgrade/replacement and knob and tube wiring certification); C-20 Warm-Air Heating, Ventilation and Air-Conditioning Contractor; C-36 Plumbing Contractor; C-46 Solar Contractor; C-47 Mobile Home Contractor; and D-65 Weatherization Energy Conservation.

9.5 Environmental Protection Agency (EPA) Certifications

9.5.1 All contractors providing services utilizing in-house crews shall be certified as an EPA Certified Firm in accordance with EPA's Renovation, Repair and Painting Program requirements (40 CFR Part 745). Contractors who subcontract all of their

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

weatherization services are required to be certified and shall have at least one EPA Certified Renovator on staff for subcontractor oversight purposes.

9.5.2 Contractor shall ensure that all subcontractors whose work potentially disturbs lead paint are EPA Certified Firms and have EPA Certified Renovators on staff.

9.5.3 Any contractor without the required certification will not be allowed to perform weatherization services.

9.6 Additional Mandatory Training

Contractor must participate in mandatory training such as eligibility start-up training, TRM-specific trainings, contract review webinars, monitoring trainings, and other trainings CSD deems mandatory. CSD will notice Contractor with a minimum of 10 business days prior to these training opportunities.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 10 – COMPLIANCE POLICIES AND PROCEDURES

10.1 Right to Monitor, Audit, and Investigate

10.1.1 Any duly authorized representative of the federal or state government, which includes but is not limited to the federal offices of inspectors general, the State Auditor, CSD staff, and any entity selected by CSD to perform inspections and/or investigations, shall have the right to monitor and audit Contractor and all subcontractors providing services under this Contract through on-site visits, audits, and any other appropriate means CSD deems necessary.

10.1.2 Contractor shall, upon reasonable notice, make available all information and materials reasonably necessary for CSD to substantiate to its satisfaction that expenditures incurred under this Contract are allowable and allocable, including, but not limited to files, books, documents, papers, and records. Contractor agrees to make such information and materials available to the federal government, the State, or any of their duly authorized agents or representatives, for purpose of examination, copying, or mechanical reproduction, on or off the premises of the subject entity.

10.1.3 Any duly authorized agent or representative of the federal or state government shall have the right to undertake investigations in accordance 42 USCS § 6866 and 10 CFR § 440.23, as amended.

10.1.4 All agreements entered into by Contractor with audit firms for purposes of conducting independent audits under this Contract shall contain a clause allowing CSD or any duly authorized agent or representative of the federal or state government timely access to the working papers of the audit firm(s).

10.2 Auditing Standards and Reports

10.2.1 Auditing Standards

10.2.1.1 *Applicability.* The standards set forth 2 CFR 200 Subpart F, Audit Requirements, are hereby incorporated by reference.

10.2.1.2 *Supplemental Audit Guide.* In addition to the audit requirements specified above, Contractor must follow the most current CSD Supplemental Audit Guide, incorporated into this Contract by reference in the Table of forms and Documents Incorporated by Reference. The Supplemental Audit Guide may be accessed at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx.

10.2.2 Audit Reports

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

10.2.2.1 Funds provided under this Contract shall be included in an audit conducted in accordance with the provisions of 2 CFR Part 200 Subpart F – Audit Requirements (§§ 200.500-521), standards promulgated by the American Institute of Certified Public Accountants (AICPA), and those standards included in the U.S. Government Accountability Office's "Government Auditing Standards, July 2018 Revision", as amended April 2021.

February 2024 revision of Government Auditing Standards is effective for financial audits, attestation engagements, and reviews of financial statements for periods beginning on or after December 15, 2025, and for performance audits beginning on or after December 15, 2025.

10.2.2.2 Organizations below audit threshold. Contractors falling below the federal funding threshold, set in 2 CFR § 200.501, that mandates a single audit may be subject to an audit and/or other fiscal- or program-specific review conducted by CSD or its agents, upon 30 calendar days written notice.

10.2.2.3 The financial and compliance audit report shall contain the following supplementary financial information: a Schedule of Expenditures of Federal Awards (SEFA) in accordance with 2 CFR§ § 200.510(b). All DOE contracts shall be reported separately on the SEFA. In addition, a Supplemental Statement of Revenues and Expenditures (SSRE) for each contract that presents, by budget line item and Contractor's fiscal year, revenue and expenditures for the audit period. The SSRE shall cover the entire contract term as required in CSD's Supplemental Audit Guide.

10.2.3 Submission of Audit Reports. Contractor shall submit to CSD one electronic copy of the required audit report(s) and any management letter(s) issued by the accountant, within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the Contractor's fiscal year.

10.2.4 Failure to File IRS Form 990 for Tax-Exempt Organizations. If Contractor fails to file Form 990 timely, Contractor must provide:

10.2.4.1 Evidence of an extension request with an estimated timeframe for submission; or

10.2.4.2 An explanation of why Contractor does not plan to file Form 990.

10.2.5 The audit report(s) and all supplemental financial information must be submitted to the following addresses:

Electronic copy:

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

audits@csd.ca.gov.

Upon receipt of the audit report, CSD's Audit Services Unit (ASU) will send a confirmation email within five to ten business days. Contractor should verify receipt of ASU's confirmation email to ensure its single audit was received.

In accordance with the guidelines of the Division of Audits of the California State Controller's Office (SCO), if Contractor is a local government agency, you may submit your reporting package to the SCO via the SCO's Data Exchange Portal (DEP), or by U.S. Postal Service or private carrier. Reports submitted via DEP must be uploaded as unsecured PDFs.

10.2.6 Failure to Comply with Audit Reporting Requirements

If Contractor fails to comply with Federal statutes, regulations or the terms and conditions of this Contract, CSD may impose additional conditions, as described in 2 CFR § 200.208 and CPN A-24-01. If CSD determines that noncompliance cannot be remedied by imposing additional conditions, CSD may take one or more of the following actions, as appropriate in the circumstances, as provided in 2 CFR § 200.339 – § 343, Remedies for Noncompliance:

10.2.6.1 Temporarily withhold payments until the recipient or subrecipient takes corrective action;

10.2.6.2 Disallow costs for all or part of the activity associated with the noncompliance of the recipient or subrecipient;

10.2.6.3 Suspend or terminate the Federal award in part or in its entirety;

10.2.6.4 Initiate suspension or debarment proceedings as authorized under 2 CFR Part 180, and the Federal awarding agency's regulations, or for pass-through entities, recommend suspension or debarment proceedings be initiated by the Federal agency;

10.2.6.5 Withhold further Federal funds (new awards or continuation funding) for the project or program; or

10.2.6.6 Pursue other legally available remedies.

10.2.7 Collection of Disallowed Costs based on an Audit Transmittal Report (TR)

10.2.7.1 If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs CSD shall, after consideration of Contractor's submission, issue a final TR, no later than 30 calendar days

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

after receipt of Contractor's information or documentation. If questioned costs are determined to be owning, ASU shall notify CSD's Fiscal Accounting Services Unit (FASU) to send an invoice. Contractor will tender payment to FASU or respond with a repayment plan acceptable to FASU.

10.2.7.2 All statements, notices, responses and demands issued in accordance with Article 10.2.7 shall be in writing.

10.2.7.3 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this Section 10.2.7.

10.3 Compliance Monitoring

10.3.1 As the recipient of federal DOE WAP grant funds under this Contract, Contractor must substantiate that all costs claimed pursuant to this Contract are allowable and allocable under all applicable federal and state laws. To be entitled to reimbursement, Contractor must trace all allowable costs to the level of expenditure, to include providing supporting documentation reasonably necessary to substantiate the validity of such claim.

10.3.2 As the administrator of the DOE WAP grant for the State, CSD is required to ensure the funds allocated to Contractor are expended for the purposes identified in federal law, and for allowable and allocable costs under the applicable rules of the Code of Federal Regulations.

10.3.3 CSD is required to conduct on-site or in-house and follow-up monitoring of Contractor to ensure that Contractor meets the expenditure and unit production targets, administrative standards, financial management requirements, and other requirements of the federal program.

10.3.4 CSD shall provide Contractor reasonable advance notice in writing of on-site and/or in-house review monitoring reviews of Contractor's program or fiscal performance.

10.3.5 Over the course of the DOE Contract term, CSD will perform in-house desk reviews to verify compliance with financial and administrative requirements, and follow-up on prior year monitoring reporting findings and observations. Desk reviews will consist of a questionnaire that contractors will be required to complete and return to CSD within 30 calendar days from receiving the questionnaire. CSD anticipates conducting a minimum of one desk review during the term of the Contract period and may elect to increase the number and frequency of desk reviews based on the severity of non-compliance issues identified during the desk review process.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

10.3.6 For contractors that did not receive 2022 or 2023 DOE funding, CSD will conduct quarterly client file reviews to meet the minimum annual client file review requirement, which is 10% of total client files or 10 total files, whichever is greater. If Contractor received 2022 or 2023 DOE funding and had no performance issues, CSD will conduct quarterly client file reviews to meet the minimum annual client file review requirement, which is 5% of total client files or 5 total files, whichever is greater. Files will be reviewed to verify compliance with DOE mandates to include, but not limited to, client eligibility, adherence to the priority protocol and energy audit protocols, completion of post-inspections, and assessment for mechanical ventilation. CSD shall notify Contractor of the client files requested, and Contractor shall submit the client files within five business days.

10.3.7 CSD may increase the percentage of client files reviewed and frequency of client file reviews based on the severity of non-compliance issues identified during the client file review process.

10.3.8 CSD will conduct monthly review of expenditure status to ensure contractors are meeting their expenditure and unit production targets, in accordance with Article 10.5. CSD will follow up with Contractor if contractual targets are not being met.

10.3.9 In accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR § 200.337), Contractor shall cooperate with CSD program and audit staff and other representatives and provide access to all programs, records, documents, resources, personnel, inventory, and other things reasonably related to the administration and implementation of the services and activities funded directly or indirectly by this Contract. To the extent Contractor maintains records and documents in an electronic format, Contractor must make such records and documents readily available to CSD program and audit staff and other representatives: 1) for review on an appropriate electronic device provided by Contractor; and/or 2) for reproduction in electronic and/or hard copy format, as is necessary to affect the purposes of this paragraph. In order to realize the objectives of this subparagraph and to ensure that the integrity of the program, the proper expenditure of grant funds, and to prevent fraud, waste, abuse, and unjust enrichment, whether by design or inadvertence, Contractor shall cooperate with CSD as follows:

10.3.9.1 Upon request, provide a list of clients, jobs or properties to or for which DOE WAP services have been provided by Contractor, and to or for which Contractor has provided related services under other federal, State or non-governmental programs such as, but not limited to, public and private utility company programs, collectively “Associated Programs.”

10.3.9.2 With respect to such list of clients, jobs, or properties, provide CSD and/ or the investigative entities or persons referenced in Article 10.1, access

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

to client files or similar records and documents of the Associated Programs for the purpose of determining whether related services have been provided that result in duplicate billings or any violation of federal or State law, this Contract, or applicable federal and/or State DOE WAP guidelines.

10.3.9.3 For purposes of this Section 10.3.9:

10.3.9.3.1 "Duplicate billing" is defined as receiving reimbursement from more than one funding source for the same expenditures or costs, whether in whole or in part, that Contractor incurs in connection with rendering a service to or for a client, job, or property, resulting in a total reimbursement to Contractor, from all sources, in excess of actual expenditures or costs incurred.

10.3.9.3.2 To the extent necessary to realize the objectives of this article, the term "Contractor" includes any subcontractor or agent of Contractor in possession of the files, records, or documents or other information bearing on related services under any relevant Associated Program.

10.3.9.4 It is understood that Contractor has no obligation to provide access to the client files, records, and documents of an Associated Program when no DOE WAP services have been provided and the client, job, or property is not required to be on the list furnished to CSD by Contractor, as provided herein.

10.3.9.5 In the event Contractor is unable to comply with the provisions of subparagraphs 10.3.9.1 or 10.3.9.2 because of restrictions placed on Contractor by law in connection with an Associated Program, or restrictions imposed on Contractor pursuant to a binding written contract between Contractor and the funding source of such Associated Program, then Contractor shall so inform CSD by written declaration and provide supporting documentation for such declaration. Contractor shall, together with any declaration made, certify to CSD in writing that:

10.3.9.5.1 Contractor has not submitted duplicate billings to both DOE WAP and Associated Program.

10.3.9.5.2 Contractor has not otherwise engaged in similar actions in violation of federal or state law.

10.3.10 CSD will host a File Transfer Protocol (FTP) Server and provide Contractor with specifications, documentation and sample of FTP file configurations screens, as

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

necessary, to enable Contractor to use the FTP Server to upload client files, records and documents. Contractor shall submit client files, records and documents via the FTP to allow CSD to complete an in-house review.

10.3.11 In the event that CSD determines that Contractor is not in compliance with material or other legal requirements of this Contract, CSD shall provide the observations, recommendations, or findings and request for a corrective action plan to Contractor in writing. Contractor shall submit to CSD a specific action plan for correcting the noncompliance.

10.3.12 Collection of Disallowed Costs

10.3.12.1 In the event questioned costs are identified in a final decision on cost disallowance issued by CSD, Contractor shall comply with any demand for repayment, as specified in such final report.

10.3.12.2 *Time for response.* Contractor shall have no less than 30 calendar days from receipt of the final decision to tender payment to CSD or, alternatively, to provide CSD with complete and accurate information or documentary evidence in support of the allowability of questioned costs.

10.3.12.3 *Notice after review of further supporting evidence.* If Contractor challenges questioned costs and submits complete and accurate information or documentary evidence in support of the allowability of questioned costs as provided above in subparagraph 10.3.12.2, CSD shall, after consideration of Contractor's submission, accordingly issue a revised Notice of Disallowed Costs, if any, no later than 30 calendar days after receipt of Contractor's information or documentation. Contractor shall have 15 calendar days from receipt of such Notice to tender payment or a repayment plan acceptable to CSD. In the alternative, Contractor may request a hearing in accordance with Article 10.4, subparagraph 10.4.5.5 of this Contract, for CSD's final determination of disallowed costs.

10.3.12.4 All statements, notices, responses and demands issued in accordance with this paragraph shall be in writing.

10.3.12.5 CSD may, at its discretion, reasonably extend the time periods allowed for responses specified in this paragraph.

10.4 Enforcement Process - Noncompliance with Requirement of this Contract

10.4.1 Tax-Exempt Status Requirement

Nonprofit charitable organizations must maintain their 501(c)(3) tax-exempt

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

status as a requirement for continued DOE grant reimbursements and participation under the Contract. All 501(c)(3) contractors shall notify CSD within one (1) business day upon revocation of their tax-exempt status and cease all work performed under this Contract. CSD will halt all payments to Contractor while its nonprofit, tax-exempt status is revoked. Work performed prior to the revocation, but billed after such notice is received, shall be timely reimbursed to the Contractor. In addition, CSD may take additional enforcement steps consistent with federal and state law and this Contract.

10.4.2 General

The authority for CSD Enforcement Actions, as defined in paragraph 10.4.3, for cost disallowances/ recovery of misused funds, and for de-designation of eligible entity status (collectively "Enforcement Process") is found in the Code of Federal Regulations, and in state regulations, with particular reference to 22 CCR §100875. In order to facilitate compliance with the cited authorities, the parties to this Contract agree that: the present article 1) shall guide, inform and clarify the Enforcement Process; 2) shall establish the procedures to be followed; and 3) establish the rights and obligations of the parties with respect to the Enforcement Process, for purposes of implementing the principles set out in the applicable legal authorities.

10.4.3 Enforcement Action, "High Risk" – Determination and Notice

10.4.3.1 If CSD determines that Contractor is not financially stable and that Contractor's financial condition is so tenuous that its ability to implement this Contract is seriously compromised, or if CSD determines that Contractor has not complied with the requirements of this Contract and that Contractor's noncompliance constitutes a material breach of the Contract, CSD may initiate an Enforcement Action. For purposes of this article, "Enforcement Action" means the imposition of any of the following: a) special conditions and/or sanctions; b) a determination of cost disallowance; c) contract suspension; d) contract termination; or e) termination of Contractor's service provider status.

10.4.3.2 To initiate an Enforcement Action, CSD must provide Contractor with written notice of "high risk" designation, setting forth: 1) the factual and legal basis for the determination of noncompliance, upon which the "high risk" designation is based; 2) the corrective action(s) required; and 3) the date by which they the corrective action(s) must be taken and completed.

10.4.3.3 For purposes of this article, "material breach" means any act or omission by Contractor that is in contravention or disregard of Contractor's duties

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

and obligations under the terms of this Contract and under applicable State and federal law, which act or omission:

10.4.3.3.1 Constitutes fraud or gross negligence by Contractor or its agent(s);

10.4.3.3.2 Is likely to result in significant waste and/or abuse of federal funds;

10.4.3.3.3 Has a significant adverse impact on Contractor's ability to meet its administrative, financial, or programmatic duties and obligations over the term of the Contract or a significant portion thereof;

10.4.3.3.4 Violates or otherwise disregards significant program guidance and other requirements of the Federal Government, whether issued directly or through CSD;

10.4.3.3.5 May have serious adverse effects and consequences on the Contractor's customers, employees, subcontractors, creditors, suppliers, vendors, or other stakeholders; or

10.4.3.3.6 May otherwise significantly and adversely affect the viability, effectiveness, or integrity of the program.

10.4.4 Special Conditions and Sanctions

10.4.4.1 "High risk" designation may include the imposition of Special Conditions, Sanctions and/or other special requirements with respect to Contractor's performance. CSD may impose Special Conditions and/or Sanctions upon a determination that such steps are reasonably necessary to address acute financial instability or a material breach of contract, as defined in paragraph 10.4.3, above.

10.4.4.2 Notice of Special Condition(s) and/or Sanction(s) shall be in writing and shall become effective on the date specified in the notice. Notice must contain the following information:

10.4.4.2.1 The nature of the Special Condition(s) and/or Sanction(s) being imposed;

10.4.4.2.2 The reason(s) for imposing Special Condition(s) and/or Sanction(s); and

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

10.4.4.2.3 The corrective actions that must be taken and the time allowed for completing them before CSD removes the Special Condition(s) and/or Sanction(s).

10.4.4.3 Special Conditions may include, but are not limited to:

10.4.4.3.1 Obtaining training and/or technical assistance;

10.4.4.3.2 The imposition of special or additional reporting requirements;

10.4.4.3.3 Special or conditional cost reimbursement requirements and procedures;

10.4.4.3.4 The provision of documentation by Contractor; and/or

10.4.4.3.5 The requirement to amend or modify systems, procedures, and/or policies.

10.4.4.4 Sanctions may include, but are not limited to:

10.4.4.4.1 The suspension of advances and/or reimbursements; and/ or

10.4.4.4.2 The issuance of stop work orders.

10.4.4.5 Sanctions may not be imposed without a hearing being first held in accordance with applicable regulations, *unless* CSD reasonably determines on the basis of credible information that:

10.4.4.5.1 Substantial sums to be paid to Contractor have been or will be used in violation of law or the provisions of this Contract, or

10.4.4.5.2 The associated costs are otherwise very likely to be disallowed; and

10.4.4.5.3 If Sanctions are not immediately imposed, taxpayer dollars are at significant risk and are unlikely to be recovered.

10.4.4.6 Review of Special Conditions and/or Sanctions.

10.4.4.6.1 If Contractor elects to contest the action to impose Special Conditions and/or Sanctions, Contractor shall have five business days following receipt of Notice of Enforcement

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Action in which to show cause, in writing, why the Special Conditions or Sanctions should not be enforced;

10.4.4.6.2 CSD shall have five business days following receipt of Contractor's response to accept or reject Contractor's objection and to state in writing the consequences of the decision and Contractor's obligations going forward, if any.

10.4.4.6.3 Contractor may, within five business days of receipt of Notice of Enforcement Action, request an informal meeting for the parties to consider the merit of the Notice and to discuss alternative courses of action, which meeting CSD may agree to if, in its sole judgment, it determines the meeting would be helpful to the process, can be held expeditiously, and will not unduly cause delay or otherwise increase the risk of loss of taxpayer dollars.

10.4.4.6.4 Contractor may, at any time, request in writing that CSD initiate the contract suspension or contract termination processes, to include the requisite hearings, as set out in 22 CCR § 100875.

10.4.4.6.5 Should Contractor fail to show cause why the Enforcement Action should not go forward, or should Contractor fail to request that CSD initiate either the contract suspension or termination processes, CSD may initiate such action upon its own motion.

10.4.4.6.6 Special conditions and sanctions shall remain in effect until the hearing procedure is completed, provided, with respect to sanctions, CSD reasonably determines that subparagraph 10.4.4.5 applies.

10.4.5 Cost Disallowance

10.4.5.1 If Contractor's non-compliance with the terms of this Contract results in an enforcement action, and if CSD determines that Contractor's non-compliance has resulted in questioned costs, CSD shall provide Contractor with a Statement of Questioned Costs along with the Notice of Enforcement Action, or at such later time in the Enforcement Process as questioned costs have been identified.

10.4.5.2 The Statement of Questioned Costs shall include:

10.4.5.2.1 A description of the costs questioned and the specified

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

amount by type or category of costs;

10.4.5.2.2 The reason the costs are questioned, and the information and/ or documentation required to justify payment of the costs; and

10.4.5.2.3 The timeframe and procedures for Contractor's submission of the required information or documentation to CSD.

10.4.5.3 If CSD determines that more information is required before a Statement of Questioned Costs can be issued or before a final determination of cost disallowance can be made, CSD may conduct an investigative audit of Contractor's records, files and books of account, or retain an audit firm for such purpose. Contractor agrees to cooperate fully in any audit conducted and to ensure that Contractor's agents, accountants and subcontractors cooperate in the performance of such audit. A report of any audit conducted shall be shared with Contractor, who shall be given ample opportunity to respond to findings and to submit information and documentation in support of the response. If Contractor fails to cooperate in the conduct of an audit, initiated pursuant to this subparagraph, CSD may either impose sanctions, as provided in subparagraph 10.4.4.4 or, if feasible, issue a Notice of Disallowed Costs.

10.4.5.4 After CSD has considered any information and/ or documentation submitted by Contractor in response to a statement of questioned costs or in response to an investigative audit report, CSD shall issue a Notice of Disallowed Costs, which notice shall include:

10.4.5.4.1 The amount of disallowed costs to be repaid, if any; and

10.4.5.4.2 The date by which repayment must be made or, in the alternative,

10.4.5.4.3 The date by which Contractor must submit a proposed repayment plan for consideration by CSD.

10.4.5.5 Before the expiry of five business days after receipt of a Notice of Disallowed Costs, Contractor may challenge the Notice of Disallowed Costs by requesting a hearing, conducted in accordance with the procedures set out in 22 CCR § 100875, for the purpose of adjudicating the matter of cost disallowance, provided however that either Contractor or CSD may opt to adjudicate other pending Enforcement Action matters, as provided in subparagraph 10.4.4.6.4 of this section, in a combined proceeding.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

10.4.5.6 If Contractor fails to request a hearing to adjudicate cost disallowance, as provided in subparagraph 10.4.5.5, the Notice of Disallowed Costs shall be deemed final and Contractor shall comply with the provisions of the present Paragraph 10.4.5.

10.4.5.7 Contractor will not be deemed to have complied with a Notice of Disallowed Costs until repayment is made or CSD has approved a repayment plan. In determining the acceptability Contractor's repayment plan, CSD shall take into consideration such factors as, but not limited to:

10.4.5.7.1 Federal requirements or conditions applicable to the grant(s) under which the disallowed costs were funded;

10.4.5.7.2 The exigencies of the grant program and CSD's ability to reallocate the funds repaid or otherwise dispose of the funds in accordance with applicable law;

10.4.5.7.3 The risk of being unable to recover funding and the options for securing Contractor's repayment obligation; and

10.4.5.7.4 Contractor's financial condition and ability to pay.

10.4.6 Contractor shall remain on "high risk" until CSD reasonably determines that Contractor has complied with the requirements of the Notice of "High Risk" Designation, including verification by CSD that corrective measures have been implemented, that all conditions have been met and that disallowed costs have been repaid or, alternatively, that CSD has deemed Contractor's repayment plan to be acceptable and Contractor has demonstrated it is in compliance with the plan. Upon determination that Contractor has complied with the requirements of the Notice of "High Risk" Designation, CSD shall give Contractor written notice of such determination.

10.4.7 In the event Contractor's non-compliance with the terms and conditions of this Contract are not remedied through imposition of special conditions, and/or sanctions, thereby enabling CSD to remove "high risk" designation, CSD may initiate further Enforcement Actions involving Contract Suspension, Contract Termination and Termination of service provider status, which shall be initiated and conducted in accordance with the applicable provisions found in 22 CCR § 100875 and other applicable State and federal statutes and regulations.

10.4.8 Lien rights

The State retains lien rights on all funds advanced.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

10.5 Service Delivery and Expenditure Requirements

10.5.1 Service Delivery and Expenditure of Funds

10.5.1.1 Contractor shall be afforded maximum flexibility and control, within the parameters of federal law, in the planning, administration, and delivery of DOE WAP services. Regardless of the modalities and techniques utilized, Contractor shall: a) Ensure that the maximum numbers of persons are served consistent with the effective and efficient service delivery under program requirements and applicable law; and b) Expend at least 25% of program funds within the Contract term.

10.5.1.2 A substantial failure to expend funds and provide services to readily available qualified applicants, except for compelling reasons beyond Contractor's control and within CSD's determination, shall be deemed prima facie evidence of breach of contract and may constitute grounds for "high risk" designation and the applicable remedies as provided in Article 10.4, "Enforcement Process – Noncompliance with the Requirements of this Contract." Such failure of performance may, in accordance with the provisions of this Article, result in a reduction in Contractor's grant allocation and the redistribution of unexpended funds.

10.5.2 Contractor Performance Benchmark and Reporting Requirements

10.5.2.1 Contractor shall achieve 25% expenditure of the contract by June 30, 2026.

10.5.2.2 CSD will monitor Contractor's expenditures to evaluate compliance with meeting performance benchmark requirements of no less than 25% by June 30, 2026 of the total allocation.

10.5.2.3 Contractor shall submit timely expenditure reports, that allow CSD to evaluate Contractor's compliance with required performance benchmark levels. Based upon these reports, CSD may determine that Contractor has not met its 25% expenditure requirement and is out of compliance with this Contract. CSD may reduce or eliminate Contractor's grant allocation for the following contract year if Contractor is out of compliance and has not met the expenditure requirements.

10.5.2.4 Should the Contractor's actual expenditure trend indicate the Contractor is unlikely to meet the performance benchmark requirement of 25%, CSD may, at its sole option, notify Contractor in writing that Contractor's total remaining allocation, including capped budget items, and the proportionate balance of Admin and T&TA budget items, shall be de-obligated and reallocated. Notice of such action shall be issued

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

within 30 calendar days after Contractor's performance benchmark period as noted in Section 10.5.2.2.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 11 – FEDERAL AND STATE POLICY PROVISIONS

11.1 Certifications

11.1.1 Contractor's signature affixed to the Contract shall constitute a certification that to the best of its ability and knowledge it will, unless exempted, comply with the provisions set forth in the following:

11.1.1.1 Drug-Free Workplace Requirements, Contractor Certification Clauses 04/2017 (CCC -04/2017)

11.1.1.2 National Labor Relations Board Certification (CCC -04/2017)

11.1.1.3 Expatriate Corporations (CCC -04/2017)

11.1.1.4 Domestic Partners (CCC -04/2017)

11.1.1.5 Labor Code/Workers' Compensation (CCC-04/2017)

11.1.1.6 Americans with Disabilities Act (CCC-04/2017)

11.1.1.7 Contractor Name Change (CCC -04/2017)

11.1.1.8 Resolution (CCC -04/2017)

11.1.1.9 Air or Water Pollution Violation (CCC -04/2017)

11.1.1.10 Safeguarding Access to State Data (Department of Finance, Budget Letter 04-35)

11.1.1.11 Safeguarding Against and Responding to a Breach of Security Involving Personal Information (Office of Information Security and Privacy Protection, Management Memo 08-11).

11.1.2 The above documents are hereby incorporated by reference into this Contract. To access these documents, please visit the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Energy/Pages/Resources.aspx or https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/Standard-Contract-Language (CCC-04/2017) .

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

11.2 Provisions for Federally Funded Grants

11.2.1 Contractor certifies that it possesses legal authority to apply to the State for DOE WAP funds and assures compliance with the purposes as set forth in 42 USC §§ 6861 et seq., as amended.

11.2.2 Eligibility to Receive Federally Funded Public Benefits

Pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) (Public Law (Pub. L.) 104-193), as amended, and Executive Order W-13596, dated August 27, 1996, while in effect, applicants for federally funded public benefits are required to provide proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status. (8 USC §§ 1611, 1612, & 1642.) Contractor shall verify client eligibility in accordance with CSD Applicant Verification of Eligibility Procedures and Regulations, forms, and other written guidance provided by CSD.

11.2.3 Under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Section 508 (Pub. L. 104-208), and NO VERIFICATION REQUIREMENT FOR NONPROFIT CHARITABLE ORGANIZATIONS, Section 432 (d) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 USC § 1642 et seq.) as amended, Nonprofit charitable organizations are exempt from the requirement under this title to determine, verify, or otherwise require proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status of any applicant for such benefits in providing any Federal public benefit (as defined in 8 USC § 1611(c)) or any State or local public benefit (as defined in 8 USC § 1621(c)) (8 USC § 1642(d)).

11.2.4 Federal Funding Accounting Accountability and Transparency Act Reporting Requirement (FFATA) (Pub. L. 109-282).

Pursuant to the FFATA, CSD is required to report information regarding Contractors (sub-awardees) receiving DOE WAP funds. Contractor must complete CSD Form 279 and return with the Contract to enable CSD to comply with FFATA reporting requirements.

CSD may issue guidance and/or Amendment(s) to this Contract, establishing additional reporting requirements as necessary to ensure compliance with the FFATA or other Federal and State regulations, as applicable.

11.3 Federal Certifications Regarding Debarment, Suspension, and Related Matters

Contractor hereby certifies to the best of its knowledge that it or any of its officers, or any subcontractors:

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

11.3.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

11.3.2 Have not within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

11.3.3 Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in Section 11.3.2 above of this certification; and

11.3.4 Have not within a three (3) year period preceding this Contract had one or more public (federal, state, or local) transactions terminated for cause or default.

11.3.5 If any of the above conditions are true for the Contractor or any of its officers, Contractor shall describe such condition and include it as an attachment to Part I of the Contract. Based on the description, CSD in its discretion may decline to execute this Contract or set further conditions of this Contract. In the event any of the above conditions are true and not disclosed by Contractor, it shall be deemed a material breach of this Contract, and CSD may terminate this Contract for cause immediately pursuant to the termination provisions of State and federal law governing the DOE WAP.

11.3.6 As provided in this article, Contractor must certify in writing to the best of its knowledge that any subcontractor(s) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.

11.4 Affirmative Action Compliance

11.4.1 Each Contractor or subcontractor with 50 or more employees and contract of $50,000 or more shall be required to develop a written Affirmative Action Compliance Program.

11.4.2 The written program shall follow the guidelines Equal Employment Opportunity clause obligations set forth in 41 of the Code of Federal Regulations, Subtitle B, Part 601.40, Part 602.10 through 602.32, and Part 60741.1 through 60741.47.

11.4.3 Each Contractor or subcontractor with less than 50 employees shall comply with Executive Order 11246, Part II, Section 202, as amended by Executive

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Order 11375. Contractor shall ensure that subcontractors falling within the scope of this provision shall comply in full, with the requirements thereof.

11.5 Nondiscrimination Compliance

11.5.1 Contractor's signature affixed hereon shall constitute a certification that to the best of its ability and knowledge will, unless exempted, comply with the nondiscrimination program requirements set forth in this section.

11.5.2 Contractor hereby certifies compliance with the following:

11.5.2.1 Title VI and Title VII of the Civil Rights Act of 1964, as amended (42 USC §§ 2000d et seq. and 2000e et seq.);

11.5.2.2 The Rehabilitation Act of 1973, as amended (29 USC §§ 701 et seq.);

11.5.2.3 Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (38 USC § 4212 et seq.; 41 CFR Subtitle B, Part 60-300);

11.5.2.4 Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (regulations implementing Executive Orders 11246 and 11375) (41 CFR Subtitle B, Chapter 60, as amended); and

11.5.2.5 Americans with Disabilities Act of 1990 (Pub. L. 101-336, 42 USC § 12101 et seq.).

11.6 Contractor Fair Hearing - Civil Rights Act Violation

11.6.1 In the event of any violation or alleged violation of Title VI of the Civil Rights Act of 1964, as amended, (42 USC § 2000d et seq.), Contractor has the right to request a fair hearing in response to such violation or alleged violation within 30 calendar days from the date of such action.

11.6.2 The State shall conduct such fair hearing in accordance with Title 45, Code of Federal Regulations, Part 81.

11.7 Specific Assurances

11.7.1 Pro-Children Act of 1994

11.7.1.1 This Contract incorporates by reference all the nonsmoking policy provisions set forth in the Pro-Children Act of 1994 (20 USC § 6083).

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

11.7.1.2 Contractor further agrees that the above language will be included in any subcontracts that contain provisions for children's services and that all subcontractors shall certify compliance accordingly.

11.7.2 American-Made Equipment/Products

Contractor shall assure, pursuant to the Buy American Act of 1933 (41 USC § 8301 et seq.), to the extent practicable, that all equipment and products purchased with funds made available under this Contract shall be American made.

11.7.3 Federal and State Occupational Safety and Health Statutes

Contractor assures that it shall be in compliance with the provisions as set forth in Federal and State Occupational Safety and Health Statutes (federal and Cal/OSHA); the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health & Safety Code §§ 25249.5 et seq.); Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program) (60 FR 25492, codified at 40 CFR Part 273); and California Workers' Compensation laws (Labor Code §§ 3200 et seq.).

11.7.4 Political Activities

11.7.4.1 Contractor shall refrain from all political activities if such activities involve the use of any funds that are the subject of this Contract.

11.7.4.2 Contractor is prohibited from any activity that is designed to provide voters or prospective voters with transportation to the polls or to provide similar assistance in connection with an election if such activities involve the use of any funds that are subject to this Contract.

11.7.5 Lobbying Activities

11.7.5.1 Contractor shall refrain from all lobbying activities if such activities involve the use of any funds that are the subject of this Contract or any other fund, programs, projects, or activities that flow from this Contract.

11.7.5.2 If Contractor engages in lobbying activities, Contractor shall complete, sign and date the CERTIFICATION REGARDING LOBBYING/DISCLOSURE OF LOBBYING ACTIVITIES, as required by federal law under 2 CFR § 200.450.

11.7.6 Performance of Work in United States

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

All work performed under this Award must be performed in the United States. If the Contractor fails to comply with the Performance of Work in the United States requirements, the Contractor will not be reimbursed for work performed.

11.7.7 Use of Program Income

If the Recipient earns program income during the project period as a result of this Award, the Recipient may add the program income to the funds committed to the Award and use to further eligible project objectives.

11.8 Publications

11.8.1 Contractor is encouraged to publish or otherwise make publicly available the results of the work conducted under the award, subject to compliance with Section 11.8.2 below.

11.8.2 An acknowledgment of DOE support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:

Acknowledgment:
"This material is based upon work supported by the Department of Energy [National Nuclear Security Administration] [add name(s) of other agencies, if applicable] under Award Number(s) [enter the award number(s)]."

Disclaimer:
"This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

11.9 Decontamination and/or Decommissioning (D&D) Costs

Notwithstanding any other provisions of this Contract, neither the State nor Federal Government shall not be responsible for or have any obligation to the recipient for: (i) Decontamination and/or Decommissioning (D&D) of any of the recipient's facilities, or (ii) any costs which may be incurred by the recipient in connection with the D&D of any

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

of its facilities due to the performance of the work under this Contract, whether said work was performed prior to or subsequent to the effective date of this Contract.

11.10 Executive Order N-6-22 Russia Sanctions

On March 4, 2022, Governor Newson issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering into any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

11.11 Prohibition on Certain Telecommunications and Video Surveillance Equipment or Services

11.11.1 As set forth in 2 CFR 200.216, Contractor is prohibited from obligating or expending project funds (federal and non-federal funds) to:

11.11.1.1 Procure or obtain covered telecommunications equipment or services;

11.11.1.2 Extend or renew a contract to procure or obtain covered telecommunications equipment or services; or

11.11.1.3 Enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services.

11.11.2 As described in section 889 of Public Law 115-232, "covered telecommunications equipment or services" means any of the following:

11.11.2.1 Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

11.11.2.2 For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

11.11.2.3 Telecommunications or video surveillance services provided by such entities or using such equipment; and

11.11.2.4 Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

11.11.3 For the purposes of this section, "covered telecommunications equipment or services" also include systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. For additional information, see section 889 of Public Law 115-232 and § 200.471.

11.12 Trafficking in Persons

11.12.1 Non-Profit contractors and non-profit contractor's employees must not engage in:

11.12.1.1 Severe forms of trafficking in persons;

11.12.1.2 The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;

11.12.1.3 The use of forced labor in the performance of this award or any subaward; or

11.12.1.4 Acts that directly support or advance trafficking in persons, including the following acts:

11.12.1.4.1 Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

11.12.1.4.2 Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

11.12.1.4.2.1 Exempted from the requirement to provide or pay for such return transportation by the federal department or agency providing or

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

entering into the grant or cooperative agreement; or

11.12.1.4.2.2 The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action.

11.12.1.4.3 Soliciting a person for the purpose of employment, or offering employment, by means materially false or fraudulent pretenses, representations, or promises regarding that employment;

11.12.1.4.4 Charging recruited employees a placement recruitment fee; and

11.12.1.4.5 Providing or arranging housing that fails to meet the host country's housing and safety standards.

11.12.2 Employee means either:

11.12.2.1 An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or

11.12.2.2 Another person engaged in the performance of this project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

11.12.3 The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude," have the meanings given at Section 103 of the TVPA, as amended (22 U.S.C. 7102).

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

STATE CONTRACTING REQUIREMENTS GTC 02/2025

ARTICLE 12 – GENERAL TERMS AND CONDITIONS GTC 02/2025

Contractor may find the required California General Terms and Conditions (GTC 02/2025) at the following web address:

Standard Contract Language

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 13 - DEFINITIONS

All terms used in this Contract shall be those as defined in applicable federal and state law (see 42 USC §§ 6861 et seq.) and regulation (see 2 CFR Part 200 and 10 CFR Part 440), or as more specifically defined as:

Administrative Costs: Actual costs for auxiliary functions such as salaries, wages, workers compensation, and fringe benefits for administrative staff, facilities, utilities, office and computer equipment, telephone, travel, accounting, auditing, monitoring assistance, office supplies, and like services necessary to sustain the direct effort involved in administering a grant program or an activity providing services to the grant program. Includes incurred costs associated with participation and attendance to policy advisory committee meetings and workgroups.

Amendment: A formal change to the Contract of a material nature including but not limited to the term, scope of work, or name change of one of the Parties, or a change of the maximum amount of this Contract.

Ancillary Supplies: Ancillary supplies are additional low-cost materials or supplies (e.g., nuts, bolts, screws, and washers) necessary to install a weatherization measure and not easily identifiable to a specific measure or dwelling. Costs of ancillary supplies that benefit multiple programs must be prorated accordingly. Costs must be directly associated to net changes in inventory and not associated with materials chargeable to another measure line item. Reimbursement for ancillary supplies is not allowable for subcontractors.

Authorized Agent: The duly authorized representative of the Board of Directors of Contractor and duly elected or appointed, qualified, and acting officer of CSD. In the case of Contractor, CSD shall be in receipt of board resolution affirming an agent's representative capacity to bind Contractor to the terms of this Contract.

California Certified Inspector/Risk Assessor Contractor: An individual who is certified by the State of California, Department of Public Health, as a lead-related construction Inspector/Risk Assessor.

California Energy Commission (CEC) Climate Zone: The CEC established 16 climate zones that represent a geographic area and that have a particular weather pattern. These climate zones are based on energy use, temperature, weather, and other factors that determine the types of building standards that are subject to the Title 24 Energy Efficiency Standards and that dictate the energy conservation measures that must be installed in a weatherized dwelling, as required by law.

Call-Back: A call-back occurs when a measure fails (either during inspection, or later within the warranty period) and must be corrected by an agency. The required warranty

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

periods are defined in CSD TRM. Warranty corrections are required under both LIHEAP and DOE WAP, however, under DOE WAP, Contractor is required to notify CSD for billing instructions and DOE is required to be notified of all call-backs.

Certification Date: The date the applicant is deemed eligible and the agency commits to provide services. The certification date should not be before the intake date.

Certified Lead-Free: Residential property that has been determined by a California Certified Inspector/Risk Assessor Contractor to be absent from the presence of lead-based paint.

Certified Lead-Safe: Residential property in which lead-painted surfaces are intact and/or have been treated with measures to stabilize and eliminate lead-paint hazards and that, as such, poses no immediate threat to the occupants as determined by a California Certified Inspector/Risk Assessor Contractor.

Certified Translator: A translator that has been certified to translate a specific language and are often members of a professional translation association such as American Translators Association and American Literary Translators Association, etc.

Children: Members of a household who are 19 years of age or younger.

Client Education/Counseling: Includes, but is not limited to, providing client with written information describing energy-saving behavioral adjustments that will decrease the energy consumption of the household; providing client with resource information, referral, and budget counseling in order to assist clients in achieving self-sufficiency; providing client with mold and lead-safe education and advising client of the benefits of weatherization in their homes.

Client Needs Assessment: The act of acquiring additional and appropriate information from an eligible client to determine the needs that can be served by Contractor and other available programs AFTER eligibility has been established.

Contract: The complete contents of this contract entered into by and between CSD and Contractor, including all rights, duties, and obligations, whether expressed or implied, required toward the legal performance of the terms hereof.

Contractor: The entity (partnership, corporation, agency, or association) designated on the face sheet (STD 213) of this Contract.

Contractor Average Cost Per Unit (ACPU): Represents the maximum allowable average cost per dwelling unit for weatherization services, defined as the aggregate of Total Program Operations divided by number of units completed. Under this contract, the Contractor maximum allowable ACPU for Annual DOE WAP Program Year

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

2025 (January 1, 2026 through June 30, 2026) is set at $8,547. This average also applies to units completed in a multifamily building of 5 units or greater.

The formula for determining the Contractor ACPU is:

Total Program Operations divided by Total Completed Units

Total Program Operations consists of the following:

-
- Outreach and Its Related Costs
- Direct Program Activities
- Major Vehicles and Equipment Purchases (more than $10,000)
- Minor Vehicle & Field Equipment (less than $10,000)
- General Operating Costs
- Other Program Costs (refer to list below)
- Automation Costs

Other Program Costs consist of the following:

- Wages – Field Staff
- Wages – Program Management & Support
- Workers' Compensation
- Travel and Per Diem
- Disposal Fees
- Ancillary Supplies
- Waste Breakage
- Vehicle & Equipment Repair, Maintenance, Fuel
- Historic Preservation Review Costs

CSD: The Department of Community Services and Development, State of California.

CSD Program Advisory (CPA): The purpose of the CPA is to provide information, correct problems, contradictions and uncertainty. A CPA serves as short-term guidance or transitional in nature, to inform or direct immediate action to correct a problem or provide relief from an obligation.

CSD Program Notice (CPN): The purpose of the CPN is to supplement contractual requirements and facilitate program implementation. A CPN serves as long term guidance to summarize or interpret regulations or contract requirements.

Database Transfer: A method wherein contractors utilize a local database platform to provide CSD with downloaded client and other program data.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Diagnostic Testing: Series of testing protocols performed under the weatherization program involving the use of specialized tools to assess: the operating condition of combustion appliances for general safety and carbon monoxide emission levels, and pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air infiltration. Diagnostic tests shall only be performed by qualified individuals possessing the required skill and training needed to perform diagnostic testing activities.

Direct Program Activities: Activities associated with the installation of measures in dwellings to include labor, materials, subcontractors, and lead-safe weatherization materials, and other program costs.

Disposal Fees: A fee or expense charged by a third-party waste removal entity and/or the direct cost incurred by a contractor for the action of removing or getting rid of refuse, unwanted, and/or hazardous materials left over from the weatherization process.

DOE: The United States (U.S.) Department of Energy that provides funds for the Weatherization Assistance Program for Low-Income Persons. This program is authorized by Title IV of the Energy Conservation and Production Act (Pub. L. 94385). The federal regulations for this program are in 10 CFR Part 440 and DOE Financial Assistance Rules at 2 CFR 200.

Dwelling Assessment: The process used to evaluate the service needs of an eligible dwelling for weatherization services offered under the DOE and LIHEAP weatherization programs. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Dwelling Unit: A house, including a stationary mobile or manufactured home, an apartment, a group of rooms, or a single room occupied as separate living quarters.

Electronic File: A contract or other record created, generated, sent, communicated, received, or stored by electronic means.

Elderly: An individual 60 years of age or older.

Energy Audit: An energy audit is an analysis tool intended to be used by the weatherization agencies for the purpose of determining a list of cost-effective measures for a specific dwelling.

Energy Burden: The expenditures of the household for home energy divided by the income of the household.

Environmental Testing: Environmental testing is limited to asbestos testing when a major energy savings measure might be sacrificed as a result of Presumed Asbestos Containing Material (e.g., for vermiculite insulation) and shall be in accordance

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

with all CSD policies and procedures and in compliance with all Federal and State regulations. Allowable costs include actual labor costs while on the jobsite and testing fees.

Estimated Budget Allocation: The estimated dollar amount of DOE annual funding, based on the Final Allocation from the 2025 DOE WAP Contract, used to facilitate the completion of budgets, fiscal and local planning efforts in the event this Contract is executed prior to federal authorization of the full annual allocation of DOE funding and funded under Continuing Resolution appropriations.

Final Allocation: The actual amount of funds available to Contractor under this Contract after CSD receives the notice of grant award for the full annual allocation based on the appropriation by Congress for Federal Fiscal Year 2025, and DOE's approval of the Weatherization Grant Application, as publicly announced by CSD's Director or designee, subsequent to the execution of this Contract.

General Heat Waste Measures: A subcategory of weatherization measures designed specifically to improve energy efficiency by reducing general heat and cooling waste within the dwelling. General Heat Waste Measures include: air conditioning/furnace filter replacements, hot water flow restrictors and low-flow showerheads, water heater blankets, and water heater pipe wrap.

General Operating Costs: Costs that are directly allocable to those costs defined as related facilities, office and computer equipment, office supplies, telephone, travel and materials, and activities to prevent exposure to COVID-19 as allowable program costs.

Hazardous Condition: Any condition posing an immediate health and safety threat to the client and/or persons working in the dwelling unit. Hazardous conditions include, but are not limited to: Combustion Appliance Safety (CAS) hazards, appliance-related hazards, and electrical hazards as defined in the CSD TRM.

Health and Safety Activities: A subcategory of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. The measures include CO alarms, smoke alarms, heating/cooling, mechanical ventilation, water heater repairs and replacements, thermostats, lead-safe weatherization and kitchen exhaust repair and replacements. When heating or cooling (and their associated thermostat) and water heaters will be repaired or replaced under DOE WAP, these measures will require an energy audit. Costs associated with Health and Safety measures are limited to the allowable maximum amount specified in the DOE WAP Budget and are excluded from the calculations for the Contractor Average Cost Per Unit.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Health and Safety Allowable Max Percentage: A category of weatherization measures installed to mitigate health and safety hazards generated by combustion appliances and to preserve or improve indoor air quality. Health and Safety Activities may include installation of measures such as CO alarms, smoke alarms, heating/cooling, mechanical ventilation, water heater repairs and replacements, thermostats, lead-safe weatherization and kitchen exhaust repair and replacements among others. The classification of measures is not included in the Contractor ACPU calculation but is subject to a separate Health and Safety allowable maximum percentage.

Health and Safety Formula: The formula to calculate the allowable maximum for Health and Safety expenditures is:

Program Operations (refer to Program Operations – Article 13 Definitions) multiplied by the current Health and Safety Allowable Maximum Percentage.

Heating/Air Conditioning Appliance Repairs/Replacements: The complete unit replacement adjustments of gas pressure and/or air/fuel mixture, replacement of thermocouples, adjustment of refrigerant charge, filter replacements, or other component repairs or replacements necessary for safe and efficient operation.

High Residential Energy User: A low-income household whose residential energy expenditures exceed the median level of residential expenditures for all low-income households in the State.

Home Energy Rating System (HERS) Provider, also referred to as HERS Rater: An entity or individual recognized by the California Energy Commission as a HERS Provider and certified in performing the necessary field and diagnostic testing verifications for demonstrating compliance with the 2016 Building Energy Efficiency Standards. HERS will be renamed as Energy Code Compliance (ECC) Program beginning January 1, 2026.

HUD Unit: A housing unit participating in a U.S. Department of Housing and Urban Development (HUD) Assisted Housing Program.

Infiltration Reduction Measures: A subcategory of weatherization measures installed in or applied to dwellings to reduce or stop the uncontrolled flow of conditioned air out of the dwelling or the uncontrolled flow of outside air into conditioned areas in the dwelling. Infiltration reduction is best accomplished with shell leakage technology.

Intake Date: The date the agency receives or accepts the application.

Intellectual Property: Patents, trademarks, copyright, mask works, protected data, and other forms of comparable property protected by Federal law and foreign counterparts.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Knob and Tube Wiring: Costs to obtain knob-and-tube wiring "Notice of Survey by Electrical Contractor" and installation of simple overcurrent protection (breakers or S-type fuses) shall be billed to "Mandatory Assessments and Diagnostics - Permits."

Liability Insurance: Insurance coverage to protect against claims alleging one's negligence or inappropriate action resulting in bodily injury or property damage. Related costs shall mean those actual costs allocated for insurance bonds, general liability insurance, and pollution occurrence insurance. Pollution occurrence insurance is optional.

Limited Home Repair: Limited Home Repair (LHR): Those repairs that have a direct association with weatherization measures being installed and are necessary for the effective performance or preservation of weatherization materials or are related to activities that eliminate a health and safety hazard that would otherwise prevent weatherization or protects/preserves the installation of a health and safety measure.

LHR shall NOT include:

a. Any other measure or associated incidental repair that has a chargeable line item, including Minor Envelope Repair items.

b. Repairs to the dwelling that are outside of the program scope, including but not limited to, handicap ramps, major roof repairs, or correction to structural issues that are a mandatory deferral condition.

Major Vehicle and Field Equipment Costs: Actual Costs associated with the purchase of the vehicle, office equipment and / or field equipment costing $10,000 or more and used for the delivery of direct services. Pre-approval from the DOE is required. Field equipment means diagnostic equipment and related equipment. Purchases must follow all federal and state rules and regulations governing DOE pertaining to procurement standards.

Materials: Materials are those allowable items that are installed in or on the dwelling to promote energy conservation. All materials shall be in conformance with the CSD TRM and 10 CFR Part 440, Appendix A – Standards for Weatherization Materials.

Maximum Amount: The dollar amount reflected on line 3 of the face sheet (STD 213) of this Contract, as amended to reflect the Final Allocation for the term of this Contract.

Migrant Farm Worker: A seasonal farm worker who performs or has performed farm work during the eligibility determination period (any consecutive 12-month period within the 24-month period preceding application for program benefits and/or services) that requires travel such that the worker is unable to return to his/her

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

domicile (permanent place of residence) within the same day. Migrant farm worker is not a term used in the contract but is captured for reporting purposes in CSD's Weatherization Database and Intake Form (CSD 43).

Minor Envelope Repairs: Those repairs that have a direct association with weatherization measures being installed, and are necessary to stop infiltration and general heat waste. Minor Envelope Repairs shall be limited to the following:

a. Identified infiltration repairs, including the patching of holes in the building envelope (ceiling, floor, or walls) to the exterior that are too big to caulk;

b. Sealing of thermal bypasses when no insulation will be installed;

c. Replacement of missing or broken attic/crawl space access covers; installation of an access where one does not exist, or enlargement of an existing access; and

d. Fireplace chimney damper repair or installation, or installation of glass fireplace doors when a damper is not feasible.

Minor Envelope Repairs shall NOT include:

a. Any other measure or associated incidental repair that has a chargeable line item, including Limited Home Repair (LHR) items;

b. Kitchen cabinet repairs and retrofits; and

c. Repairs to the dwelling that are outside of the program scope, including but not limited to, handicap ramps, major roof repairs, or correction to structural issues that are a mandatory deferral condition.

Minor Vehicle and Field Equipment Costs: Actual costs associated with the purchase of vehicle, office equipment and field equipment with per unit fair market value of $10,000 or less used for the purpose of delivery of direct services. Field equipment means diagnostic equipment and related equipment. Purchases must follow all federal and state rules and regulations governing DOE pertaining to procurement standards.

Mobile or Manufactured Home: A manufactured home regulated by the California Department of Housing and Community Development (HCD) that is built on a trailer chassis and designed for highway delivery to a permanent location, and it can be a single-, double-, or triple-wide home. To receive weatherization services under a CSD program, a mobile home must be a permanent, full-time residential dwelling with a floor area of at least 330 square feet.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Modified Dwelling Assessment: The process used to evaluate the limited service needs of an eligible dwelling that has been previously weatherized under the DOE or LIHEAP weatherization programs. The assessment is limited in scope and does not encompass a re-assessment of the entire dwelling unless measures have exceeded their useful life under DOE. Assessments limited to ECIP EHCS work on dwellings not receiving weatherization services are to be included in the cost of the ECIP measure. An assessment shall be performed by qualified individuals possessing the required skill and training needed to perform assessment activities.

Modification: An immaterial change to this Contract that does not require an Amendment.

Multi-Unit Dwellings (MUDs) also known as Multi-Family Buildings (MFBs): Defined as residential dwelling structures containing multiple residential units within a single building, to include: duplexes, triplexes, fourplexes, and multi-unit apartments.

Natural Disaster: A weather event (relating to cold or hot weather), flood, earthquake, tornado, hurricane, or ice storm, or an event meeting such other criteria of the Department of Energy, in the discretion of DOE, may determine to be appropriate. For the purpose of the DOE WAP Disaster Relief Plan, emergency services may be provided to low-income individuals and families affected by a natural disaster when the event is declared by a Presidential or Gubernatorial Order as a Federal or State Emergency.

Nonprofit Charitable Organization: is defined by the Internal Revenue Code, Section 501(c)(3) (26 USC § 501(c)(3)). Section 501(c)(3) is a tax law provision granting exemption f23rom the federal income tax to non-profit organizations. 501(c)(3) exemptions may apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.

Outreach and Its Related Costs: Outreach activities are designed to ensure that eligible households, especially households with elderly and/or disabled individuals with high home energy burdens, are made aware of the assistance available. Costs relating to these activities may include: developing outreach materials (flyer/brochure information packets), advertising costs, printing costs, outreach mailers to targeted households, travel to outreach sites and related facilities, site costs, and the referral of eligible households to assistance providers in the community. Intake and assisting with the completion of an intake form are not considered outreach or a related cost.

Parties: CSD on behalf of the State of California and the Contractor.

Primary Heating and Cooling Source: When a home has more than one heating and/or cooling source, one of the following shall be considered the primary unit:

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

a. The appliance that provides conditioned air for the dwelling's primary common living area (i.e., occupied during waking hours); or

b. The unit providing conditioned air to the largest volume of living space; or

c. The unit with the largest heating/cooling capacity/output (Btu or tons). In a two-story home that has a separate heating and/or cooling source on each floor, the unit on the ground floor is considered the primary heating and/or cooling source, with the following exception;

d. If the larger capacity/output unit is upstairs, it may be considered the primary unit.

Only the primary heating and/or cooling source (one unit per dwelling) shall be repaired or replaced. It may be one that provides:

a. Heating only; or

b. Cooling only; or

c. Heating and cooling.

Priority List: The list of energy conservation measures determined to be cost effective by a measure evaluation process. These measures may be installed in the specified type of dwelling in the specified climate zone without performing an energy audit. Allowable measures are contained in CSD's DOE Priority List Protocol.

Program: Weatherization services provided under 42 USC §§ 6861 et seq., as amended.

Program Income: Program income means gross income earned by the recipient or subrecipient that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in § 200.307(c). Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees, and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See § 200.407. See also 35 U.S.C. 200-212 "Disposition of Rights in Educational Awards," which applies to inventions made under Federal awards.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

Program Operations: Program Operations is a mandated DOE budget category and is defined as the direct costs necessary to affect the weatherization of an eligible dwelling unit. Program Operations is comprised of the following CSD budget line items:

a. Outreach
b. Direct Program Activities
c. Major Vehicle and Field Equipment ($10,000 or greater)
d. Minor Vehicle and Field Equipment (less than $10,000)
e. General Operating Costs
f. Other Program Costs (refer to Other Program Costs – Article 13 Definitions)Automation Costs

Re-weatherization: Providing weatherization services to a dwelling that was previously weatherized under DOE WAP, DOE ARRA, HUD, USDA, LIHEAP, or other Federal Funds within the past 15 years from the date of post inspection.

Ride-along: A representative of the Contractor who accompanies a designated third-party inspector while performing on-site inspections. CSD requires that, when possible, a ride-along be sufficiently trained to make necessary corrections during inspections, thereby minimizing or eliminating the need for return trips that may inconvenience the client and/or require re-inspection in accordance with the CSD TRM.

Seasonal Farm Worker: A person who during the eligibility determination period (any 12-month period within the 24-month period preceding application for program benefits and/or services) was employed at least 25 calendar days in farm work or earned at least $400 in farm work and who has been primarily employed in farm work on a seasonal basis, without a constant year-round salary. *Seasonal farm worker is not a term used in the Contract but is captured for reporting purposes in CSD's Weatherization Database and Intake Form (CSD 43).*

Separate Living Quarters: Living quarters in which the occupant(s) do not live and eat with any other person(s) in the structure and which have either: (1) direct access from the outside of the building or through a common hall; or (2) complete kitchen facilities for the exclusive use of the occupant(s). The occupant(s) may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

Shelter: A dwelling unit or units whose principal purpose is to house on a temporary basis for individuals who may or may not be related to one another and who are not living in nursing homes, prisons, or similar institutional care facilities.

Single-Family Dwelling: A dwelling structure containing no more than one dwelling unit.

State: The State of California, Department of Community Services and Development.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

SUBVENTION CONTRACT

Subcontract: A separate contract or agreement entered into by and between Contractor and Subcontractor to fulfill direct program or administrative tasks in support of this Contract.

Subcontractor: An entity (partnership, corporation, association, agency, or individual) that enters into a separate contract or agreement with Contractor to fulfill direct program or administrative tasks in support of this Contract.

Training and Technical Assistance: Training and Technical Assistance activities are activities designed to aid in the development and skill of weatherization crewmembers and program staff in supporting the DOE program.

Vehicle Insurance: Insurance purchased for cars, trucks, and other vehicles related for the delivery of direct programs services.

Vendor: An individual, sole proprietorship, firm, partnership, corporation, or any other business venture from which materials and goods are supplied and purchased.

Vulnerable Populations: Young children (ages 19 years or under), disabled, and elderly persons (ages 60 or older).

Weatherization Training and Its Related Costs: Costs associated with the training of personnel or subcontractors as specified in Article 9.1 of this Contract. Training may also include internal contractor training, safety training, and attendance at weatherization-related training to include EPD system training or other forms of weatherization training sponsored by DOE, CSD and/or other organizations. Related costs may include salary/wages, materials, fees, and travel. Excludes incurred costs associated with participating and attendance at policy advisory committee meetings and workgroups.

Workers' Compensation: Insurance that covers medical and rehabilitation costs and lost wages for employees injured at work. Workers' Compensation shall mean those actual costs associated with workers' compensation coverage for program staff whose salaries and wages are chargeable under program costs.

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

ARTICLE 14 - TABLE OF FORMS AND DOCUMENTS INCORPORATED BY REFERENCE

The following forms and documents are available on the CSD Local Agencies Portal website at https://agencies.csd.ca.gov/home/Pages/Home.aspx.

14.1 Forms to be returned with signed contract:

14.1.1 2025 DOE Weatherization Budget (CSD 570);

14.1.2 DOE Weatherization Priority Plan Narrative (CSD 793)

14.1.3 Certification Regarding Lobby/Disclosure of Lobbying Activities;

14.1.4 Executive Director and Board Roster (CSD 188); and

14.1.5 Federal Funding Accountability and Transparency Act Report (CSD 279).

14.2 The following documents are hereby incorporated by this reference:

14.2.1 2025 DOE Numbers, Contractors, and Service Territories (see most recent);

14.2.2 Reimbursement Rates for Weatherization Activities (see most recent);

14.2.3 Training Policies and Procedures (TPPM) Training Tables;

14.2.4 Supplemental Audit Guide (under "Contract Resources); and

14.2.5 Contractor's Annual DOE WAP – Participation Requirements and Application.

14.3 The following CPAs and CPNs are incorporated by reference:

14.3.1 CPA-A-12-01 Procedure Guidance with NCB Procurement Worksheet

14.3.2 CPN-A-17-01 Equipment Use and Disposition Requirements

14.3.3 CPN-A-18-01 Program Income

14.3.4 CPA-E-18-005 Expenditure Reconciliation Policy and Procedure

14.3.5 CPN-E-19-001 Working Capital Advance

14.3.6 CPN-E-19-002 Energy Reimbursement Policies and Procedures

14.3.7 CPN-E-20-01E Guidance and Program Relief for Local service Providers Directly

Docusign Envelope ID: A26595C7-19E9-4793-9749-349973D3AA48

Impacted by the Novel Coronavirus (COVID-19)

14.3.8 CPA-E-20-03 Removal of previously issued CSD Energy Division Program Advisories and Program Notices

14.3.9 CPN-E-20-05 Transferring funds

14.3.10 CPA-E-21-02E Revised Weatherization Forms Implementation

14.3.11 CPA-E-21-04 Previously Weatherized DOE WAP Dwelling Requirements

14.3.12 CPN-E-23-01 Title 24 Updates

14.3.13 CPN-E-23-03 Training Policies and Procedures Manual Release

14.3.14 CPN-E-23-03M1 Training Policies and Procedures Manual Modification

14.3.15 CPA-E-23-04 Establishment of Confirmation ID Codes to Facilitate the Validation and Reporting of Eligible DOE Dwellings

14.3.16 CPN-E-23-08 Previously Weatherized Dwelling Verification

14.3.17 CPN-E-23-08M1 Previously Weatherized Dwelling Verification

14.3.18 CPN-A-24-01 Single Audit Requirements

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 21, 2026

Subject: *Agenda Item 4e:* Annual Budget for Fiscal Year 2026/2027 - **Info Item**

The annual budget for the fiscal year beginning March 1, 2026 is presented using the following functional categories:

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

The annual operating budget (program services and support services) of $140,451,503 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2026/2027 is 5.8% greater than the prior year. Attached is the FY 2026/2027 annual budget with category support schedules.

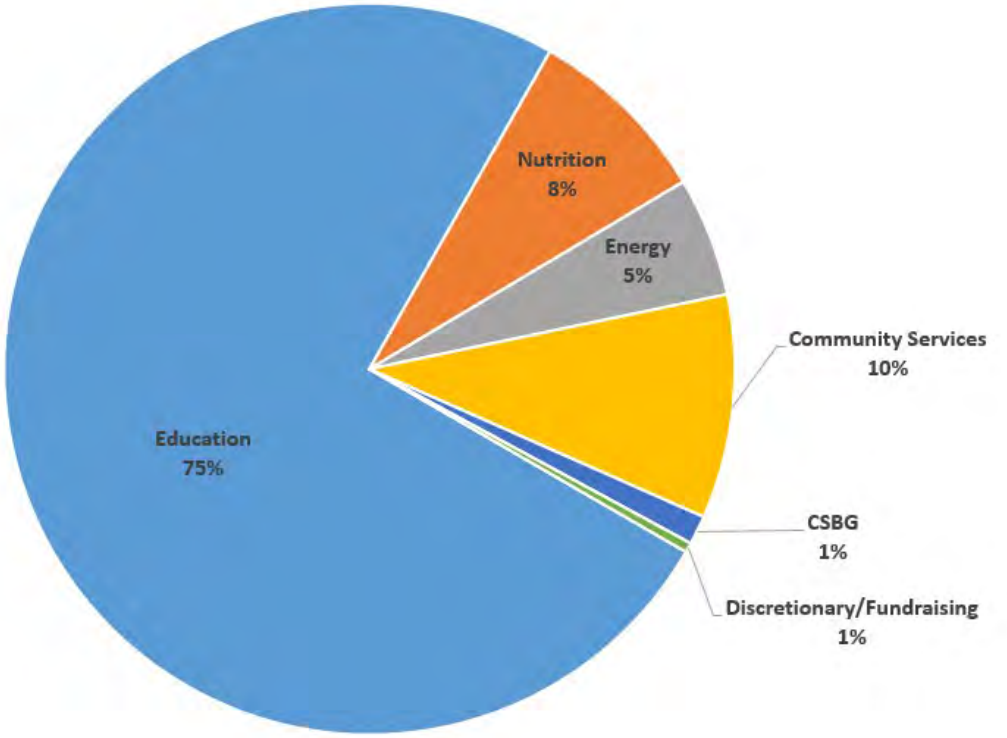
Indirect revenue is projected to be $13,983,484 which is 20.2% greater than the prior year. This increase is due to the changed of de minimis indirect from 10% to 12%.

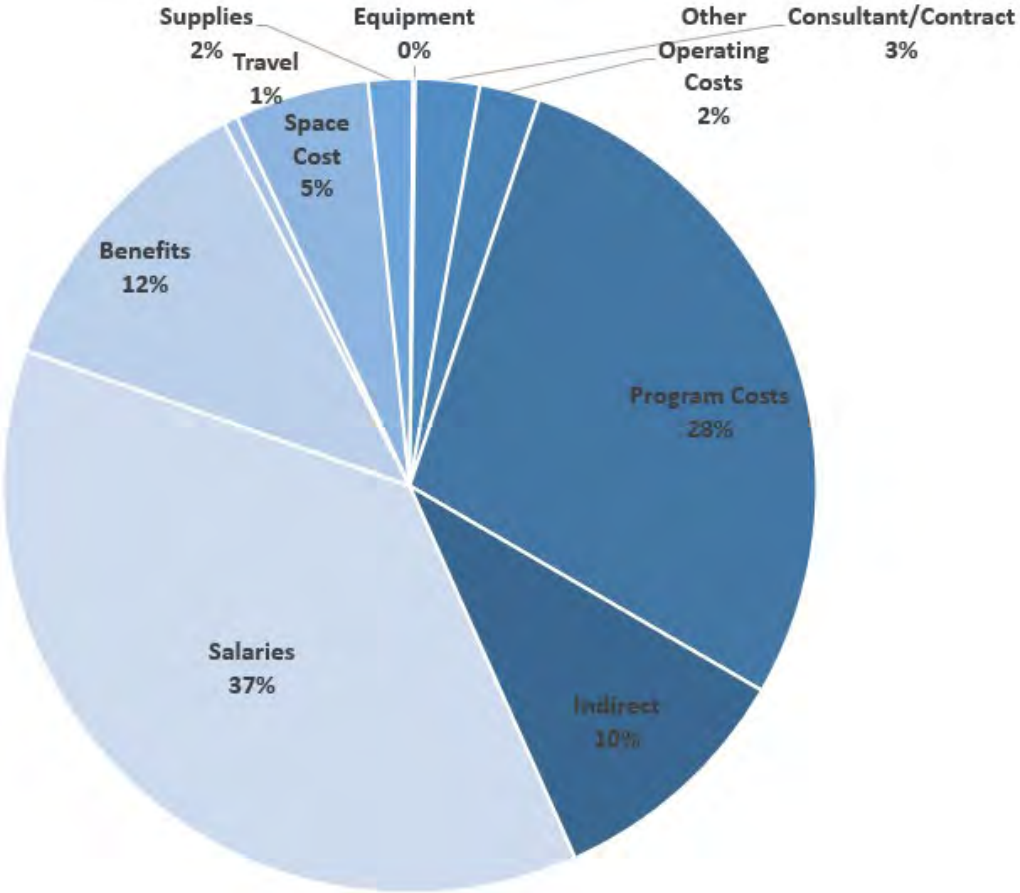
The Indirect expenditure of $13,176,168 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 20.4% greater than the prior year. In conjunction with the change in the Indirect rate to 12%, the Indirect Budget reflects projected costs for moving staff previously assigned to program costs over to the indirect budget. Personnel costs represent 75.3% of the indirect budget and 24.7% is for operating costs. Attached is a comparison of the Indirect budget for five years.

The 2026/2027 budget is presented today for discussion and feedback, it will be brought to the Budget and Finance Committee in February for review and approval.

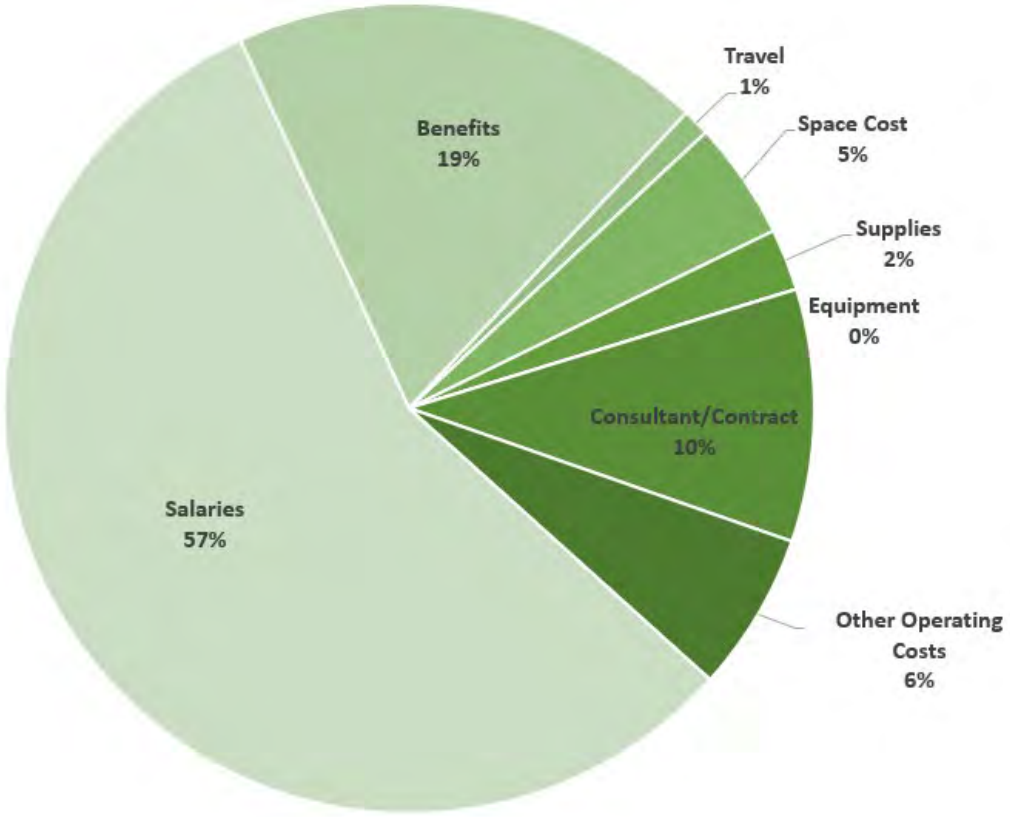
Attachments:
Annual Budget for FY 2026/27
Indirect Budget Comparison for Five Years

AGENCY BUDGET





INDIRECT BUDGET BREAKDOWN



COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 106,357,622	$ 9,693,565	$ 7,356,572	$ 10,163,416	$ 1,802,115	$ -	$ 135,373,290	$ -
Head Start Subsidy for CACFP	(1,157,977)	1,157,977	-	-	-	-	-	-
Private Revenue	-	-	63,936	3,715,839	-	-	3,779,775	-
Other Revenue	-	299,357	-	26,000	-	30,000	355,357	13,983,484
Donations	-	376,008	-	3,007	-	-	379,015	-
Total Revenue	**$ 105,199,645**	**$ 11,526,907**	**$ 7,420,508**	**$ 13,908,262**	**$ 1,802,115**	**$ 30,000**	**$ 139,887,437**	**$ 13,983,484**
Expenditures								
Salaries	38,310,569	4,587,972	2,769,656	5,159,887	945,735	280,847	52,054,666	7,443,532
Benefits	12,375,549	1,484,997	886,289	1,735,537	378,559	97,659	16,958,590	2,482,552
Travel	545,086	90,986	50,000	70,478	18,750	8,100	783,400	143,000
Space Cost	3,518,156	939,161	396,500	2,341,099	200,446	24,000	7,419,362	419,412
Supplies	1,804,230	187,641	100,000	308,675	60,855	19,500	2,480,901	324,572
Equipment	-	-	-	120,000	-	-	120,000	-
Consultant/Contract	1,485,575	17,554	1,538,131	539,451	875	2,000	3,583,586	1,327,500
Other Operating Costs	1,703,800	445,652	505,338	557,069	35,725	102,060	3,349,644	834,600
Program Costs	34,577,866	2,746,552	500,000	1,813,808	2,000	1,250	39,641,476	-
Depreciation	64,400	5,000	-	11,994	-	(5,000)	76,394	201,000
Indirect	10,814,414	1,021,392	674,594	1,250,264	159,170	63,650	13,983,484	-
Total Expenditures	**$ 105,199,645**	**$ 11,526,907**	**$ 7,420,508**	**$ 13,908,262**	**$ 1,802,115**	**$ 594,066**	**$ 140,451,503**	**$ 13,176,168**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (564,066)**	**$ (564,066)**	**$ 807,316**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
(PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 7,532,509	$ (1,511,362)	$ (381,040)	$ (1,034,219)	$ 10,788	$ -	$ 4,616,676	$ -
Head Start Subsidy for CACFP	475,248	(475,248)	-	-	-	-	-	-
Private Revenue	-	-	(346,509)	3,423,119	-	-	3,076,610	-
Other Revenue	-	15,110	-	26,000	-	(65,578)	(24,468)	2,346,444
Donations	-	-	-	3,007	-	-	3,007	-
Total Revenue	**$ 8,007,757**	**$ (1,971,500)**	**$ (727,549)**	**$ 2,417,907**	**$ 10,788**	**$ (65,578)**	**$ 7,671,825**	**$ 2,346,444**
Expenditures								
Salaries	(689,355)	(498,877)	(256,974)	877,777	(4,577)	(22,314)	(594,320)	1,258,341
Benefits	684,692	(181,605)	(80,270)	388,172	96,179	(6,284)	900,884	535,656
Travel	(291,910)	(24,681)	(30,650)	3,736	(25,101)	(17,200)	(385,806)	29,800
Space Cost	48,792	210,434	143,500	(854,194)	(53,235)	22,000	(482,703)	161,412
Supplies	155,084	(11,758)	(36,000)	100,037	29,024	650	237,037	54,086
Equipment	-	-	-	120,000	-	-	120,000	-
Consultant/Contract	77,839	(935,350)	(540,000)	261,975	(4,875)	2,000	(1,138,411)	72,800
Other Operating Costs	14,919	(168,906)	(58,355)	109,792	(15,755)	(13,600)	(131,905)	121,585
Program Costs	6,172,391	(314,478)	197,338	1,000,823	(1,000)	1,250	7,056,324	-
Depreciation	(223,374)	-	-	11,994	-	-	(211,380)	-
Indirect	2,058,679	(46,279)	(66,138)	397,795	(9,872)	12,259	2,346,444	-
Total Expenditures	**$ 8,007,757**	**$ (1,971,500)**	**$ (727,549)**	**$ 2,417,907**	**$ 10,788**	**$ (21,239)**	**$ 7,716,164**	**$ 2,233,680**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (44,339)**	**$ (44,339)**	**$ 112,764**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2025/26

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 98,825,113	$ 11,204,927	$ 7,737,612	$ 11,197,635	$ 1,791,327	$ -	$ 130,756,614	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	292,720	-	-	703,165	-
Other Revenue	-	284,247	-	-	-	95,578	379,825	11,637,040
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 95,578**	**$ 132,215,612**	**$ 11,637,040**
Expenditures								
Salaries	38,999,924	5,086,849	3,026,630	4,282,110	950,312	303,161	52,648,986	6,185,191
Benefits	11,690,857	1,666,602	966,559	1,347,365	282,380	103,943	16,057,706	1,946,896
Travel	836,996	115,667	80,650	66,742	43,851	25,300	1,169,206	113,200
Space Cost	3,469,364	728,727	253,000	3,195,293	253,681	2,000	7,902,065	258,000
Supplies	1,649,146	199,399	136,000	208,638	31,831	18,850	2,243,864	270,486
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	1,407,736	952,904	2,078,131	277,476	5,750	-	4,721,997	1,254,700
Other Operating Costs	1,688,881	614,558	563,693	447,277	51,480	115,660	3,481,549	713,015
Program Costs	28,405,475	3,061,030	302,662	812,985	3,000	-	32,585,152	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	8,755,735	1,067,671	740,732	852,469	169,042	51,391	11,637,040	-
Total Expenditures	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 615,305**	**$ 132,735,339**	**$ 10,942,488**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 694,552**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
EDUCATION

	Head Start	State Funded Child Care	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	40,091,425	11,946,536	7,803,674	3,892,796	42,623,191	**106,357,622**
Head Start Subsidy for CACFP	(1,157,977)	-	-	-	-	**(1,157,977)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,933,448**	**$ 11,946,536**	**$ 7,803,674**	**$ 3,892,796**	**$ 42,623,191**	**$ 105,199,645**
Expenditures						
Salaries	20,194,393	8,262,047	4,862,150	2,225,677	2,766,302	**38,310,569**
Benefits	6,768,898	2,431,353	1,484,581	750,174	940,543	**12,375,549**
Travel	420,560	-	22,670	57,468	44,388	**545,086**
Space Cost	2,580,960	-	450,000	67,196	420,000	**3,518,156**
Supplies	1,422,440	-	144,197	137,593	100,000	**1,804,230**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	1,401,393	20,982	23,600	600	39,000	**1,485,575**
Other Operating Costs	1,258,520	-	151,733	119,047	174,500	**1,703,800**
Program Costs	678,122	-	91,572	75,000	33,733,172	**34,577,866**
Depreciation	-	-	-	58,800	5,600	**64,400**
Indirect	4,208,162	1,232,154	573,171	401,241	4,399,686	**10,814,414**
Total Expenditures	**$ 38,933,448**	**$ 11,946,536**	**$ 7,803,674**	**$ 3,892,796**	**$ 42,623,191**	**$ 105,199,645**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	33.5%	29.4%	30.5%	33.7%	34.0%	32.3%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 724,197	**$ 724,197**
Other Government Revenue	4,671,207	139,191	1,810,613	234,826	2,045,439	2,837,728	**9,693,565**
Head Start Subsidy for CACFP	-	-	930,137	227,840	1,157,977	-	**1,157,977**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	299,357	**299,357**
Donations	-	-	-	-	-	376,008	**376,008**
Total Revenue	**$ 4,671,207**	**$ 139,191**	**$ 2,740,750**	**$ 462,666**	**$ 3,203,416**	**$ 4,237,290**	**$ 12,251,104**
Expenditures							
Salaries	2,633,098	72,222	1,013,002	-	1,013,002	1,323,691	**5,042,013**
Benefits	859,055	25,277	341,693	-	341,693	463,290	**1,689,315**
Travel	15,000	1,286	27,000	-	27,000	47,700	**90,986**
Space Cost	457,053	6,688	121,700	-	121,700	353,720	**939,161**
Supplies	63,500	2,343	6,000	-	6,000	115,798	**187,641**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	17,554	-	-	-	-	**17,554**
Other Operating Costs	206,346	2,698	62,600	-	62,600	205,811	**477,455**
Program Costs	7,500	-	974,761	437,506	1,412,267	1,326,785	**2,746,552**
- Vended Meals	-	-	-	-	-	-	**-**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	424,655	11,123	193,994	25,160	219,154	400,495	**1,055,427**
Total Expenditures	**$ 4,671,207**	**$ 139,191**	**$ 2,740,750**	**$ 462,666**	**$ 3,203,416**	**$ 4,237,290**	**$ 12,251,104**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	32.6%	35.0%	33.7%		33.7%	35.0%	33.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**7,356,572**
Private Revenue	**63,936**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 7,420,508**
Expenditures	
Salaries	**2,769,656**
Benefits	**886,289**
Travel	**50,000**
Space Cost	**396,500**
Supplies	**100,000**
Equipment	**-**
Consultant/Contract	**1,538,131**
Other Operating Costs	**505,338**
Program Costs	**500,000**
Depreciation	**-**
Indirect	**674,594**
Total Expenditures	**$ 7,420,508**
Gain/(Loss)	**$ -**
Benefit Rate	**32.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Community Development Contracts	Youth Centers	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 382,080	$ 153,232	$ -	$ -	$ 194,105	$ -	$ 343,077	**$ 1,072,494**
Other Government Revenue	589,509	4,546,214	261,000	155,000	625,049	210,000	995,407	**7,382,179**
Private Revenue	196,575	3,119,259	217,730	-	-	-	-	**3,533,564**
Other Revenue	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	1,885	-	-	**1,885**
Total Revenue	**$ 1,168,164**	**$ 7,818,705**	**$ 478,730**	**$ 155,000**	**$ 821,039**	**$ 210,000**	**$ 1,338,484**	**$ 11,990,122**
Expenditures								
Salaries	509,425	2,799,823	230,422	106,413	333,500	57,764	480,613	**4,517,960**
Benefits	178,715	977,551	80,648	31,000	103,970	18,145	159,236	**1,549,265**
Travel	1,370	20,847	6,000	1,500	18,620	-	12,250	**60,587**
Space Cost	81,200	1,774,206	67,984	7,650	24,021	-	156,397	**2,111,458**
Supplies	78,449	206,500	934	-	19,842	-	28,089	**333,814**
Equipment	-	-	-	-	-	-	80,000	**80,000**
Consultant/Contract	-	-	-	-	209,110	115,000	211,216	**535,326**
Other Operating Costs	204,602	183,631	15,143	2,476	46,530	-	34,039	**486,421**
Program Costs	-	1,137,094	42,059	-	500	-	57,500	**1,237,153**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	114,403	719,053	35,540	5,961	64,946	19,091	119,144	**1,078,138**
Total Expenditures	**$ 1,168,164**	**$ 7,818,705**	**$ 478,730**	**$ 155,000**	**$ 821,039**	**$ 210,000**	**$ 1,338,484**	**$ 11,990,122**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	35.1%	34.9%	35.0%	29.1%	31.2%	31.4%	33.1%	**34.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue							
Community Services Block Grant (CSBG)	$ 724,197	$ 382,080	$ 194,105	$ 343,077	$ 153,232	$ 5,424	**$ 1,802,115**
Other Government Revenue	-	-	-	-			-
Private Revenue	-	-	-	-			-
Other Revenue	-	-	-	-			-
Donations	-	-	-	-			-
Total Revenue	**$ 724,197**	**$ 382,080**	**$ 194,105**	**$ 343,077**	**$ 153,232**	**$ 5,424**	**$ 1,802,115**
Expenditures							
Salaries	454,041	221,804	92,112	94,559	79,702	3,517	**945,735**
Benefits	204,318	77,631	36,845	33,096	25,505	1,164	**378,559**
Travel	-	-	14,000	2,750	2,000	-	**18,750**
Space Cost	-	-	14,000	156,117	30,079	250	**200,446**
Supplies	-	47,910	3,500	4,945	4,500	-	**60,855**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	500	375	-	-	**875**
Other Operating Costs	-	-	16,375	19,100	250	-	**35,725**
Program Costs	-	-	-	2,000	-	-	**2,000**
Depreciation	-	-	-	-	-	-	**-**
Indirect	65,838	34,735	16,773	30,135	11,196	493	**159,170**
Total Expenditures	**$ 724,197**	**$ 382,080**	**$ 194,105**	**$ 343,077**	**$ 153,232**	**$ 5,424**	**$ 1,802,115**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**45.0%**	**35.0%**	**40.0%**	**35.0%**	**32.0%**	**33.1%**	**40.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	-	**-**
Donations	-	-	**-**
Transfer Released From Restriction	(485,375)	485,375	**-**
Total Revenue	**$ (485,375)**	**$ 485,375**	**$ -**
Expenditures			
Salaries	-	280,847	**280,847**
Benefits	-	97,659	**97,659**
Travel	-	8,100	**8,100**
Space Cost	20,000	4,000	**24,000**
Supplies	-	19,500	**19,500**
Equipment	-	-	**-**
Consultant/Contract	-	2,000	**2,000**
Other Operating Costs	55,260	46,800	**102,060**
Program Costs	-	1,250	**1,250**
Depreciation	(5,000)	-	**(5,000)**
Indirect	8,431	55,219	**63,650**
Total Expenditures	**$ 78,691**	**$ 515,375**	**$ 594,066**
Fund Balance	-	30,000	**30,000**
Gain/(Loss)	**$ (564,066)**	**$ -**	**$ (564,066)**
Benefit Rate	0.0%	34.8%	**34.8%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**13,983,484**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 13,983,484**
Expenditures						
Salaries	1,212,548	2,108,090	634,300	2,532,186	956,408	**7,443,532**
Benefits	424,392	695,669	222,005	810,300	330,186	**2,482,552**
Travel	9,000	36,000	45,300	22,700	30,000	**143,000**
Space Cost	-	415,412	-	4,000	-	**419,412**
Supplies	96,000	111,500	14,000	35,000	68,072	**324,572**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	102,500	540,000	10,000	645,000	30,000	**1,327,500**
Other Operating Costs	58,900	371,150	128,000	35,250	241,300	**834,600**
Program Costs	-	-	-	-	-	**-**
Depreciation	-	201,000	-	-	-	**201,000**
Indirect	-	-	-	-	-	**-**
Total Expenditures	**$ 1,903,340**	**$ 4,478,821**	**$ 1,053,605**	**$ 4,084,436**	**$ 1,655,966**	**$ 13,176,168**
Gain/(Loss)						**$ 807,316**
Benefit Rate	35.0%	33.0%	35.0%	32.0%	34.5%	**33.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Revenue	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	$ 11,637,040	$ 13,983,484	20.2%
Expenditures							
Personnel Costs							
Salaries	3,983,144	4,342,212	4,684,733	5,312,379	6,185,191	7,443,532	20.3%
Benefits	931,312	982,302	1,216,557	1,498,103	1,946,896	2,482,552	27.5%
Benefit Rate	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.5%*	*33.4%*	
Total Personnel Costs	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,132,087	$ 9,926,084	22.1%
	71.9%	*70.0%*	*68.1%*	*67.8%*	*81.0%*	*75.3%*	
Operating Costs							
Travel	62,350	71,150	88,000	115,250	113,200	143,000	26.3%
Space Costs	206,370	215,700	386,450	544,612	459,000	620,412	35.2%
Supplies	150,200	195,000	264,650	358,772	270,486	324,572	20.0%
Equipment	196,000	-	200,000	232,205	-	-	0.0%
Consultant/Contract	956,000	1,288,000	1,049,000	1,064,000	1,254,700	1,327,500	5.8%
Other Operating Costs	352,750	511,107	780,300	920,480	713,015	834,600	17.1%
Total Operating Costs	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,235,319	$ 2,810,401	$ 3,250,084	15.6%
	28.1%	*30.0%*	*31.9%*	*32.2%*	*25.7%*	*24.7%*	
Total Expenditures	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 10,942,488	$ 13,176,168	20.4%
Excess Indirect Revenue	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 694,552	$ 807,316	16.2%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Operations	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,569,921	$ 3,779,805	$ 4,478,821	18.5%
Human Resources	1,262,307	1,288,307	1,302,127	1,558,810	1,682,171	1,903,340	13.1%
Finance	1,786,550	2,256,840	2,550,906	3,035,916	3,354,458	4,084,436	21.8%
Community Development	-	-	1,329,568	1,161,725	1,376,570	1,655,966	20.3%
Executive	1,133,815	1,337,079	534,524	719,429	749,484	1,053,605	40.6%
TOTAL	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,045,801	$ 10,942,488	$ 13,176,168	20.4%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2026/27
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Education	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	$ 97,191,888	$ 105,199,645	8.2%
Nutrition	9,378,845	24,852,123	19,219,609	13,999,167	13,498,407	11,526,907	-14.6%
Energy Conservation	6,424,164	6,322,316	5,421,814	6,808,169	8,148,057	7,420,508	-8.9%
Community Services	4,764,987	6,414,298	9,562,696	9,330,767	11,490,355	13,908,262	21.0%
CSBG	1,535,543	1,530,496	1,791,327	1,791,327	1,791,327	1,802,115	0.6%
Discretionary & Fund Raising	284,270	311,758	3,423,525	1,448,760	615,305	594,066	-3.5%
COVID Response	4,259,035	3,602,032	-	-	-	-	0.0%
Total Annual Budget	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	$ 140,451,503	5.8%

RECAP - EXPENDITURES BY CATEGORY	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	FY 2025/26 Budget	PROPOSED FY 2026/27 Budget	% Change 2026/27 Budget to 2025/26 Budget
Salaries	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	$ 52,648,986	$ 52,054,666	-1.1%
Benefits	11,352,568	11,160,531	14,052,314	14,838,291	16,057,706	16,958,590	5.6%
Travel	723,003	721,930	943,184	995,827	1,169,206	783,400	-33.0%
Space Cost	8,378,137	23,204,587	16,448,026	15,054,623	7,902,065	7,419,362	-6.1%
Supplies	2,639,488	3,253,861	3,090,339	2,064,251	2,243,864	2,480,901	10.6%
Equipment	291,353	831,379	1,806,455	1,155,525	-	120,000	0.0%
Consultant/Contract	4,224,507	3,795,550	3,767,972	4,510,657	4,721,997	3,583,586	-24.1%
Other Operating Cost	2,571,193	3,452,283	2,800,371	3,174,100	3,481,549	3,349,644	-3.8%
Program Costs	11,336,024	11,277,182	27,462,618	27,380,328	32,585,152	39,641,476	21.7%
Depreciation	301,440	301,440	317,240	282,174	287,774	76,394	-73.5%
Indirect	7,471,110	7,597,038	10,107,416	10,830,485	11,637,040	13,983,484	20.2%
TOTAL	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	$ 140,451,503	5.8%

2026-27 Budget Presentations

Education Services

Head Start: 2025-26 Budget Development

PRESENTED BY:
YOLANDA GONZALES
DIRECTOR OF HEAD START AND STATE CHILD DEV.

1

Program Overview

2

Program Summary

Head Start Preschool	30 Centers, HomeBase & Family ChildCare (FCC)
Early Head Start	8 Centers (Kern), 6 Centers (SJC), HomeBase, 5 CCP & 3 FCC
CDE ~ State Preschool (CSPP)	18 Centers blended with Head Start Preschool
CDSS ~ Migrant Child Care (CMIG)	Migrant Preschool blended with Head Start Preschool
CDSS ~ General Child Care (CCTR)	8 Centers blended with Early Head Start
SJCOE ~ General Child Care (CCTR)	6 Centers blended with Early Head Start
SJCOE ~ HS/State Preschool (CSPP & HS)	1 Center blended with SJCOE Head Start Preschool & CSPP
Kern County DHS ~ Home Visiting Program	240 CalWORKs Clients Served Monthly up to 310 Annually

3

Clients Served

4

Clients Served / Funded Enrollment

Head Start Preschool Kern		
	Center Based	866
	Home Based	60
	Family Childcare	10
Early Head Start Kern		
	Center Based	309
	Home Based	100
	CCP Center	97
	Family Childcare	23
DHS ~ HVP		310

Early Head Start SJC		
	Center Based	144
	Home Based	80
Head Start Preschool SJC		
	Center Based	153

Total Clients Funded:

2,152

5

Goals for 2025-26

6

HS&SCD Program Goals

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

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

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

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

7

2025-26 Budget

8

Current Year Budget

Head Start and State Child Development Funding Contracts	Contract Amounts
Head Start and Early Head Start	$40,091,425
CDE ~ State Preschool ~ CSPP	$7,381,970
CDSS ~ General Childcare ~ CCTR	$3,996,470
CDSS ~ Migrant Childcare ~ CMIG & CMSS	$343,006
SJCOE ~ General Childcare ~ CCTR	$2,788,764
SJCOE ~ Head Start Preschool Partnership	$280,767
SJCOE ~ State Preschool ~ CSPP	$149,058
Total HSSCD Contracts	**$54,750,693**

9

Opportunities and Challenges

10

Migrant Childcare Program

2025-26 Budget Development

PRESENTED BY: LAURA PORTA

DIRECTOR: SUSANA MAGAÑA

1

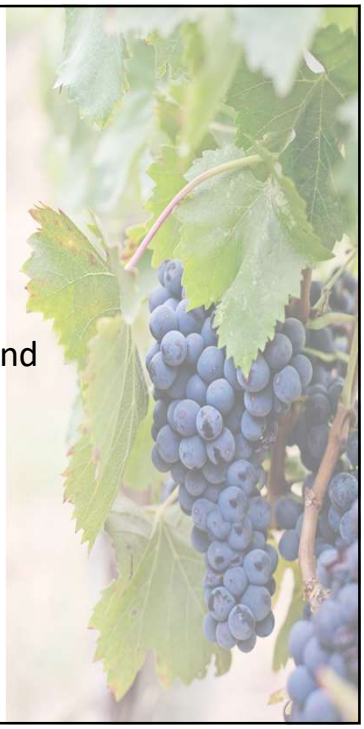
Program Overview

2

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

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

CAPK holds the only contract of its type!



3

Program Entry Points

Tulare County **Tulare Office of Education**	Migrant Childcare *Childcare that migrates with you.*	Kings **Proteus, Inc.**
Tulare County **CSET Location**		Fresno **Currently Searching for Suitable Office Space**
Madera County **First 5 of California**	**Regional Office** 5351 Olive Dr., Suite 200. Bakersfield, CA. 93308 1800-259-8866	Merced County **Merced Office of Education**

4

Community Action Partnership of Kern

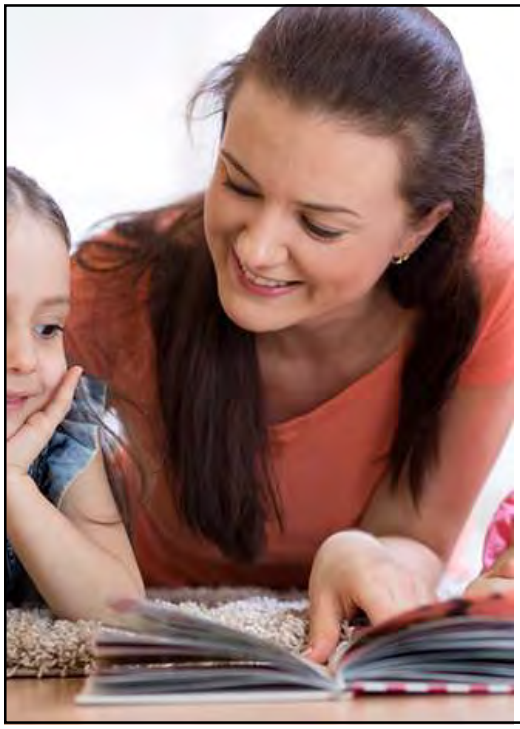
Migrant Childcare

Childcare that migrates with you.

Migrant Childcare Program Requirements

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

5



Migrant Childcare Program Childcare Options

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

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

6

Client Outcomes 2024-2025

7

- MCAP is currently actively serving 2711 children.
- MCAP reached full enrollment and is expected to earn 100% of our contract.
- We increased our provider participation and are currently working with over 548 childcare providers across the State.
- MCAP received a large shipment of school supplies, diapers, toiletries, and household cleaning supplies from the Supply Bank.

8

Program Goals

9

1. MCAP's Regional office is moving-
2. Locate suitable office space for our Fresno County satellite office.
3. Fully absorb program growth effectively and seek additional growth opportunities.
4. Maintain MCAP's high compliance rating and excellent quality of services
5. Facilitate advancement, professional growth, and training opportunities for all MCAP team members.

1300 Stine Rd. Bakersfield, CA. 93309

10

2024-25 Budget

11

Program Budget

Childcare Payments	79%	$ 23, 312, 651.00
Admin & Support	21%	$ 6, 197, 033.85
MRA	100%	$ **29,509,685. 00 Million**

Additional Funding Received

- MRA +$ 233, 171
- SB 140 Funds – 10% for issuing CCRP Payments
- SB 140 – Work with CCPU Funds $1.2 million.

12

Opportunities and Challenges

13

Challenges

Continue Serving Families in Fresno County without an office.

- This is a significant challenge for families & staff.

Waiting list

- Enrollments have not been possible for over 12 months.

Childcare Provider Union -

- Constrains in meeting with childcare providers
- Information Requests/timeframes
- Constraints in sharing information.

14

Opportunities

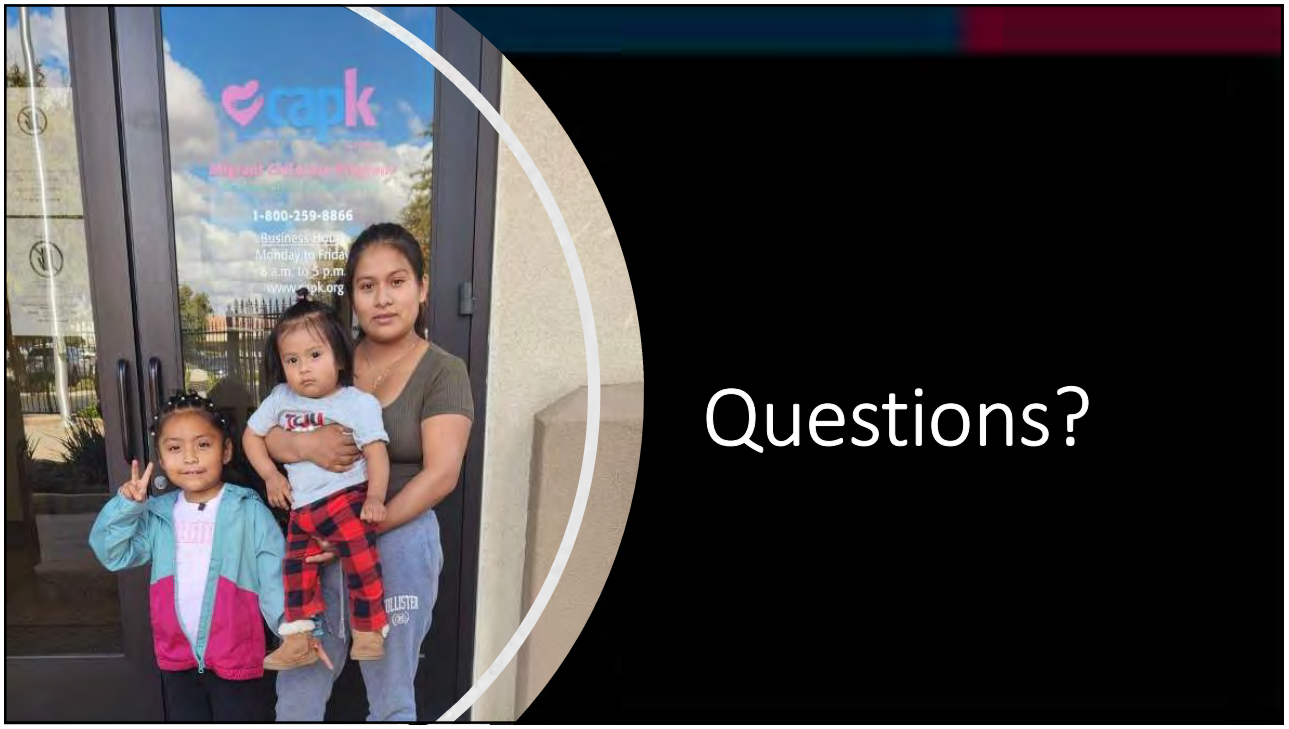
Voluntary transfer - additional funding opportunities due to being fully enrolled.

- This shows that our services are needed.

Building Connections and New Partnerships

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

15



Questions?

16

S.W.O.T.

Strengths/Opportunities

- Wages and Benefits
- Community Relations (Local, State, National)
- Owned Facilities
- Quality Staff
- New funding opportunities
  - SJCOE Expansion
    - 136 Preschool Slots / **$4.3 Million**
  - CDFA ~ CAPK's Garden Box
    - 2 Centers / **$199,243**

Weaknesses/Threats

- Challenging Behaviors
- Health and Safety
- CACFP & HS Subsidy
- Earning CMIG/CMSS
- Leased Facilities
- Project 2025
- Block Granting Head Start

11

Questions?

12

Nutrition Services

Food Bank: 2025-26 Budget Development

PRESENTED BY:
KELLY LOWERY
FOOD BANK ADMINISTRATOR

1

Program Overview

2

TEFAP & CSFP
Direct Federal & State Resources

Grants
Various Government and Non-Government Organizations

Food Drives
Community Partners

Pantry Program

Free Farmers Markets

Commodity Distribution

Brighter Bites

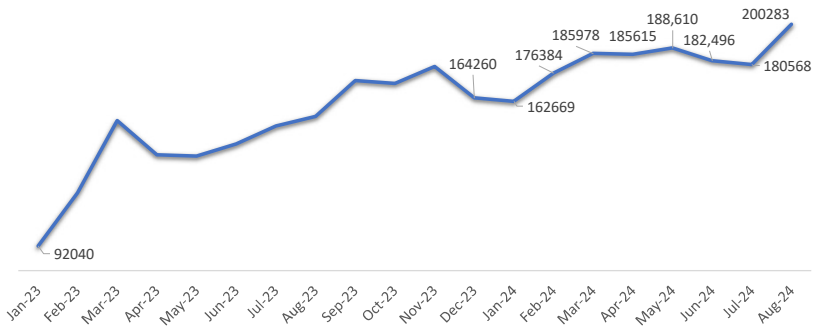
Community Events

3

Client Outcomes Previous 12 Months

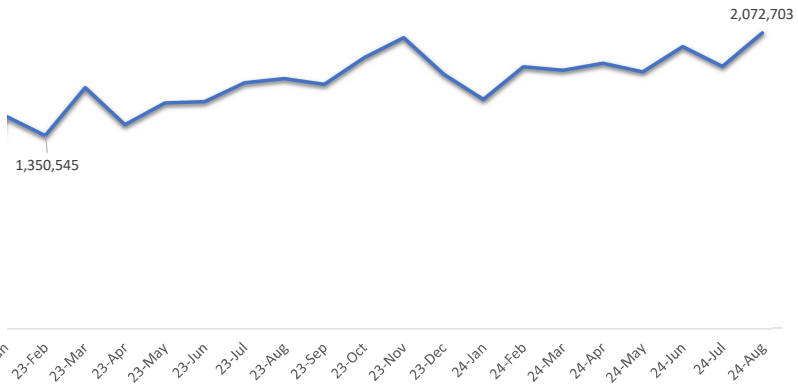
4

Total Neighbor Engagements
January 2023 Through August 2024



5

Total Pounds Distributed
January 2023 Through August 2024



6

Agency Partner Capacity Building Project

CDSS Reach & Resiliency Grant

55 units purchased and delivered to 27 partners.

CDFA Healthy Refrigeration Grant

9 units purchased and delivered to 6 partners.

7

Goals for 2025-26

8

We can be the first County in America to end food insecurity.
It's about: **RESOURCES | ACCESS | INFORMATION**

Goal 1 (***Resources***): The CAPK Food Bank will ensure each community in Kern County has emergency food available to provide 25 lbs. per month to every neighbor experiencing food insecurity.

Goal 2 (***Access***): The CAPK Food Bank will ensure each food-insecure neighbor has access to emergency food within 24 hours.

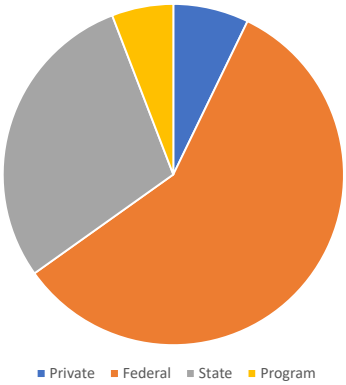
Goal 3 (***Information***): The CAPK Food Bank will utilize at least 3 levels of proactive communication in each community in Kern County to ensure every person experiencing food insecurity knows where to access emergency food resources.

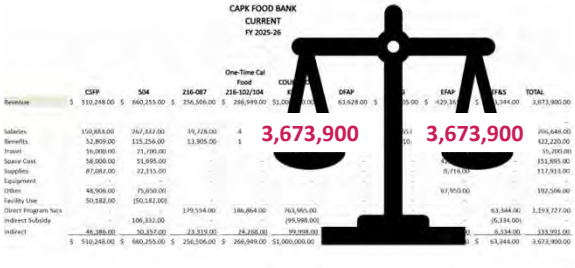
9

2025-26 Budget

10

CAPK Food Bank Operating Revenue 2023 By Category





To meet the growing demand and continue to operate at a high level, the Food Bank must transition to not being restricted to the limits of grant/contract funding. ***The only area for measurable growth is in private funding.***

If private funding doesn't keep pace with the growing demand, the only alternative will be a significant reduction in service.

11

Opportunities and Challenges

12

Opportunities:

Food Policy Council (CAPK as the Backbone Agency)
Potential Food Locker System Program
Volunteer Drivers

Challenges:

Cold Storage Capacity
Critical Staffing Shortage
End of CalFood One-Time Funding

13

Questions?

14

WIC Program: 2025-26 Budget Development

PRESENTED BY: MARISSA ORTIZ-CORTEZ

WIC BUDGET

1

Program Overview

2

Program Summary

Mission of the Program:

The mission of the nutrition program for women, infants, and children is to improve the health of participants who are at nutritional risk. The program provides nutrition education, breastfeeding support, and food to supplement diets at no cost to participants.

CDPH Assigned Caseload
- Serve 14,710 participants monthly
- Band 5

Clients served includes:
- Pregnant Women
- Infants and children up to 5 years of age
- Breastfeeding women up to 1 year postpartum
- Non-breastfeeding women up to 6 months postpartum
- All foster children under 5 years of age
- Fathers, grandparents, and caretakers may receive WIC food benefits for eligible infants and children
- Women who had a pregnancy loss in the past 6 months
- Migrants and military families

3

Program Summary

CAPK WIC Sites

- 12 total sites in Kern County
- 3 sites in San Bernardino County
- WIC olive office (new site)

Special Project Funding

- Farmers Market Nutrition Program (Possible future plan to cut funding from CDPH)
- Books for Kids (not available to any program in FF3)
- Breastfeeding Peer Counseling Program

4

Client Outcomes 2024-2025

5

Client outcomes include

- Increased access to healthy free foods, nutrition education, and breastfeeding support
- Improved nutrition
- Improved hemoglobin values
- Improved birth outcomes
- Lower rates of obesity
- Development of healthy eating habits
- Increased referrals to other capk programs and health providers
- Reduce risk of chronic disease
- Proper nutrition is correlated with better cognitive functions and school readiness

6

FFY2 CAPK WIC Caseload Performance

Local Agency: 206 - Comm Action Partnership Kern

MONTH YEAR	CASELOAD	Participation Total	Participation to Caseload	Participation to Caseload Percent Change from Previous Month	Caseload Less Participation	Certified Total	Unissued Food benefits	Unissued Rate
OCT 2023	14,610	14,019	95.95%	0.73%	591	14,528	509	3.50%
NOV 2023	14,610	14,038	96.08%	0.13%	572	14,568	530	3.64%
DEC 2023	14,610	13,746	94.09%	(2.00)%	864	14,356	610	4.25%
JAN 2024	14,610	14,009	95.89%	1.80%	601	14,527	518	3.57%
FEB 2024	14,610	14,367	98.34%	2.45%	243	14,554	187	1.28%
MAR 2024	14,610	14,464	99.00%	0.66%	146	14,594	130	0.89%
APR 2024	14,610	14,529	99.45%	0.44%	81	14,652	123	0.84%
MAY 2024	14,610	14,501	99.25%	(0.19)%	109	14,740	239	1.62%
JUN 2024	14,610	14,369	98.35%	(0.90)%	241	14,722	353	2.40%
JUL 2024	14,610	14,457	98.95%	0.60%	153	14,854	397	2.67%
AUG 2024	14,610	14,493	99.20%	0.25%	117	14,925	432	2.89%
SEP 2024	14,610	14,427	98.75%	(0.45)%	183	14,880	453	3.04%

7

FFY1 CAPK WIC Caseload Performance (Previous Year)

Local Agency: 206 - Comm Action Partnership Kern

MONTH YEAR	CASELOAD	Participation Total	Participation to Caseload	Participation to Caseload Percent Change from Previous Month	Caseload Less Participation	Certified Total	Unissued Food benefits	Unissued Rate
OCT 2022	14,610	13,758	94.17%	9.72%	852	14,182	424	2.99%
NOV 2022	14,610	13,742	94.06%	(0.11)%	868	14,209	467	3.29%
DEC 2022	14,610	13,561	92.82%	(1.24)%	1,049	14,094	533	3.78%
JAN 2023	14,610	13,744	94.07%	1.25%	866	14,247	503	3.53%
FEB 2023	14,610	13,734	94.00%	(0.07)%	876	14,249	515	3.61%
MAR 2023	14,610	14,112	96.59%	2.59%	498	14,558	446	3.06%
APR 2023	14,610	13,968	95.61%	(0.99)%	642	14,395	427	2.97%
MAY 2023	14,610	14,001	95.83%	0.23%	609	14,573	572	3.93%
JUN 2023	14,610	14,087	96.42%	0.59%	523	14,643	556	3.80%
JUL 2023	14,610	13,999	95.82%	(0.60)%	611	14,554	555	3.81%
AUG 2023	14,610	13,987	95.74%	(0.08)%	623	14,478	491	3.39%
SEP 2023	14,610	13,913	95.23%	(0.51)%	697	14,405	492	3.42%

8

Goals for 2025-26

9

Overall Goal : Increase agency to band 6 with a caseload of 15,690

- Increase new enrollments monthly (250 participants)
- Increase outreach events to 60 events annually
- Increase social media posts to 240 posts annually
- Increase breastfeeding rates among clients (Increased health benefits for mothers/infants) (Funding opportunity for increased rates)
- USDA granted award of 1 million to programs with highest rates of breastfeeding among WIC clients
- Improve maternal health

FFY3 Breastfeeding goals

Exclusively Breastfeeding	Mostly Breastfeeding	Some Breastfeeding	Infant Formula Fed Only
Increase to 20% Current Average 18.31%	Increase to 8% Current Average 6.2%	Increase to 18% Current Average 15.6%	Decrease to 54% Current Average 61%

10

2025-26 Budget

11

WIC Grant $4,632,704

Expenses

- Salaries and benefits
  $3,397,453
- Operating costs
  $814,096
- Indirect
  $421,154

12

Opportunities and Challenges

13

Opportunities:

- Collaborate with community partners to increase WIC participation
- Utilize data provided by CDPH WIC to target zip codes of WIC eligible individuals that are not currently enrolled in the program
- Increase our CAPK WIC community events to building connection with our participants

Challenges:

The current mitel phone system is a huge barrier for the WIC program. We are currently unable to handle the high volume of calls from WIC clients which impacts our customer service and re-engagement. We have been contacted by CDPH several times regarding our inability to handle our call volume. We have attempted to work with our agency IT department to resolve the issue, but we were unable to find a solution using mitel. This barrier also impacts our ability to increase funding for the WIC program and enroll more participants.

14

Questions?

15

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CalFresh

CalFresh Food | CalFresh Healthy Living | CalFresh Employment & Training | CalFresh Disaster Response

CalFresh Healthy Living: Program FFY 2025-2026 Budget Development

PRESENTED BY:

ADMINISTRATOR-ALAN RODRIGUEZ

DIRECTOR-SUSANA MAGAÑA

1

Program Overview

2

CalFresh Healthy Living

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

LIVE Domain: Healthcare Clinics and Hospitals
- Nutrition standards
- Water access and appeal
- Nutrition standards: Community

SHOP Domain: Food assistance sites, food banks, and food pantries
- Access to farmers markets
- Improving existing markets

LEARN Domain: Before and After-School Programs & Schools (K-12, Elementary, Middle, High)
- Portion Size Limits
- Nutrition Standards
- Daily Quality Physical Activity

3

Client Outcomes 2025-2026

4

Program Goals for Program
Federal Fiscal Years 2024-2026

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

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

5

Goals for FFY 2025-2026

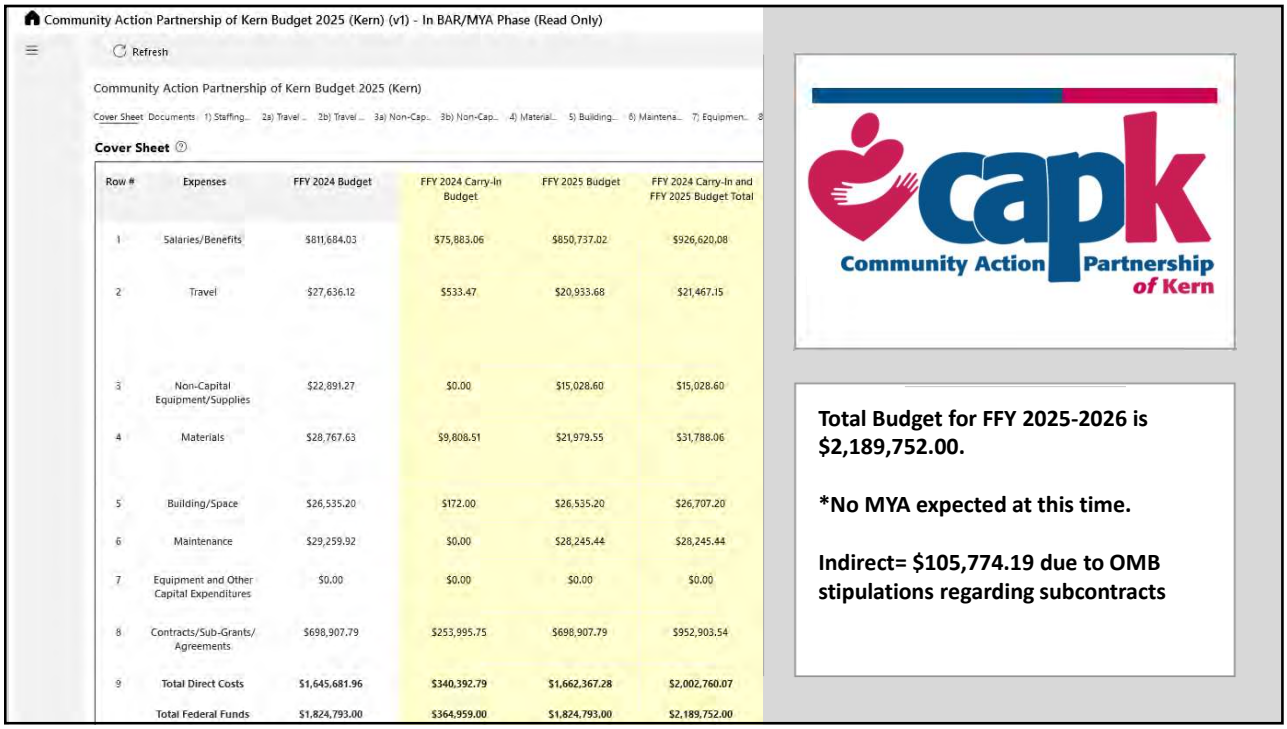
6

- Create more partnerships with organizations to increase pantries participation in the Nutrition Pantry Program (NPP)
- Support the California City FM in implementing the Food Navigator Program.
  - Support new program implementation and evaluation.
- Expand Access to the F-St FM by promoting WIC and KCAAS Food Vouchers
- Expand the Food Insecurity Screening process PSE to 2 additional Sites.
- Partner with Blue Zones of Bakersfield to promote changes in the processes and environments in schools.
- Provide Nutrition education to the other CAPK Programs.
- Use the CAPK needs Assessment and Strategic Plan to support and/or Guide our CFHL work.
- Create County Ordinances for
  - Food Insecurity Screeners
  - Universally accept EBT in Farmers Markets in Kern County or Bakersfield City
  - Facilitate a process for schools opening of Food Pantries
- Rebrand CFHL and have the Community (including CAPK) stop referring to the program as CalFresh

7

2025-26 Budget

8



Row #	Expenses	FFY 2024 Budget	FFY 2024 Carry-In Budget	FFY 2025 Budget	FFY 2024 Carry-In and FFY 2025 Budget Total
1	Salaries/Benefits	$811,684.03	$75,883.06	$850,737.02	$926,620.08
2	Travel	$27,636.12	$533.47	$20,933.68	$21,467.15
3	Non-Capital Equipment/Supplies	$22,891.27	$0.00	$15,028.60	$15,028.60
4	Materials	$28,767.63	$9,808.51	$21,979.55	$31,788.06
5	Building/Space	$26,535.20	$172.00	$26,535.20	$26,707.20
6	Maintenance	$29,259.92	$0.00	$28,245.44	$28,245.44
7	Equipment and Other Capital Expenditures	$0.00	$0.00	$0.00	$0.00
8	Contracts/Sub-Grants/ Agreements	$698,907.79	$253,995.75	$698,907.79	$952,903.54
9	**Total Direct Costs**	**$1,645,681.96**	**$340,392.79**	**$1,662,367.28**	**$2,002,760.07**
	Total Federal Funds	**$1,824,793.00**	**$364,959.00**	**$1,824,793.00**	**$2,189,752.00**

Total Budget for FFY 2025-2026 is $2,189,752.00.

***No MYA expected at this time.**

Indirect= $105,774.19 due to OMB stipulations regarding subcontracts

9

Opportunities and Challenges

10

Opportunities

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

Challenges

- Staff turnover (has minimized over the last year)
- Grant Restrictions and Access to Abila
- Branding- mistaken for CalFresh Food
- Lack of program incentives makes PSE difficult to implement. In addition, PSE is slow-moving
- The State Representative is not very clear at times.
- Clinic and Healthcare settings are difficult to influence
- Lack of support from CAPK Indirect funds and CAPK Foundation.
- KCSOS underspending the subcontract award

** The program has had high regard by the State consultant in terms of Quality of work and speed of projects. As a result, CAPK CFHL has been promoted as a leader with its last success story, Staff have been assigned into Committee groups that lead the creation of resources for programs, and work has been used as a model (NPP at BC).**

11

Questions?

12

Program
East Kern Family Resource Center
2026-2027 Budget Development

PRESENTED BY: ANNA SAAVEDRA

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

East Kern Family Resource Center

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

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

FIRST 5 KERN

Coordinated Entry System

Homeless Navigation Services

capk is East Kern Family Resource Center

3

Community Partners

- ❖ Wayside Church
- ❖ City Church
- ❖ Salvation Army
- ❖ Department of Health and Human Services
- ❖ Differential Response
- ❖ AES Clean Energy
- ❖ Clinica Sierra Vista
- ❖ Terra-Gen
- ❖ Clearway
- ❖ BHE Renewables
- ❖ Kern Family Health
- ❖ Mojave Unified School District
- ❖ Rio/Tinto Borax
- ❖ Mortenson Construction
- ❖ CAPK Food Bank
- ❖ Kern County Health Department
- ❖ Virgin Galactic
- ❖ CCS Mental Health
- ❖ CAPK Energy Program
- ❖ CAPK VITA Program
- ❖ CAPK MCAP Program
- ❖ Oasis Resource Center
- ❖ Kern County Sheriff
- ❖ WIC

4

First 5 Kern

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

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

Program Outcome

- ✓ 393 Families
- ✓ 121 Children

5

Coordinated Entry Systems

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

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

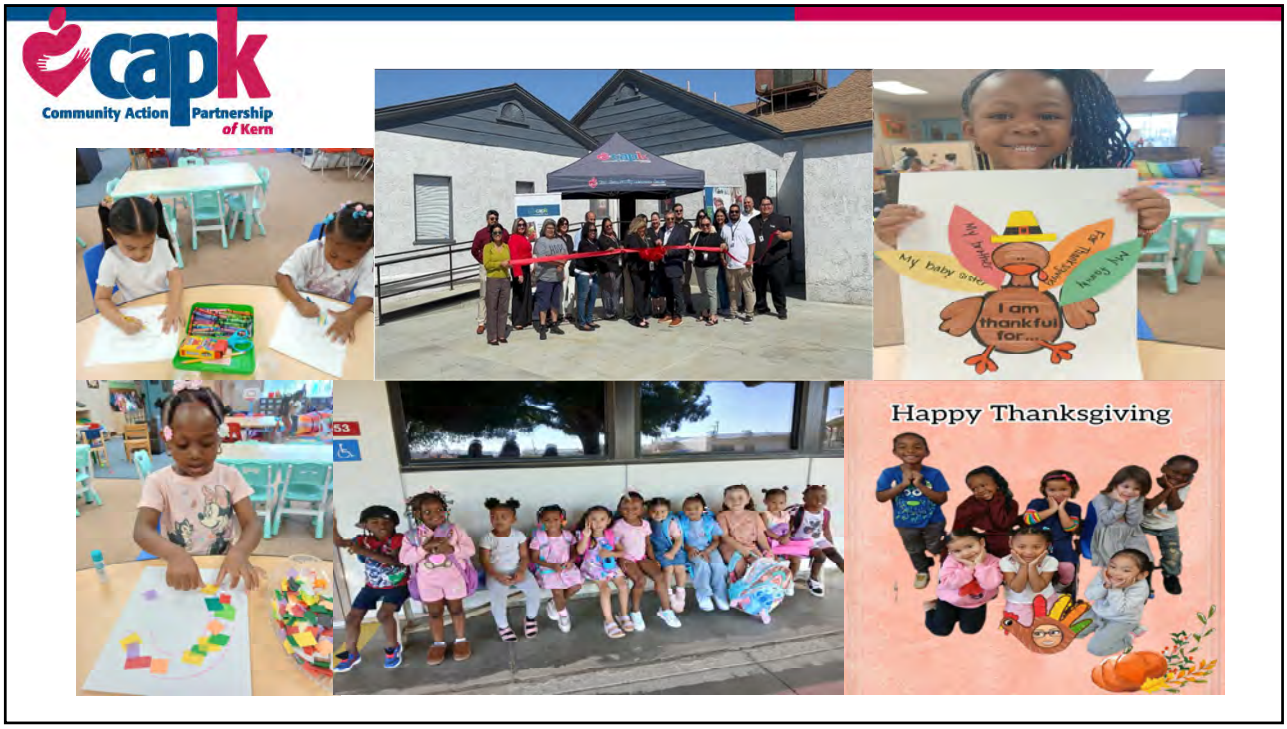
Coordinated Entry System

Homeless Navigation Services

6

Client Outcomes 2025-2026

7



8

Client Outcomes

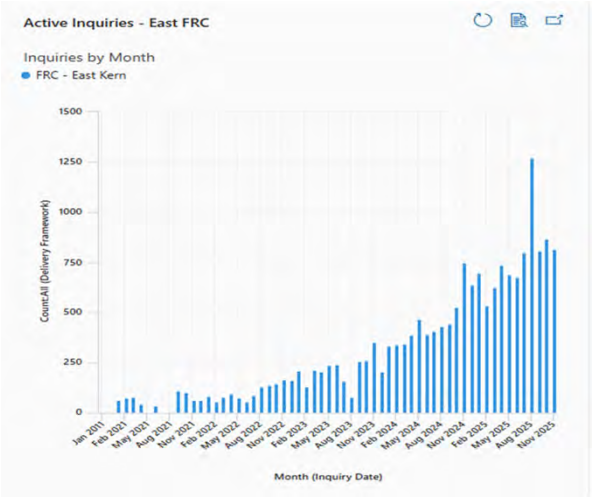
- 2.1.4. Number of parents/guardians who received general case management services, including home visits.
- Target: 30 Actual: 31
- 2.1.6.Number of children who received general case management services, including home visits.
- Target: 30 Actual: 40
- 2.2.1. Number of parents/guardians who received court-mandated parent education.
- Target: 10 Actual: 14
- 3.1.1. Number of children who participated in educational center-based activities.
- Target: 25 Actual: 25
- 3.1.2. Number of children who participated in educational home-based activities.
- Target: 15 Actual: 44
- 3.1.3. Number of children who participated in Summer Bridge center-based activities.
- Target: 10 Actual: 12
- 4.2.1. Number of Collaborative Meetings
- Target: 9 Actual: 10

9

Support Services Outcomes

- Food Assistance
  - Provided 3,588 clients
- Referral & Administrative Services
  - We provided 3,811 referrals
- Household Items
  - Assisted 308 families
- Clothing Assistance
  - Assisted 4,447 clients

- We have seen a 55% increase when compared to 2024.



10

Goals for 2026-2027

11

EKFRC 2026-27 Goals

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

12

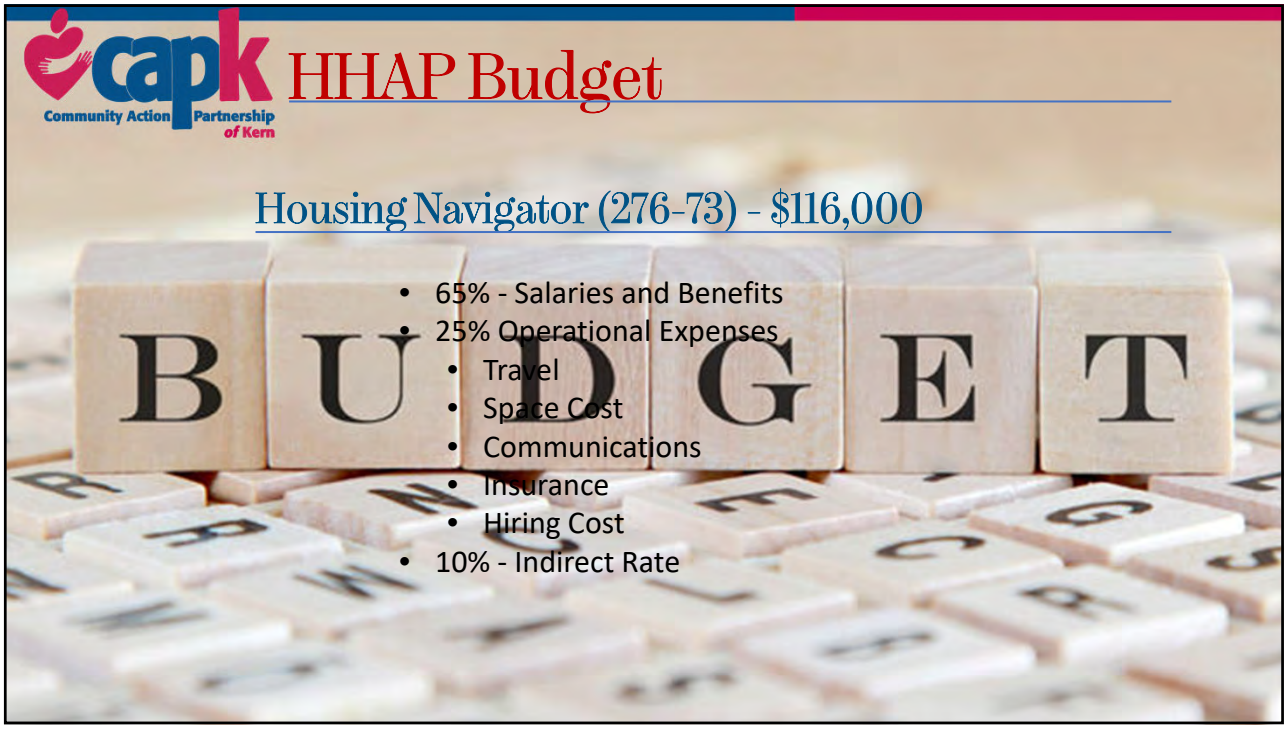
2026-2027 Budget

13

HHAP Budget

Housing Navigator (276-73) - $116,000

- 65% - Salaries and Benefits
- 25% Operational Expenses
  - Travel
  - Space Cost
  - Communications
  - Insurance
  - Hiring Cost
- 10% - Indirect Rate



14

Cal-Aim Budget

Cal-Aim (553) - $217,730

- 50% - Salaries & Benefits
- 38% - Operational Expenses
  - Travel
  - Space Cost
  - Supplies
  - Communications
  - Insurance
  - Hiring Cost
- 12% - Indirect Rate

15

First 5 - Budget

First 5 (281) - $145,000

- 85% - Salaries & Benefits
- 11% - Operational Expenses
  - Travel
  - Space Cost
  - Supplies
  - Communications
  - Insurance
  - Hiring Cost
- 4% - Indirect Rate

16

East Kern FRC Opportunities

Grants

HHAP - $116,000
First 5 - $145,000
Sustain Our Future - $90,000
First 5 (DHS) - $7,600

Donations

AES Energy - $9,000
Tera-Gen - $10,000
Clear Way - $15,000
BHE Renewals - $1,500

Revenue Funds

Cal-Aim – $391,771

Financial Support

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

17

Opportunities and Challenges

18

East Kern FRC Opportunities

- Expand Services:
  - Local Partnerships (Non-profits)
  - Food Assistance (CAPK & Salvation Army)
  - Rental Assistance (Highly Needed)
  - Health Care Enrollment Assistance (DHS and KHS)
  - Housing Services
  - Youth & Adult Educational Programs
  - Workforce Development
  - Expand the Cal-Aim Program throughout East Kern.
- Local Business Funding
  - Sponsorships
  - Donations
  - Partnerships (Holiday Drives)
  - Awareness of Services
  - Partnerships with local School Districts
  - Mojave Chamber of Commerce

19

East Kern FRC Challenges

- Transportation
  - Difficult for clients to receive services.
  - Difficult to referral clients for services.
- Facility & IT Maintenance
  - Facility repairs take longer to complete.
  - IT services take longer to complete.
- Housing Assistance Services
  - Many clients are struggling with rent.
  - Not enough low-income housing.
  - No temporary housing for the homeless.
- Utility Assistance
  - This continue to be a highly needed service.
- Showers
  - Highly needed for the homeless population.
- Food Assistance Support
  - The Food Bank is often unable to deliver food to the center.

20

Questions?

21

Oasis Family Resource Center: 2026-27 Budget Development

PRESENTED BY: ERIC LE BARBE

DIRECTOR: FREDDY HERNANDEZ

PROGRAM MANAGER: ERIC LE BARBE

1

Program Overview

2

Oasis Family Resource Center

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

Program provides families with children 0-5:

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

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

- Court Mandated Nurturing Parenting Classes

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

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

3

Oasis Family Resource Center

Oasis FRC Contracts for the 2026-2027 Fiscal Year

Contract	Funding Amount per Year	Scope of Work	Contract Cycle
First 5 Kern	$155,000*	Case Management, Summer Bridge, and Parenting classes	2025-2028
CalCAPA	$5,820 + In-kind supply of diapers	Diaper Distribution	2023-2026

***First 5 Kern** Funding reduced by 15% for new 2025-2028 cycle.
Loss of income of $22,788 per fiscal year
****** **CalCAPA** funding ends April 30th, 2026
Loss of income of $34,920 per fiscal year covering office assistant wages & estimated $100,000 in kind of diaper deliveries

4

Client Outcomes 2025-2026

5

Client Outcomes 2024-2025

Exceeded all First 5 Kern Goals: See next slide results

- Case Management Services including home activities
- Summer Bridge Program
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter.
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
  - 341 Unduplicated parents with 484 children 0-5 received walk in services in 2024-2025.
  - 241 unduplicated parents with 363 children 0-5 received walk in services YTD Q1-Q2 2025-2026
  - Provided services to 53 pregnant moms YTD in 2025
  - Provided services to 526 families with children 0-18 (unduplicated) in last 12 months for 1696 inquiries providing baby items (Duplicated). A 26% increase from previous year.

6

First 5 Kern Services

Focus Area	Service Category	Client Type	2024-2025 Results	Annual Target	YTD Results 2025-2026	% YTD (July-Oct 2025)
Parent Education & Support Services	General Case Management	Parents/Guardians	35	25	26	104%
Parent Education & Support Services	General Case Management	Children	38	25	26	104%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	14	8	5	62%
Early Childcare & Education	Home-Based Activities (Children)	Children	34	15	26	173%
Early Childcare & Education	Summer Bridge	Children	13	8	15	187%

All goals are on track or already exceeded for current F5K fiscal year (July 2025-June 2026).
4 month-period 33% expired

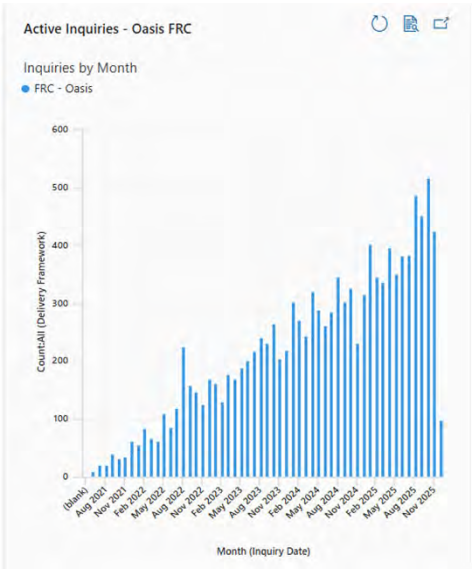
7

Client Outcomes 2024-2025

Provide CAPK & Non-First 5 Kern Services

4,434 Inquiries in last 12 Months (Duplicated Services) serving 829 households (Unduplicated). 30% increase of service in one year

- Utility Assistance: Intake in Ridgecrest
- Rental Support: New program implemented in 2025
- Volunteer Income Tax Assistance: Partnership with Alta One Credit Union
- Referrals to CES, EKFRC, Flood Ministries: Homeless assistance
- Emergency Assistance: Food, household items, bus passes, DMV vouchers, etc.
- Planned Parenthood Sex Education launched in January 2024, ended in 2025 due to loss of Federal funding. All goals met for 2 years
- CalCAPA Diaper Supply program started in December 2023
  - 316 children enrolled in first year (Goal 150 children)
  - 473 children enrolled in second year including roll over in 2025 of clients remaining in program



Forecast 10% increase in next 12 months to provide services for over 4800 inquiries (Duplicated Services)

8

Goals for 2026-2027

9

First 5 Kern Services 2025-2026 Goals*

Focus Area	Service Category	Client Type	Annual Target
Parent Education & Support Services	General Case Management	Parents/Guardians	25
Parent Education & Support Services	General Case Management	Children	25
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	8
Early Childcare & Education	Home-Based Activities (Children)	Children	15
Early Childcare & Education	Summer Bridge	Children	8

F5K for next fiscal year 2024-2025 and 2025-2028 funding cycle

*Updated goals based on new contract F5K 2025-2028.

10

Oasis FRC Goals

- Implement HMIS Housing Navigator in Ridgecrest
- Implement after-school program subject to Elevate Youth CA funding
- Seek additional sources of funding to retain staff and expand programs
  - ✓ Hire additional staff: Hire EPP intern to become housing navigator
  - ✓ Find additional office space
- Continue to network with the community
- Continue to meet increasing needs of the community
- Increase of volunteers/interns participation: LDS Church, Pathpoint, Kern County, Boeing, and individual volunteers

11

2026-2027 Budget

12

Oasis FRC Budget 2025-2026*

Oasis Family Resource Center

Fund 286

		Budget	%
Site Supervisor	Le Barbe, Eric Jean Marie	63,000.00	40.65%
Case Manager	Harpster, Ada	40,000.00	25.81%
Total Salaries		$103,000.00	66.45%
Benefits		$31,000.00	20.00%
Total Personnel		$134,000.00	86.45%
			0.00%
	Office and Program Supplies	$749.00	0.48%
	Rent/Occupancy Costs	$8,000.00	5.16%
	Communications/IT Support	$1,000.00	0.65%
	Travel/Mileage	$2,000.00	1.29%
	Postage	$50.00	0.03%
	Printing and Duplication	$50.00	0.03%
	Recruitment	$250.00	0.16%
	Insurance	$1,600.00	1.03%
	Equipment Repair/Maintenance	$740.00	0.48%
	Emergency Needs	$-	0.00%
	Memberships	$600.00	0.39%
	Program Specific Audit	$-	0.00%
Total Services/Supplies		$15,039.00	9.70%
Subtotal		$149,039.00	96.15%
Indirect @ 4%		$5,961.56	3.85%
		$14,903.90	9.62%
GRAND TOTAL		$155,000.56	100.00%

*15% decrease for new F5K 2025-2028 funding cycle

13

Oasis FRC 2024-2025 Supplemental Funds

Grant/Source of Funding	Focus	Amount Awarded	Amount Spent	Remaining Balance	Deadline	Indirect Costs
Albertson's	Emergency Food	$10,000.00	$10,000.00	$-	12/31/2025	10%
Anthem	Back to School Supplies	$1,000.00	$1,000.00	$-	9/30/2025	10%
Alfred Harrel Foundation	Literacy Supplies	$5,000.00	$4,530.00	$470.00	4/18/2026	10%
BKHRC	Rental Support	$150,000.00	$105,428.00	$44,572.00	10/30/2027	10%
Cal Capa: Diaper Supply Bank	Diapers & Staffing	$34,920.00	$17,460.00	$17,460.00	4/30/2025	10%
CAPK Foundation	Program & Emergency Supplies	$5,000.00	$1,808.00	$3,192.00	N/A	10%
Dignity Health	Emergency Supplies & Baby Items	$12,500.00	$6,867.00	$5,633.00	7/31/2026	10%
Care For Kids	Educational Supplies	$4,800.00	$4,800.00	$-	8/31/2025	
Elks Lodge	Milk & Pull Ups	$4,044.00	$4,044.00	$-	6/30/2025	Not Allowed
First 5 Kern Baby Shower	Baby Shower	$3,000.00	$3,000.00	$-	6/30/2025	Not Allowed
First 5 Kern DHS	Program Improvement for families with childen	$7,600.00	$7,152.00	$448.00	6/30/2024	Not Allowed
Kern Family Health Care	Emergency Supplies & Baby Items	$5,000.00	$5,000.00	$-	12/31/2025	10%
Planned Parenthood	Communication & Sex Education	$35,000.00	$15,000.00	$20,000.00	N/A Unrestricted	10%
Other Donations	Unrestricted	$2,086.00	$-	$2,086.00	N/A Unrestricted	10%
	Total	**$279,950.00**	**$186,089.00**	**$93,861.00**		

14

Opportunities and Challenges

15

Oasis FRC Opportunities

- Continue to extend CAPK Services to the rural area of Ridgecrest.
  - ✓ Seek additional resources within the agency for the Ridgecrest Community
    - ✓ Continue to collaborate within agency for expansion of services in Ridgecrest Community: VITA, HEAP, Food Bank, EKFRC/HMIS Housing Navigators
- Seek additional training and resources for staff
  - ✓ Allows to apply for other source of funding: i.e. Car seat technician
  - ✓ Partner with community organizations to expand services: i.e. car seat event
- Continue to apply for additional funding through the foundation and grant administrator to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and unhoused individuals)
- Make diaper program sustainable to provide diapers and cover wages of office assistant
- Add housing navigator to OFRC through HMIS program
- See additional support from community organizations and local donors
  - Elks Lodge, Rotary, Kiwanis, local businesses and private donors.

16

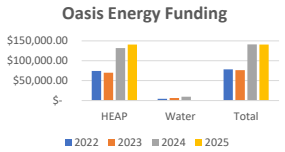
Implemented Improvements from 2024-2025

Storage & Office Space
- Gain Additional office from WIC improving footprint of OFRC with 3 offices

Volunteers
- 2565 volunteering hours YTD (almost 100% increase double from previous year). Help alleviate workload of busy FRC.
- Regular volunteers through Pathpoint, Kern County, U Mass, Key club, and individuals

Emergency Needs
- Secured small grants to alleviate basic needs: car seats, baby items, hygiene kits, feminine products, household supplies, bus passes
- Received several large in-kind donations of children clothing and baby items
- Additional funding through CAPK Foundation for emergency food

HEAP
- Provided HEAP benefits to 144 households for a total of $142,095



Rental Support
- Implemented rental support grant

IS
- Continuous improvement in data collection with Power BI reports and upgrade of dashboards
- New Ring Central phone system restoring text capability

17

Oasis FRC Challenges Program & Community

- Underserved Populations
  - ✓ Limited time and resources to help families with children 6-18 navigate resources
    - ✓ Applied for After-School Programs for teenagers with Elevate Youth California
  - ✓ Limited resources for seniors
- HEAP Funding Limitations (funding ended in October), no funding for water assistance
- Increase in homelessness
  - ✓ Limited resources for unhoused clients in Ridgecrest unless victim of domestic violence
  - ✓ Increase in homelessness in Ridgecrest & Inyokern
  - ✓ Clients not willing to relocate to Bakersfield
  - ✓ No funding for hotel vouchers
- Transportation
  - ✓ Clients lack of transportation still challenging due to limited hours and availability of public transport operations
  - ✓ Costly and time consuming to access Bakersfield services

18

Oasis FRC Challenges
Program & Agency

- **Staffing**
  - ✓ Losing CalCAPA funding in April 2026 to cover wages of office assistant
  - ✓ Increase demand for services: limited bandwidth from team members
  - ✓ Costs of benefits remains high in spite of small subsidy (Kaiser not available in Ridgecrest)
    - HMO not accepted in Ridgecrest
    - PPO is very expensive
- **Food Insecurity**
  - ✓ Decrease in supplies from Food Bank
  - ✓ Increase in demand for food support from clients
  - ✓ Limited choice of supplies for food (not cost effective). Explore opportunity for store card or approve supplier with Dollar Tree or Walmart
  - ✓ Senior Food distribution running out of supply during distribution
- **Funding**
  - ✓ Limited success with large grants (100K+) covering staff costs but great success with small grants and in-kind donations
  - ✓ Reduced funding from F5K
  - ✓ Loss of funding from Planned Parenthood
  - ✓ CalCAPA-Diaper Supply funding ends April 2025
  - ✓ Rental support funding depleting funds rapidly
  - ✓ Schedule increase of indirect costs will reduce already limited program funding
- **Maintenance & IT**
  - ✓ Slow execution of work requests small and large projects (average 2-3 months to complete simple request)

19

Questions?

CAPK Oasis Family Resource Center:
A Mother's Journey
from Crisis to Success

20

Eric Le Barbé
Program Manager Youth & Community Services

(760) 248-3221 X7160

Oasis Family Resource Center

814 N. Norma St.

Ridgecrest, CA. 93555

Oasis Family Resource Center – CAPK
Oasis Family Resource Center | Facebook

21

Energy

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Energy Program: 2025-2026 Budget Development

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

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

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

3

Contracts for the 2025-2026 Fiscal Year

The Energy Program will have four open contracts for the '25-'26 fiscal year:

- 2022 DOE BIL WAP
- 2023 ESLIHEAP
- 2024 PG&E Arrearage Case Management
- 2025 LIHEAP (will close by before the end of this fiscal year)

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

- 2024 Transformative Climate Community (TCC)
- 2025 Sustain our Future Foundation (SOFF)
- 2025 SLIHEAP
- 2026 LIHEAP

We are also applying for the following contract:

- City of Bakersfield Weatherization Program

4

2022 DOE BIL WAP

- The contract deadline is currently being changed by CSD, 6/30/29
  (Pends CSD to provide the updated contract)
- This contract is for Weatherization only
- The total contract amount is $5,500,768, we currently have $3,000,000
- Additional contract amounts are distributed once the state meets certain milestones.
- The budgeted contract amount for the upcoming fiscal year is $600,000
- 49% ($295,328) of this contract is tied to salaries & benefits expenses
- 51% ($304,672) of this contract is tied to operational funds

5

2022 DOE BIL WAP – Operational Funds

Subcontractor Labor - $150,941

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

Outreach - $25,616

- As needed, we will complete a marketing campaign for homes that could qualify for DOE-specific work
- We will work along side community partners to find homes that qualify for work under this contract
- We will search for multiunit homes that qualify for DOE

6

2023 ESLIHEAP

- The contract deadline is 5/31/25
- This contract is for Utility Assistance (UA) and Weatherization (WX) services. However, at this point, we have exhausted UA benefits. Will only be used for WX services.
- The total contract amount is $5,432,583
- The budgeted contract amount for this fiscal year is $300,000
- 49% ($147,663) of this contract is tied to salaries & benefits expenses
- 51% ($152,337) of this contract is tied to operational funds

7

2023 ESLIHEAP – Operational Funds

Subcontractor Labor - $70,470

- The remaining amount on this contract is only for weatherization services
- We will use the majority of the operational funds to pay our subcontractors for weatherization work completed under this contract.

8

2024 PG&E Arrearage Case Management

- The contract deadline is 3/31/26
- This contract is for Case Management (Utility Assistance) services only
- The total contract amount is $1,790,077
- The budgeted contract amount for this fiscal year is $410,445
- 87% ($356,882) of this contract is tied to salaries & benefits expenses
- 13% ($53,563) of this contract is tied to operational funds

9

2024 PG&E Arrearage Case Management - Operations

- This contract operates differently than our current contracts or any prior contracts the Energy Program has ever had
- The goal will be to assist PG&E clients with their past due bills by providing:
  - Case management Services
  - Additional CAPK services
  - Financial education
  - Utility Assistance
  - Weatherization services
- We are earning our funds on an accrual basis

10

2025 LIHEAP

- The contract deadline is 6/30/26
  - Category A 1/31/26 (currently on track to hit this goal)
- The total contract amount is expected be around $11,582,141
- The budgeted contract amount for the upcoming fiscal year is $6,137,612
- 49% ($3,021,002) of this contract is tied to salaries & benefits expenses
- 51% ($3,116,610) of this contract is tied to operational funds

11

2025 LIHEAP – Operational Funds - Estimated

Major line items

Subcontractor Labor - $1,483,613

- Continue to focus on improving processes to reduce the amount of days client files are staying open
- We will focus on adding more subcontractors to our program – determine if we need to obtain an electrician and/or plumber for future projects
- Increasing number of projects closed out and/or benefits being given to clients monthly

Outreach - $263,881

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

12

Goals for 2025-26

13

- Expend all contracts by continuing to develop and implementing new strategies and workflows – this will enable us to serve the maximum number of clients in Kern County
- Continue to monitor and develop the newly created project management software application – determine what the next phases of development look like, along with the IT Team, in terms of program and agency needs
- Continue to monitor and develop the newly created online client self-application tool – determine appropriate workflows and staff needs to monitor new access point for our clients
- Continue to collaborate with community partners who have a vested interest in our community
- Obtain additional subcontractors for WX services
- Continue working with Hancock to eventually develop a paperless system
- Create goals for UA and WX to make sure we are expending contracts diligently but also making sure we are not exceeding our budgets (collaboration with Liliana Solorio)
- Complete all Energy contracts by CSD or granters milestone dates
- Continue to look for new funding opportunities and contracts that fit the Energy Program

14

2025-26 Budget

15

		PG&E 2024	LIHEAP 2025	DOE BIL 2022	ESLIHEAP	TOTAL
REVENUE						
4110	Federal Grant Revenue	$ -	$ 6,137,612.00	$ 600,000.00	$ 300,000.00	$ 7,037,612.00
4210	Private Revenue	$ 410,445.00	$ -	$ -	$ -	$ 410,445.00
		$ 410,445.00	$ 6,137,612.00	$ 600,000.00	$ 300,000.00	**$ 7,448,057.00**
SALARIES		$ -	$ -	$ -	$ -	
5105	Salaries	$ 270,365.00	$ 2,288,638.00	$ 223,733.00	$ 111,866.00	**$ 2,894,602.00**
BENEFITS						
5205	FICA/FICA-MED Expense	$ 22,495.00	$ 190,414.00	$ 18,614.00	$ 9,306.00	$ 240,829.00
5210	SUI Expense	$ 3,461.00	$ 29,295.00	$ 2,864.00	$ 1,432.00	$ 37,052.00
5215	Workman's Compensation	$ 6,921.00	$ 58,589.00	$ 5,728.00	$ 2,864.00	$ 74,102.00
5220	Health Insurance	$ 36,337.00	$ 307,593.00	$ 30,070.00	$ 15,035.00	$ 389,035.00
5225	Dental Insurance	$ 1,730.00	$ 14,647.00	$ 1,432.00	$ 716.00	$ 18,525.00
5230	Life Insurance	$ 865.00	$ 7,324.00	$ 716.00	$ 358.00	$ 9,263.00
5235	Long Term Disability Insurance	$ 865.00	$ 7,324.00	$ 716.00	$ 358.00	$ 9,263.00
5240	Retirement (Pension)	$ 13,843.00	$ 117,178.00	$ 11,455.00	$ 5,728.00	$ 148,204.00
		$ 86,517.00	$ 732,364.00	$ 71,595.00	$ 35,797.00	**$ 926,273.00**
TRAVEL						
6105	Local Travel - Staff	$ -	$ 1,308.00	$ 128.00	$ 64.00	$ 1,500.00
6120	Out of Town Travel - Staff	$ -	$ 19,623.00	$ 1,918.00	$ 959.00	$ 22,500.00
6135	Per Diem - Staff	$ -	$ 3,270.00	$ 320.00	$ 160.00	$ 3,750.00
6150	Vehicle Gasoline	$ 1,650.00	$ 41,208.00	$ 4,028.00	$ 2,014.00	$ 48,900.00
		$ 1,650.00	$ 65,409.00	$ 6,394.00	$ 3,197.00	**$ 76,650.00**
SPACE COSTS						
6205	Rent/Lease	$ 3,150.00	$ 91,598.00	$ 8,954.00	$ 4,477.00	$ 108,179.00
6210	Repair/Maintenance/Incidental Alterations	$ -	$ 40,710.00	$ 3,980.00	$ 1,990.00	$ 46,680.00
6230	Security/Alarm	$ 450.00	$ 14,249.00	$ 1,393.00	$ 696.00	$ 16,788.00
6235	Utilities	$ 1,000.00	$ 56,995.00	$ 5,572.00	$ 2,786.00	$ 66,353.00
		$ 4,600.00	$ 203,552.00	$ 19,899.00	$ 9,949.00	**$ 238,000.00**
SUPPLIES						
6305	Supplies	$ 921.03	$ 106,834.00	$ 10,444.00	$ 5,222.00	$ 123,421.03
6310	Computer & Peripheral Supplies	$ 6,078.97	$ 2,180.00	$ 213.00	$ 107.00	$ 8,578.97
		$ 7,000.00	$ 109,014.00	$ 10,657.00	$ 5,329.00	**$ 132,000.00**
CONSULTANT/CONTRACT SERVICES						
6525	Software Support/Maintenance	$ -	$ 60,412.00	$ -	$ 5,000.00	$ 65,412.00
6530	Subcontract Labor	$ -	$ 1,483,613.00	$ 150,941.00	$ 70,470.00	$ 1,705,024.00
6535	Subaward	$ -	$ -	$ -	$ -	$ -
			$ 1,544,025.00	$ 150,941.00	$ 75,470.00	**$ 1,770,436.00**

16

OTHER OPERATING COSTS						
6605	Communication Services	$ 300.00	$ 56,953.00	$ 5,568.00	$ 2,784.00	$ 65,605.00
6610	Postage	$ 649.00	$ 8,762.00	$ 857.00	$ 428.00	$ 10,696.00
6615	Printing	$ 575.00	$ 17,524.00	$ 1,713.00	$ 857.00	$ 20,669.00
6620	Risk Insurance	$ 400.00	$ 17,524.00	$ 1,713.00	$ 1,200.00	$ 20,837.00
6625	Hiring Costs	$ 376.00	$ 500.00	$ 428.00	$ 214.00	$ 1,518.00
6640	First Aid	$ -	$ 1,500.00	$ 80.00	$ 535.00	$ 2,115.00
6645	Tuition and Registration Fees - Staff	$ -	$ 8,000.00	$ 428.00	$ 5,000.00	$ 13,428.00
6660	Equipment Rent/Lease	$ -	$ 17,524.00	$ 1,713.00	$ 857.00	$ 20,094.00
6665	Equipment Repair/Maintenance	$ -	$ 8,762.00	$ 857.00	$ 2,627.00	$ 12,246.00
6667	Vehicle Repair/Maintenance	$ 700.00	$ 21,905.00	$ 2,141.00	$ 3,270.00	$ 28,016.00
6675	Outreach	$ -	$ 263,881.00	$ 25,616.00	$ -	$ 289,497.00
6680	Training Expenses	$ -	$ 2,500.00	$ 428.00	$ 214.00	$ 3,142.00
6690	Membership Dues	$ -	$ 4,000.00	$ 428.00	$ 3,000.00	$ 7,428.00
6710	Vehicle License Fees	$ -	$ 8,762.00	$ 857.00	$ 428.00	$ 10,047.00
		$ 3,000.00	$ 438,097.00	$ 42,827.00	$ 21,414.00	**$ 505,338.00**
DIRECT PROGRAM COSTS					$ -	
7105	Weatherization Materials	$ -	$ 137,048.00	$ 19,409.00	$ 9,000.00	$ 165,457.00
7107	Waste Breakage Weatherization Materials	$ -	$ 1,500.00	$ -	$ -	$ 1,500.00
7120	Client Utility Payments	$ -	$ 60,000.00	$ -	$ 705.00	$ 60,705.00
			$ 198,548.00	$ 19,409.00	$ 9,705.00	**$ 227,662.00**
INDIRECT						
9999	Indirect Expense	$ 37,313.00	$ 557,965.00	$ 54,545.00	$ 27,273.00	**$ 677,096.00**

17

Challenges and Opportunities

18

Challenges

Utility Assistance

- Operating with a tighter budget than in previous years (elimination of ARPA funds)
- Continue to monitor increased need of community - incoming applications
- Operating a new program that Energy has never had (PG&E Arrearage Case Management)
- Implementation of the client-self intake tool - Hancock
- Competitive salaries
- Reduced UA client funding potential – not as many contracts as in previous year
- Need to continuously monitor priority points

Weatherization

- Continued training of WX staff for new contracts, programs, and program services
- Finding and hiring qualified staff for each position – specifically Inspectors
- Finding homes that qualify for the DOE BIL WAP contract
- Constant review to make sure are properly staffed for various contracts we are operating
- Obtaining new subcontractors
- Monitoring production as to now spend out contracts too quickly
- Operating out of a dilapidated building
- Lack of Wearhouse storage for equipment and supplies
- Constantly dealing with crime, damage to our equipment, and vandalism.

19

Opportunities

Utility Assistance

- Potential for new programs – CalAIM, Asthma Remediation, Environmental Accessibility Adaptions (EAA)
- Reducing open applications – continuing to review and update workflow processes of needed
- Monthly UA meetings with UA team to discuss challenges and issues
- Successful operation of case management program could lead to new line of service for our program
- Continuing to look for new funding services that could be completed by our UA and Outreach Teams

Weatherization

- The start of the new TCC grant
- Continuing to review workflow processes to reduce days taken to close jobs
- Monthly WX meetings with WX team to discuss challenges and issues
- Potential to work with the city (Weatherization contract)
- Continuing to work with Grants Team for new contracts and work that can be completed by our team

20

Outcomes

Since CSD reinitiated category rankings for contract completion, we have remained in Category A

21

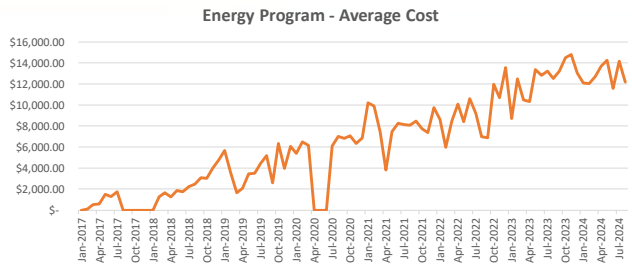
Utility Assistance

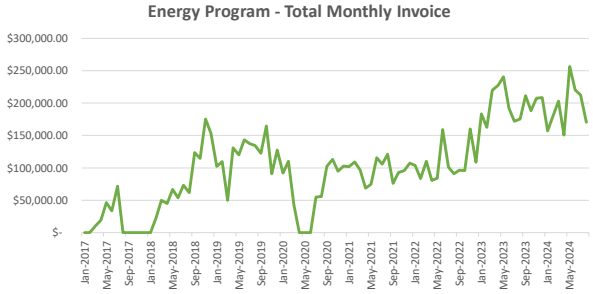
- By the end of year, we will have fully spent LIHEAP 2024 and SLIHEAP 2024 (Category A in both contracts)
- Fully spent LIHWAP 2021! Even took an additional $250,000.
- Utility Assistance fully staffed
- Established relationship with our in-house marketing team to collaborate on marketing efforts
- Increased wages for all UA positions
- Successfully partnered with various CAPK programs to complete Outreach efforts
- Will have paid out approx. $7.4 million in UA benefits by end of year.

22

Weatherization

- Will have fully spent LIHEAP 2024 by EOY(Category A in contract)
- Weatherization Fully Staffed – with exception of Inspectors
- Energy Program Assistant developed a project management tool that was later developed into an application with IT's assistance
- Continued to work and improve the current Weatherization process
- Jobs are being closed at a much faster pace
- Client homes are provided with a multitude of services when compared to the prior years
- Created relationships with vested organizations to partner with





23

Questions?

24

Community Development Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Program 211: 2026-2027 Budget Development

PRESENTED BY:

ADMINISTRATOR: SABRINA JONES

1

Program Overview

2

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

3

Contract Updates for 2026-2027

4

Updates

- Contracts ended:
  - First 5 Kern 211 Helpline (288) ended 4/27/25
  - First 5 Help Me Grow (284) ended 4/27/25
  - Community School Partnership Program (205) ended 6/30/25
  - Kaiser Permanente (420) ended 9/30/25
- Renewed county contracts:
  - Fresno/Madera – 3 years (12/30/27)
  - Merced/Mariposa – 1 year (6/30/26)
- Approved contract:
  - Kick It California 40 months (3/1/26 - 6/30/29)

Goals

- Renew contract:
  - Public Safety Power Shutoff PGE
    - 211 CA Fiscal Lead / amount TBD (11/1/25 - 12/31/26)
  - Merced/Mariposa – additional 1 year (6/30/27)

5

2026-27 Budget

6

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

- Total amount: $67,460
  - Personnel – 91%
  - Operational – 9%
- Length of contract:
  - 3 years (10/1/2024 - 9/30/2027) $207,445
- Scope of Work:
  - CalFresh is offered to clients who are interested in receiving benefits and are not currently enrolled. The 2-1-1 Program Specialist will complete the application via phone using the BenefitsCal Website.

7

Southern California Edison Public Safey Power Shutoff (436) California 211 Providers Network

- Total amount: $196,575.00
  - Personnel – 45%
  - Operational – 55%
- Length of the contract:
  - 39 months (10/1/24 – 12/31/27) $535,244.48
    - (Core Operations inclusive)
    - (PSPS Activation/All Hazard Events excluded)
- Scope of Work
  - Ensure community members have access to functional needs (AFN) by offering resources, referrals, and Care Coordination to those who are electricity dependent.
    - Fresno, Kern, Tulare
    - Identify 2-1-1 help seekers that are electricity dependent
    - Offer Care Coordination
    - During activation offer direct assistance (transportation services, hotel vouchers, water bladders)

8

California Department of Public Health (TBD) Kick It California

- Total amount: $114,649.73
  - Personnel – 30%
  - Operational – 70%
- Length of the contract:
  - 40 months (3/1/26 – 6/30/29) $386,290
- Scope of Work
  - Offer community members access to supports and treatment plans for tobacco cessation.
    - Fresno, Kern, Kings, Stanislaus, Tulare
    - Identify 2-1-1 help seekers that are requesting to stop smoking
    - Submit referral to the funder

9

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

- Total amount: $27,748.96
  - Personnel – 57%
  - Operational – 43%
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027) $81,639
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, live chat, and disaster call handling.

10

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

- Total amount: $88,395.68
  - Personnel – 57%
  - Operational – 43%
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027) $259,957
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.

11

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

- Total amount: $13,815.12
  - Personnel – 57%
  - Operational – 43%
- Length of Contract:
  - 1 year (7/1/2025 - 6/30/2026) $41,445.39
- Scope of work:
  - Information and Referral services via the 2-1-1 Kern call center afterhours, weekends, and disaster call handling.

12

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

- Total amount: $84,964
  - Personnel – 57%
  - Operational – 43%
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027) $249,967
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling.

13

United Way of Fresno & Madera Counties (536-235) - United Way

- Total amount: $147,511.04
  - Personnel – 57%
  - Operational – 43%
- Length of contract:
  - 3 years (1/1/25 - 12/31/27) $439,625.38
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
  - Special projects: VITA call handling and scheduling, Tobacco Cessation referrals, relief for Energy Assistance through Community Help (REACH).

14

LIHEAP Energy Calls (536-000)- State

- Current Cost per call: $9.84
  - Personnel – 57%
  - Operational – 43%
- Methodology
  - Developed and presented to CSD to analyze call data and determine an annual cost per call.
- Scope of Work
  - 2-1-1 Kern County is the call center for CAPK Low Income Home Energy Assistance Program (LIHEAP). Call Specialists initiate the application process, link clients to Energy services, schedule appointments, and provide status updates on pending applications for the utility assistance program. Calls for Weatherization Program are initiated through 2-1-1 Kern and routed to directly to Weatherization Specialists.

15

Budget Tool 2026-27_DRAFT.xlsx

GL	Description	CAL FRESH	California Department of Pulic Health	California Edision PSPS 211 Providers	STANISLAUS, FRESNO & MADERA, ENERGY	TOTAL
		164	TBD	436	536 | 231,232,234,235	
REVENUE						
4110	Federal Grant Revenue	67,460.00	-	-	-	67,460.00
4120	State Grant Revenue	-	114,649.73	-	-	395,887.73
4130	County/City Grant Revenue	-	-	-	362,398.80	362,398.80
4210	Private Revenue	-	-	196,575.00	-	196,575.00
4540	In-Kind Revenue: State Dept of Education	-	-	-	-	-
4580	Donated Commodities/Food Revenue	-	-	-	-	-
		67,460.00	114,649.73	196,575.00	362,398.80	1,022,321.53
SALARIES						-
5105	Salaries	45,427.41	25,542.37	65,713.68	151,396.89	474,083.35
5155	Salaries - Subsidy	-	-	-	-	-
		45,427.41	25,542.37	65,713.68	151,396.89	474,083.35
BENEFITS						-
5205	FICA/FICA-MED Expense	15,899.59	9,195.36	22,999.80	52,988.91	166,185.66
5255	Benefits - Subsidy	-	-	-	-	-
		15,899.59	9,195.36	22,999.80	52,988.91	166,185.66
TRAVEL						-
6105	Local Travel - Staff	-	-	-	-	-
6110	Local Travel - Board	-	-	-	-	-
6115	Local Travel - Parent	-	-	-	-	-
6155	Vehicle Rental	-	-	-	-	-
		-	-	-	-	-
SPACE COSTS						-
6205	Rent/Lease	-	-	13,200.00	68,000.00	81,200.00
6250	Building Purchase	-	-	-	-	-
		-	-	13,200.00	68,000.00	81,200.00
SUPPLIES						-
6305	Supplies	-	-	-	-	-
6310	Computer & Peripheral Supplies	-	-	-	2,500.00	2,500.00
6315	IT Communication Supplies	-	-	-	2,500.00	2,500.00
6320	Computer Software	-	-	-	-	-
		-	-	-	5,000.00	5,000.00
EQUIPMENT PURCHASE						-
6405	Equipment Purchase	-	-	-	-	-
		-	-	-	-	-
OTHER OPERATING COSTS						-
6605	Communication Services	-	-	-	20,000.00	20,000.00
6610	Postage	-	-	-	5,000.00	5,000.00
6615	Printing	-	-	-	2,000.00	2,000.00
6620	Risk Insurance	-	-	-	2,500.00	2,500.00
6625	Hiring Costs	-	-	-	1,000.00	1,000.00
6630	Employee Costs	-	-	-	1,500.00	1,500.00
6635	Board Costs	-	-	-	-	-
6640	First Aid	-	-	-	-	-
6645	Tuition and Registration Fees - Staff	-	-	-	2,500.00	2,500.00
6675	Outreach	-	-	-	2,000.00	2,000.00
6680	Training Expenses	-	-	-	-	-
6685	Meeting Expenses	-	-	-	-	-
6690	Membership Dues	-	-	-	6,000.00	6,000.00
6790	Misc Expense	-	69,489.00	76,790.52	-	146,279.52
		-	69,489.00	76,790.52	42,500.00	188,779.52
INDIRECT						-
9900	Indirect Subsidy				10,522.00	10,522.00
9999	Indirect Expense	6,133.00	10,423.00	17,871.00	31,991.00	96,551.00
		6,133.00	10,423.00	17,871.00	42,513.00	107,073.00

16

Opportunities and Challenges

17

Opportunities

- Implement strategies to introduce competitive fee schedules for call handling supports by shifting from incorporating an FTE proposal and transitioning to a Cost Per Call.
- Enhance routine data collection processes to include metrics associated with specific call types to gauge supports provided to internal programs and external stakeholder entities
- Become the universal intake program (agency wide)
- Seeking internal and external funding to support call handling efforts to sustain program operations
- Advanced technology to support telecommute work
- 2-1-1 outreach efforts continue to be beneficial to the program. The team attends various events to educate the community on the many benefits of contacting 2-1-1. We have attracted individuals and families for Medi-Cal and CalFresh.
- Supporting staff through challenging calls, schedule accommodations, and celebratory of successes in aim for staff retention.

18

Challenges

- Identifying funding sources to optimize the impact of utilizing the existing team to serve the community.
- Lack of financial support from internal programs
- Technology delays (Five9/iCarol)
- Outdated equipment
- Lack of funds to replace old equipment
- Insufficient device inventory to accommodate telecommute work
- Network interruptions/IT support (passwords/hardware updates) for telecommute staff
- 24-hour operations staff coverage

19

Goals for 2026-2027

20

Goals

- Strengthen customer support and improve on efficiency
- Enhancements to Customer Relationship Management System
  - Modernize interface
  - Seamless navigation for staff
  - Enhance data collection
- Explore Artificial Intelligence for Telephony System
  - Integrate AI into Interactive Voice Response
  - Use automation to improve customer service and productivity
  - Analyze calls / data (Power BI Dashboard)
- Explore new funding opportunities
  - Internal funding
  - External funding
  - Unrestricted funds

21

Questions?

22

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Friendship House: 2026-27 Budget Development

PRESENTED BY:

LOIS HANNIBLE

PROGRAM ADMINISTRATOR

1

Positive Youth Development Mentor Program

Program Overview 2026-27

2

Positive Youth Development
Mentor Program

Program Provides: Individual & Group Mentoring, Enrichment Activities, Aggression Replacement Training (ART), Afterschool & Summer Program.

Mentees:

- Ages 6-18 (100 youth to be served)
- Parent registration required to participate

Mentors:

- Age18 & older, application, interview, training
- Pass a criminal background check
- Commit to mentoring 1 hour/week for 1 year

3

Mentor Program

Client Outcomes 2025-2026

4

ive Youth Development

Mentor Program Outcomes

During FY 2024/25

- 43% of the youth that provided report cards showed improvements in grades.
- Satisfaction surveys showed 87% of the participants were highly satisfied with the program.
- Parent surveys showed that 84% of parents indicated improved behavior.
- 74% of the youth completed their individual mentoring plan.

As of Oct. 2025, 89 youth have been served:

- 75 youth participating in the Mentor, Afterschool, and Summer Programs.
- 14 Aggression Replacement Training (ART) participants.

capk Community Action Partnership of Kern

5

Mentor Program
Goals for 2026-27

6

Positive Youth Development Mentor Program Goals

- Mentoring services shall be provided to 100 youth and include at least one of the following: individual or group mentoring, afterschool or summer program, case management, intervention groups, enrichment activities, pre-employment training, family engagement activities, Aggression Replacement Training (ART).
- Provide three community outreach events:
  - Backpack Giveaway
  - Fall Carnival
  - Friendship House Fundraiser
- Provide program information at schools and outreach events.

7

Mentor Program
2026-27 Budget

8

Positive Youth Development Mentor Budget

- Salaries & Benefits: Provides for 1FTE Program Educator & .25 FTE Program Administrator.
- Travel: allows for mentor/mentee recruitment, pick-up gift cards from Finance, and to pick-up program supplies.
- Space Costs: to pay the space costs at FHCC where program staff is housed.
- Supplies: food, snacks and incentives for participants.
- Hiring Costs: to secure new staff if needed.

9

Mentor Program
Opportunities and Challenges

10

Opportunities:

- CAPK Friendship House reapplied for the Positive Youth Development Mentor Program and received the grant award from the County of Kern, which included an increase in funding.
- Two ART classes are now being offered at CLC Tech, as a part of the Mentor Program.

Challenges:

- The contract agreement is for the duration of one year, at which time it can be renewed, based on performance and the availability of grant funds from the State.

11

Youth Community Access Grant

Program Overview 2026-27

12

Youth Community Access Grant
Nature and Culture Program

The new grant funded program will start in February of 2026 and will offer culturally relevant environmental education, field trips, and leadership opportunities.

Program provides services for **80** youth from low-income and underserved communities in Bakersfield & Shafter.

Program service include:

- Field trips to State & Regional Parks, Cultural Landmarks, & Environmental Sites
- Youth Leadership Advisory Committee
- Paid Internship
- Peer Mentorship

13

Youth Community Access Grant

Client Outcomes 2025-2026

14

Youth Community Access Grant Outcomes

The Youth Community Access Nature & Culture Program is a new program for CAPK, and is expected to start in February of 2026.

Outcomes will not be available until March of 2027.

Expected outcomes are:

- 80 low-income youth will receive program services.
- At least 70% of the youth will demonstrate increased knowledge in the environment, cultural heritage, exhibit increased leadership skills, and participate in at least 8 field trips to natural & cultural sites.
- 6 youth will successfully serve on the Youth Leadership Advisory Committee.

15

Youth Community Access Goals for 2026-27

16

Youth Community Access Grant Goals

- Support youth access to natural & cultural resources, to include outdoor activities such hiking & camping, and visits to culturally significate locations.
- Develop youth leadership through project planning and peer mentorship.
- Provide cultural education trips where youth can learn about their history, culture, and language.

17

Youth Community Access 2026-27 Budget

18

Youth Community Access Grant Budget

- Salaries & Benefits: 2 FTE Activity Specialists, .20 FTE Program Administrator, .30 FTE Program Manager, with benefits at 31%.
- Program material & field trip supplies
- Eco-friendly clean vehicle; charter bus rental
- Stipends for 6 youth Advisory Committee Members
- Field trip entrance fees & lunches
- Staff training

19

Youth Community Access Grant Opportunities and Challenges

20

Youth Community Access Grant

Opportunities:
- Increased experiences for community youth.
- Additional services for low-income youth in Bakersfield & Shafter.
- Possibility of future funding.

Challenges:
- Funding is for one year.
- Finding a location in Shafter to meet with the youth.

21

CalVIP Cohort 5

Potential Funding Opportunity for CAPK Friendship House:

- Amount requested $1,360,815
- Expected notification- February of 2026
- If awarded, the program will offer wraparound services and intervention strategies targeting those at high risk of gun violence.

22

VITA 2026-2027 Budget Development

PRESENTED BY: JACQUELINE GUERRA

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

VITA Program Services

VITA Volunteer Income Tax Assistance

- **Free Tax Preparation**
  Assistance for low- to moderate-income individuals and families.
- **Amendments & Prior Year Filings**
  Help with correcting prior returns or filing taxes for previous 5 years.
- **ITIN Application Assistance**
  Certified Acceptance Agent (CAA) services for Individual Taxpayer Identification Number (ITIN) applications.
- **W-4 Form Assistance**
  Guidance on completing or updating W-4 forms.
- **Assistance with IRS & FTB Letters and Audits**
  Support in responding to tax notices and audits.
- **Tax Credit Education**
  Information on CA and federal Earned Income Tax Credit (EITC) and Child Tax Credit (CTC).
- **Multilingual Services**
  Support in multiple languages to better serve the community.
- **Free Tax Law Training**
  Free training for volunteers on tax law and IRS certification.
- **22 Seasonal Sites Across the County**
  Wide availability with convenient locations during tax season.
- **Year-Round Site**
  Access to tax services outside the regular tax season.
- **Financial Education Workshops**
  Workshops on how to fill a w4, VITA overview tax law, etc

3

capk Community Action Partnership of Kern

Current contracts for the 2026 – 2027 Fiscal Year

- The VITA Program currently has two contracts:
  - Volunteer Income Tax Assistance (VITA)
  - Tax Counseling for the Elderly (TCE grant)
  - The California Earned Income Tax Credit (CalEITC)
- We are not expecting any additional contracts.

4

Volunteer Income Tax Assistance (VITA)

- The contract deadline – September 30, 2026
- The contract amount for the new season is - $325,500
- 62% of this contract is tied to salaries and benefit expenses.
- 29% of this contract is tied to subcontractors.
- 9% of this contract is tied to subcontractors and operational expenses.

5

Tax Counseling for the Elderly (TCE)

- The contract deadline – September 30, 2026
- The contract amount for the season is - $18,847
- 25% of this contract is tied to salaries and benefit expenses.
- 30% of this contract is tied to program delivery.
- 45% of this contract is tied to operational expenses.

6

The California Earned Income Tax Credit (CalEITC)

- The contract deadline – June 30, 2026
- The contract amount for the new season is - $403,728
- 44% of this contract is tied to salaries and benefit expenses.
- 31% of this contract is tied to subcontractors.
- 16% of the contract pays for outreach efforts.
- 9% of this contract is tied to operational expenses.

7

Outcomes 2025-26

8

VITA 2024-2025 Outcomes

VITA Program:

- Funding awarded by IRS for 2024-25: $325,000 (100%
- Number of tax returns filed: 11,731
- Total refunds generated: $15,200,848
- Federal EITC claimed: $5,607,967
- Cost savings for taxpayers: $3,338,100
- IRS certified volunteers: 96, 77 committed
- 100% pass 5/5 of our site review audits
- 2nd in our territory for tax return count (Alaska is 1st)?
- Financial Workshops: 17 enrolled, 11 completed 8-week course

CalEITC Program:

- 2024-25: $502,815 (100% spent)
- Outreach education done throughout Kern and Tulare Counties on CalEITC credits.
- In collaboration with CSET and UWCEC, 48+ tax prep service sites.
- 167 ITIN applications processed

capk Community Action Partnership of Kern

9

VITA Success Stories

capk Community Action Partnership of Kern

After falling behind on her tax filings for several years, Samantha Guerra, a Kern County resident and mother of a 4-year-old daughter, came to the CAPK VITA main office on 19th Street in June seeking help to get caught up. Facing life changes, job transitions, and financial hardship, she was stressed about gathering all her income documents for tax years 2022 through 2024.With the support of our VITA team, Samantha successfully filed all three years of returns, receiving $7,726 in California refunds and $3,487 in federal refunds. The relief was immediate. She texted a staff member sharing that she had just left the DMV after paying $982 in back fees to renew her car registration, which had been expired for two years. Since then, Samantha has continued to rebuild her financial stability. She brought her PG&E account current, paid down lingering debt, and began making healthier financial and lifestyle choices. She invested in a Costco membership to stretch her grocery budget, joined a yoga studio to support her mental and physical health, and set aside money for both savings and a special trip to Disneyland with her daughter; a well-deserved celebration after years of stress. Samantha's story is a powerful reminder that free, high-quality tax services do more than return money, they help families regain control, create stability, and move forward with confidence and dignity.

Jennifer Tarter joined CAPK VITA as a new volunteer for the 2025 tax season. She discovered the program while searching online for free tax preparation services to file her 2023 taxes. During the filing process, she learned about the opportunity to become a volunteer. Motivated to give back, Jennifer completed one of our English-language IRS training we provided in December and became successfully certified. Throughout the tax season and beyond, Jennifer has been one of our most dedicated volunteers, contributing nearly six hours a day on an almost daily basis. Her commitment and enthusiasm have made a meaningful impact on the program and the clients we serve. At our annual Volunteer Appreciation Dinner on MAY 22nd, Jennifer shared: "I am so grateful that I found this program through a Google search. I was able to file my taxes here and then had the chance to become a volunteer and learned about some credits that I didn't know they exist, like Young Child Tax Credit (YCTC). I definitely want to come back next year and continue supporting the community alongside the amazing VITA staff, who have always made me feel welcomed at CAPK VITA" It is truly a pleasure to have Jennifer as part of the CAPK VITA volunteer team. Her passion and dedication symbolize the spirit of our program.

10

2026 - 2027 Goals

11

12

Opportunities and Challenges

13

14

Challenges

- Volunteer dedication
- Financial training and education
  - Funding challenges
- Additional VITA facility space for growth
  - Year-round outreach staff
  - Year-round financial educator
  - Volunteer space/client lobby area
- Federal Budget
- Decrease length in CalEITC grant
- Politics

15

Questions?

16

Housing & Supportive Services: 2026-27 Budget Development

PRESENTED BY:
REBECCA MORENO
DIRECTOR OF HOUSING & SUPPORTIVE SERVICES

1

Program Overview

2

Program Summary

CES	Cal-AIM	Adult Re-entry	ECM
Calls YTD-30,037	Enrollments -4,182	Enrollments- 171	Fully Staffed
W/I 24 hrs-28,895	Billable Services-12,364	Housing Placements-49	CWH training complete
FTE- 6	Housing Placement- 165	Obtained Employment-44	Enrollments-15
	Day Enrollments-920	Emergency Placement-3	Conducting Outreach
	Billable Services-352	Program Ends 12/31/25	Revenue $15k

3

Program Summary

M Street	Safe Parking	Safe Camping	
Enrollments-1390	Enrollments - 110	Enrollments- 522	
Pets- 119		Pets-80	
Housing Placement-75		Housing Placements-22	
Meals- 71,987		Meals-16,642	
CM Services- 7,872		New site complete	

4

Goals for 2026-27

5

Community Action Partnership of Kern

CES: Increase staff, Increase funding, Increase Operation Times

Cal-AIM: Increase staff, Increase Referrals from Anthem, Contract with Kaiser

ECM: Increase Enrollments, Increase Outreach, Add Population of Focus

ARG: Closeout Round 3, Increase enrollment for Round 4, Increase referrals

6

- M Street: Continue to work on staff retention, Improve client outcomes, Decrease negative exits
- Safe Camping: Improve client outcomes, Secure additional funding, Continue to Improve client experience
- Safe Parking: Increase enrollments, Improve client outcomes, Increase services provided

7

2026-27 Budget

8

	CSBG	HUD	HHAP 4	HHAP 4	CES HHAP	CalAIM	CalAIM-ECM	Reentry Grant	HOME-ARP	M Street LBNC	M Street Safe Camping	TOTAL
	103	160	276-73	276-75	Pending	550	551	277	162	275	142	
Salaries	26,894.00	169,501.00	18,252.00	24,952.00	47,526.00	750,048.00	601,712.00	-	56,133.00	962,353.00	145,777.00	2,803,148.00
Benefits	9,413.00	59,507.00	6,388.00	8,733.00	16,635.00	262,336.00	210,601.00	-	19,646.00	336,824.00	51,022.00	981,105.00
Supplies	4,500.00	-				6,000.00	6,000.00		8,670.00	85,000.00	15,000.00	125,170.00
Computer Supplies	-	-				-	6,000.00					6,000.00
Software	-	-				6,000.00	78,000.00					84,000.00
Space Cost	30,079.00	-	15,000.00	10,000.00		22,503.00	22,503.00	-	8,500.00			108,585.00
Utilities	-		4,500.00							116,700.00	18,000.00	139,200.00
Facility Repairs/Maintenance	-									76,555.00	5,000.00	81,555.00
Security	-									517,645.00	258,822.50	776,467.50
Operating Expenses	5,750.00	-	5,269.00	5,269.00		-	-				-	16,288.00
Communication	-	-				3,000.00	3,000.00	-		18,000.00	-	24,000.00
Postage	-	-				-	-				-	-
Printing	-	-	-	-		-	-	-			-	-
Hiring Costs	-	-	500.00	500.00		1,000.00	1,000.00	-		1,000.00	500.00	4,500.00
Misc Exp	-	-				1,000.00	1,000.00	-			-	2,000.00
Travel	-	-	3,000.00	3,000.00		5,347.00	-	-		7,500.00	-	18,847.00
Membership Dues	-	-	-	-		1,000.00	-			375.00	-	1,375.00
Vehicle Repair/Maintenance										1,500.00	1,000.00	2,500.00
Equipment Lease										3,000.00	30,000.00	33,000.00
Tuition/registration fees	-	-	3,000.00	3,000.00		7,500.00	-	-		11,378.00	-	24,878.00
Risk Insurance										5,400.00	-	5,400.00
Outreach								-			-	-
Subaward								-			-	-
Client Incentives								-			-	-
Client Services						108,000.00		681,818.00		180,000.00	28,277.50	998,095.50
Client Education								-			-	-
Contingency						101,229.00	12,729.00			145,692.00	26,521.00	286,171.00
Indirect	17,725.00	22,901.00	4,091.00	4,546.00	6,417.00	127,496.00	94,255.00	68,182.00	8,445.00	246,893.00	57,992.00	658,943.00
Total	94,361.00	251,909.00	60,000.00	60,000.00	70,578.00	1,402,459.00	1,036,800.00	750,000.00	101,394.00	2,715,815.00	637,912.00	7,181,228.00
Revenue	94,361.00	251,909.00	60,000.00	60,000.00	70,578.00	1,402,459.00	1,036,800.00	750,000.00	101,394.00	2,715,815.00	637,912.00	7,181,228.00

9

Opportunities and Challenges

10

Challenges

- CES-Staff retention
- Cal-AIM-Recruitment
- ECM-Infancy stage
- ARG-Referrals
- M St- High negative exits
- Safe Camp- Funding
- Safe Park- Low engagement

Opportunities
Reevaluate the job description
Increase pay to compete
Continue trainings
Outreach
Work with staff to reevaluate
Increase outcomes
Outreach/Marketing

11

Questions?

12

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Veteran & Supportive Services

Budget Development 2026-2027

DIRECTOR: DEBORAH JOHNSON

PROGRAMS OFFICER: CARLOS CLEMENTE-JUAREZ

1

Programs Overview

2

Transitional Housing	Homeless Prevention/ Rapid Rehousing	Permanent Supportive Housing – Case Management	Permanent Housing	Scattered Site Low Barrier Shelter
Grant & Per Diem (GPD)	Supportive Services for Veterans Families (SSVF)	Park 20th (P20th) Residences at East Hills (REH)	Covey Cottages	Homeless Housing Assistance Program Youth Shelter (HHAP YS)

3

VA Grant & Per Diem Program (GPD)

4

Goals for 2025-26

- 90% Bed Utilization
- Maintain current Bridge Housing Performance Goals
  - Discharge to Permanent Housing – 75%
  - Negative Exits < 20%
- Maintain current SITH Performance Goals
  - Discharge to Permanent Housing – 75%
  - Employment of Individuals at Discharge - 60%
  - Negative Exists < 20%

- Resolve Documentation Performance Improvement Plan
- Focus on Increasing Income (Employment, Social Security, VA Compensation, etc.)

5

Challenges and Opportunities

6

Challenges

- Recent announcements of mass layoffs and tougher job market
- SOAR Training ended. Reduced capacity to apply for Social Security
- Outreach and Bed Utilization
- Long Term Clients
- Substance Use and Mental Health

7

Opportunities

- Peer Support Specialist
- Integration with other CAPK programs (Food Bank, HEAP, etc.)
- DoL Homeless Veterans Reintegration Program (HVRP) Grant
- Employment Training Resource (ETR) Job Focused Project
- America's Job Center Collaboration

8

VA Supportive Services for Veteran Families Program (SSVF)

9

Goals for 2025-26

- 295 Households to be Served
- 70% Exit to Permanent Housing
- Retain 60%-40% split between RRH and HP clients
- Establish stronger footprint in outlying desert communities (Ridgecrest, Cal City, etc)
- Stronger outreach in North, South, West Kern County

10

Challenges and Opportunities

11

Challenges

- Staffing (Case Manager, Outreach/Housing Specialist)
- Case Manager Training (Over-retention, Streamlining Process)
- Effects of rising costs vs. Stagnant grant amount
- Employment

12

Opportunities

- ACH Payments – Improved Landlord Relations
- DoL Homeless Veterans Reintegration Program (HVRP) Grant
- Employment Training Resource (ETR) Job Focused Project
- America's Job Center Collaboration

13

Permanent Supportive Housing (PSH) Case Management Park 20th & Residences at East Hills

14

Goals for 2025-26

- Better coordination with HACK on PSH Placement and Recertification
- Reestablishing Town Halls and Community Events
- Increasing Income and Applying for Benefits
- In-Home Services
- Medical-based Resources

15

Challenges and Opportunities

16

Challenges

- No discretionary funds available
- Transportation
- Continued HACK Property Manager Issues
- Recertifications and Client Compliance

17

Opportunities

- Supplemental Grants
- Online Platforms and Resources
- Partnerships with Local Agencies/On-Site Events

18

Permanent Housing
Covey Cottages

19

Goals for 2025-26

- Establishing VASH vouchers for eligible veterans
- Proficiency in Re-Leased Platform to manage rent and maintenance
- Establishing Covey Cottages as Focus for Local Agency Partners
- Town Halls and On-Site Services
- Focus on health and end of life preparations

20

Challenges and Opportunities

21

Challenges

- No discretionary funds available
- Transportation
- In Home Care/Medicare Premiums
- Unauthorized Guests and Security
- Technology Difficulties

22

Opportunities

- Better Integration for CAPK Resources (Food pantry, HEAP, etc.)
- Aging and Adult Services Collaboration
- Springboard for other Housing/Tenancy Projects (Ramkabir)

23

Scattered Site Low Barrier Shelter
HHAP YS

24

Goals for 2025-26

- Positive Discharges 80%
- Negative Discharges < 20%
- Improve On Call Protocol to Address Low Barrier-specific Issues
- Improve Collaboration between HACK, Dream Center, and other Community Partners

25

Challenges and Opportunities

26

Challenges

- No control over new intake numbers
- Communication with HACK and Dream Center
- Uncooperative Youth
- Employment/Schooling
- Transportation

27

Opportunities

- Library and public resources for job and schooling opportunity
- America's Job Center
- No tangible opportunities currently

28

2025-26 Budget

29

Revenue	SSVF	GPD	HHAPYS	REH	P20th	Covey	CVAF Unrestricted		Total
Federal Revenue	$1,415,768	$1,087,072	$0	$0	$0	$0	$0		$2,502,840
City/County	$0	$0	$133,702.00	$0	$0	$0	$0		$133,702
Program Income	$0	$26,000	$0	$0	$0	$0	$0		$26,000
Rental Income	$0	$0	$0	$0	$0	$115,906	$0		$115,906
Misc. Revenue	$0	$0	$0	$48,519	$17,850	$0	$0		$66,369
Donations/ Contributions	$0	$0	$0	$0	$0	$0	$1,102		$1,102
Total Revenue	$1,415,768	$1,113,072	$133,702	$48,519	$17,850	$115,906	$1,102		$2,845,919

30

Expenditures	SSVF	GPD	HHAPYS	REH	P20th	Covey	CVAF Unrestricted		Total
Salaries	$477,231	$1,087,072	$38,086	$32,961	$11,385	$13,000	$0		$2,502,840
Fringe Benefits	$152,714	$461,557	$12,188	$10,548	$3,643	$4,550	$0		$331,341
Travel	$29,308	$16,615	$2,853	$0	$0	$0	$0		$48,776
Space Costs	$100,430	$235,880	$61,300	$0	$0	$72,600	$1,002		$471,212
Consumable Supplies	$8,320	$22,470	$3,200	$600	$1,200	$2,000	$0		$37,790
Equipment	$0	$40,000	$0	$0	$0	$0	$0		$40,000
Consultant/Contract Services	$5,000	$0	$0	$0	$0	$0	$0		$5,000
Other Costs	$9,440	$11,090	$620	$0	$0	$0	$0		$21,150
Program Costs	$504,618	$80,210	$3,300	$0	$0	$250	$0		$588,378
Depreciation	$0	$0	0	$0	$0	$14,266	$0		$14,266
Indirect Costs	$128,707	$97,552	$12,155	$4,410	$1,622	$9,240	$100		$253,786
Total Expenditures	$1,415,768	$1,113,072	$48,519	$48,519	$17,850	$115,906	$1,102		$2,845,786

31

Questions?

32

Administrative Services

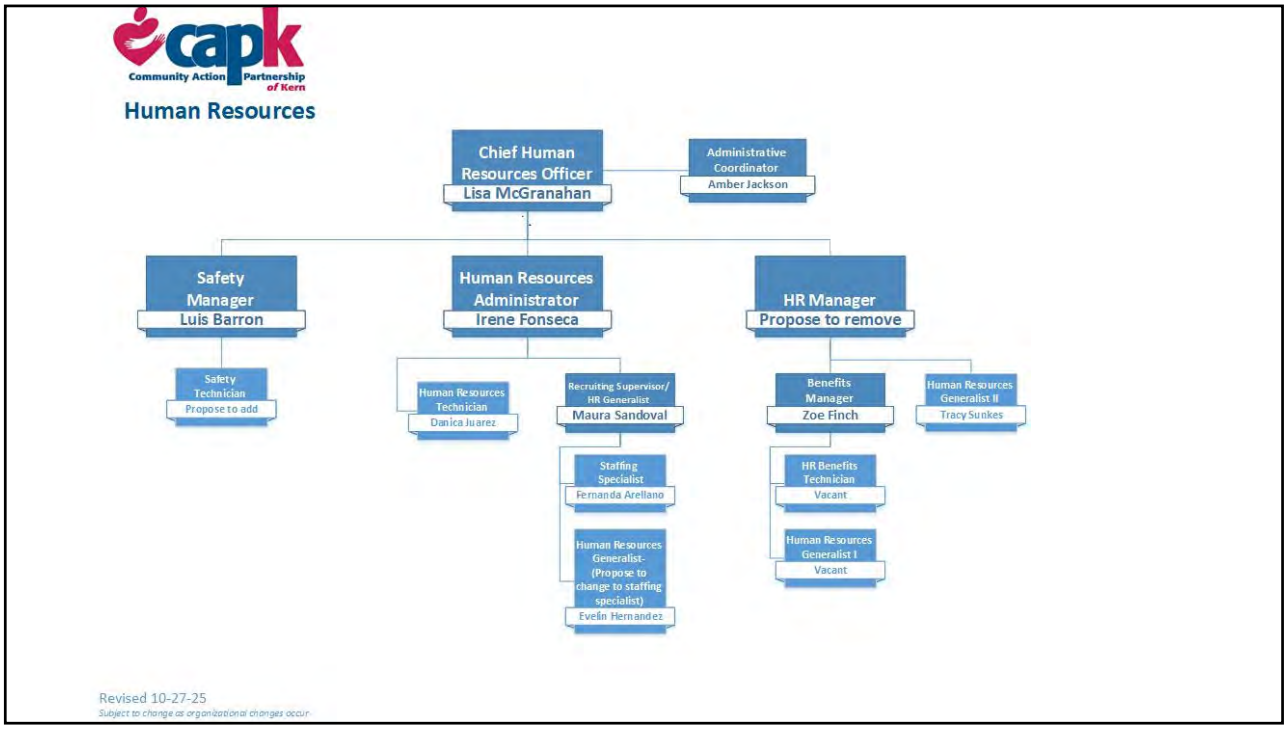
Human Resources: 2026-2027 Budget Development

PRESENTED BY: LISA MCGRANAHAN
CHIEF HUMAN RESOURCES OFFICER

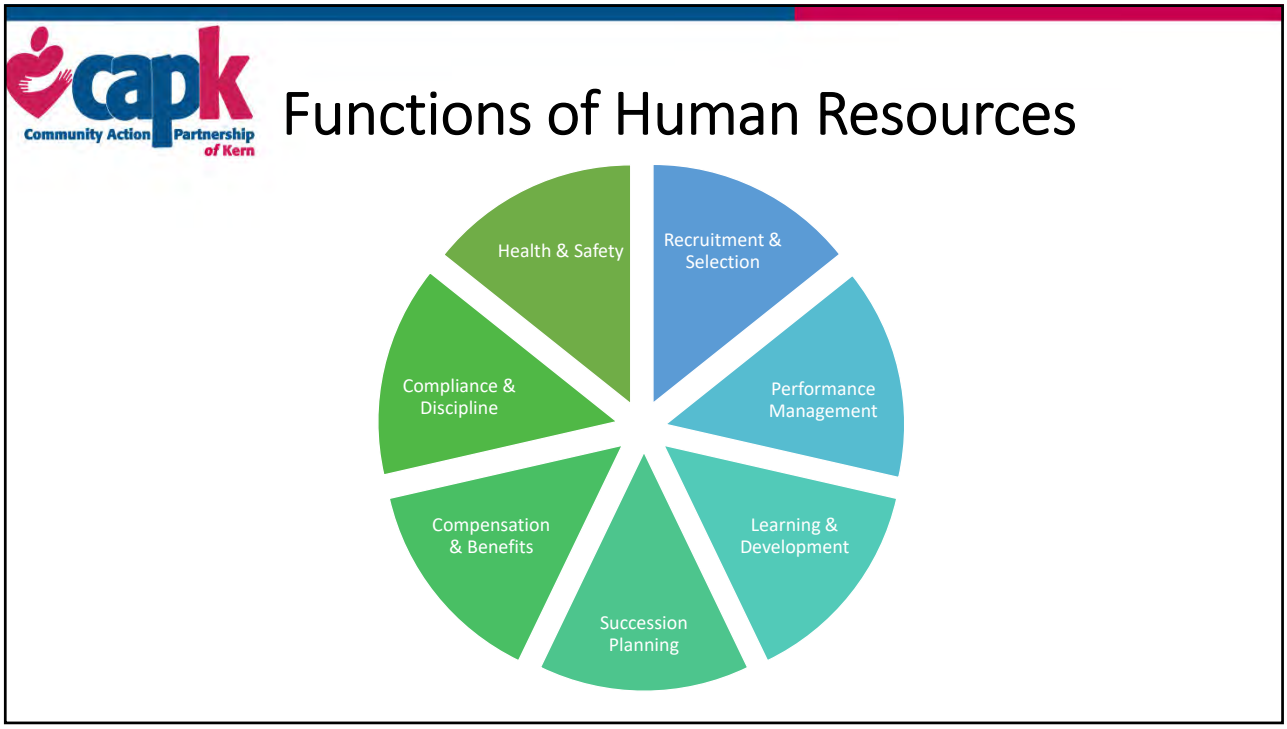
1

Department Overview

2


Human Resources
Chief Human Resources Officer
Lisa McGranahan
Administrative Coordinator
Amber Jackson
Safety Manager
Luis Barron
Human Resources Administrator
Irene Fonseca
HR Manager
Propose to remove
Safety Technician
Propose to add
Human Resources Technician
Danica Juarez
Recruiting Supervisor/ HR Generalist
Maura Sandoval
Benefits Manager
Zoe Finch
Human Resources Generalist II
Tracy Sunkes
Staffing Specialist
Fernanda Arellano
HR Benefits Technician
Vacant
Human Resources Generalist-(Propose to change to staffing specialist)
Evelin Hernandez
Human Resources Generalist I
Vacant
Revised 10-27-25
Subject to change as organizational changes occur

3


Functions of Human Resources
Health & Safety
Recruitment & Selection
Compliance & Discipline
Performance Management
Compensation & Benefits
Learning & Development
Succession Planning

4

Who Do We Serve?

Research indicates that the rule-of-thumb staff ratio for an organization is 1.2 full-time HR staff per 100 employees.

- Current Count of CAPK Employees: 1,013
- 1,013 employees = 12 HR team members
- Current HR staff: 13 team members (incl. Safety) (3 vacancies)
- 1,013 employees = 3.52 Safety team members
- Current safety staff: 1

Source: https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/hr-to-staff-ratio.aspx
Source: How many Safety Professionals do you need at your company? - National Association of Safety Professionals

5

Goals for 2026-2027

6

Be an employer of choice by fostering a learning-focused work culture that drives continuous growth, while attracting and retaining a high-quality engaged workforce.

- Establish a Leadership Academy that reinforces our core values and fosters a strong workforce by August 2029
- Invest in attracting and retaining a high-quality and engaged workforce by August 2029
- Support Strategic Priority A; key goal 2: "Strengthen workforce development initiatives and empower individuals and families toward self-sufficiency by August 2029"
- Introduce new wellness programs focused on mental health and physical well-being
- Rollout of the Learning Management System (TLC)
- Rollout the Performance Pro (evaluation tool)

7

Budget for 2026-2027

8

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - HUMAN RESOURCES DIVISION
PROPOSED BUDGET REVISION 2026/27

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	$1,029,660	$1,212,548	$182,888	
Benefits	360,381	424,392	64,011	
TOTAL PERSONNEL COSTS	**1,390,041**	**1,636,940**	**246,899**	**Increase is 17.8%**
TOTAL OPERATING COSTS	**292,130**	**266,400**	**-25,730**	**Increase is -8.8%**
TOTAL	**$1,682,171**	**$1,903,340**	**$221,169**	**Increase is 13.1%**
Date Prepared: 10/31/2025				

9

Opportunities & Challenges

10

Challenges

- Continuous evolving company culture due to new hires and/or long-term employees who do not embrace new strategies.
- Need for continuous improvement of competitive and/or modern benefits/ HR practices and retention (employee priorities).
- Frontline leadership are overwhelmed by the rapid growth of job responsibilities.

Opportunities

- Well-developed and strong leaders.
- Provide comprehensive mental health benefits, especially to employees in trauma-based centers.
- New community initiative for self-sustaining employment (closing the gap of client life cycle).

11

Support Key Goal 2 – Community Investment:

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

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

12

HR Emerging Trends

13

Emerging Trends for 2026

- AI and emerging technologies and proposed legislation.
- Whole-person wellness with a mental health focus.
- Strategic mobility as opposed to attrition and retention (are employees moving to where they need to be?).
- Competency-based decisions, fostering creativity for employee-centric solutions (continuous improvement).
- Cultivating leaders and leadership competencies (CompEase).

14

Questions?

15

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Operations: 2025-26 Budget Development

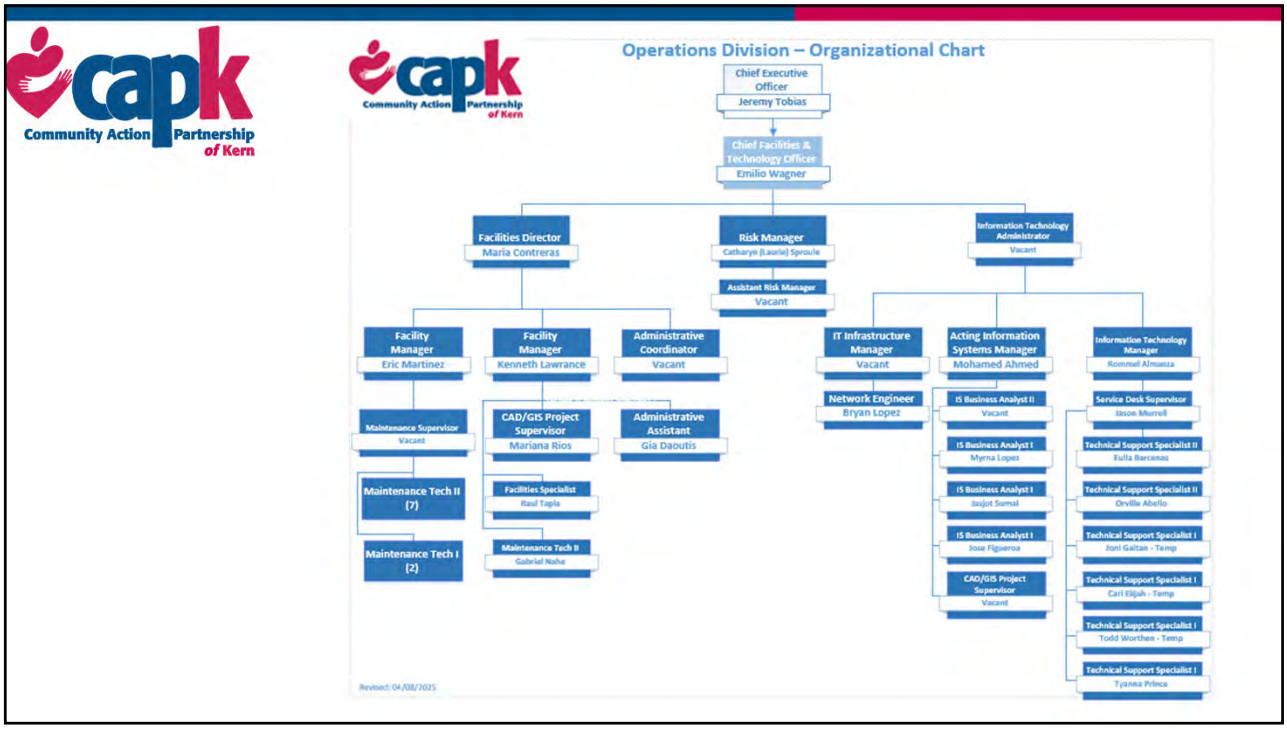
PRESENTED BY:

EMILIO WAGNER, CHIEF FACILITIES & TECHNOLOGY OFFICER

1

Division Overview

2



3

Service Outcomes 2025-2026

4

Facilities

Work Orders

- 4,639 Workorders processed
- Average 386 work orders per month

Projects

- Relocation of MCAP
- Relocation of WIC
- Central Kitchen completion
- San Joaquin County Head Start Expansion
- Harvey Hall & Sterling Remodels
- Food Bank Pantry Remodel
- Angela Martinez classroom remodel

5

Information Technology & Information Systems

Information Technology

Help Desk

- 6,787 IT Help desk tickets processed
- Average 565 tickets per month

Projects

- Windows 11 Upgrades
- Ring Central Migration
- Password Keeper Implementation
- CVAF Migration

Information Systems

Help Desk

- 958 IS Help desk tickets processed
- Average 79 tickets per month

Projects

- VSS Case Management Application
- Energy Intake Digitization
- Monthly meeting cadence with programs
- Contract Management
- Oasis Insight selection and deployment
- VITA Intake form

6

Risk Management

Projects

- Explore alternatives to Worker's Compensation policy, such as Captive.
- Risk Assessment conducted by INSURICA
- Implemented auto GPS tracking as required by the auto insurance carrier.
- Implemented leak detection sensors at 8 facilities through Philadelphia Insurance.
- Implemented electrical system monitoring devices at 5 facilities.

7

Goals for 2026-27

8

Facilities

Strategic Goals

- Pool to allocate maintenance staff based on time spent on work order
- Fleet management program
- Develop a deferred maintenance plan
- Transition to field service work order system
- Customer Service training
- Develop facility mapping & document management

9

Information Technology & Information Systems

Strategic Goals

- AI Integration
- Active Directory Migration to Azure cloud services
- Modernize hardware deployment using cloud services
- Strengthen security posture
- 211 Migration to Dynamics enhance efficiencies, integrate AI
- Completion of Client Data Platform migration to Microsoft Fabric
- Web development – current website needs major improvements and standardization. Need web portal for Procurement opportunities
- Develop Data workflow between Food Bank and Finance
- Develop GIS mapping standards
- Customer Service training
- Technology Training

10

Risk Management

Strategic Goals

- Finalize Business Continuity and disaster recovery plans, begin implementation and testing practices.
- Update safety policies/format and establish approval cycle
- Enhance inspection/reporting process and frequency
- Modify auto insurance employee limit requirements

11

2026-27 Budget

12

Budget Comparison
25/26 – 26/27

Proposed 2026 -2027 Budget		2025-2026 Budget		Difference	
SALARIES	2,108,090.00	SALARIES	1,818,437.00	289,653.00	24-25 budget reduced overall by 187,442 salaries and moved to contract services for temps
BENEFITS	695,669.00	BENEFITS	594,238.00	101,431.00	Fringe calculated at 33%
TRAVEL	36,000.00	TRAVEL	25,500.00	10,500.00	Technology and risk conferences
SPACE COSTS	415,412.00	SPACE COSTS	251,000.00	164,412.00	Maintenance and utilities increased due to larger building
SUPPLIES	111,500.00	SUPPLIES	115,000.00	-3,500.00	Includes computer and office Supplies
EQUIPMENT	-	EQUIPMENT	0	0.00	No planned expenses for equipment
CONSULTANT/CONTRACT SERVICES	540,000.00	CONSULTANT/CONTRACT SERVICES	411,200.00	128,800.00	Increased consultant services used to support IS special projects
OTHER OPERATING COSTS	371,150.00	OTHER OPERATING COSTS	363,430.00	7,720.00	Projected increase in premium
Depreciation Expense	201,000.00	Depreciation Expense	201,000.00	0.00	no change
Proposed Budget 2022-2023	4,478,821.00	Proposed Budget 2022-2023	3,779,805.00	699,016.00	

13

Operations 2026 – 2027 Budget

SALARIES				**CONSULTANT/CONTRACT SERVICES**		
5105	Salaries	2,108,090.00		6505	Legal Fees	-
		2,108,090.00		6520	Consultant Services	140,000.00
BENEFITS				6525	Softw are Support/Maintenance	350,000.00
				6530	Subcontract Labor	50,000.00
5205	FICA/FICA-MED Expense	695,669.00				**540,000.00**
		695,669.00		**OTHER OPERATING COSTS**		
TRAVEL				6605	Communication Services	60,000.00
6105	Local Travel - Staff	5,000.00		6610	Postage	150.00
6120	Out of Tow n Travel - Staff	12,500.00		6620	Risk Insurance	280,000.00
6135	Per Diem - Staff	2,500.00		6625	Hiring Costs	500.00
6150	Vehicle Gasoline	16,000.00		6640	First Aid	-
		36,000.00		6645	Tuition and Registration Fees - Staff	13,000.00
SPACE COSTS				6660	Equipment Rent/Lease	8,000.00
6205	Rent/Lease	-		6665	Equipment Repair/Maintenance	1,000.00
6210	Repair/Maintenance/Incidental Alterations	140,000.00		6667	Vehicle Repair/Maintenance	3,000.00
6230	Security/Alarm	8,000.00		6680	Training Expenses	4,000.00
6235	Utilities	232,412.00		6715	Licensing/Misc Fees	1,500.00
6240	Property Taxes	35,000.00				**371,150.00**
		415,412.00		**DEPRECIATION**		
SUPPLIES				7905	Depreciation Expense	201,000.00
6305	Supplies	25,000.00				**201,000.00**
6310	Computer & Peripheral Supplies	30,000.00				
6315	IT Communication Supplies	1,500.00			**Proposed Budget**	**4,478,821.00**
6320	Computer Softw are	55,000.00				
		111,500.00				

14

Budget Changes

Proposed Positions Changes:

Information Technology Administrator	Eliminated
IT Infrastructure	Eliminated
Assistant Risk Manager	On Hold
IT Manager	Elevate to Administrator
IS Manager	Elevate to Administrator
Network Engineer	Rename to Network Engineer II
Network Engineer I	New Position
Technical Support Specialist I	Add Joaquin County
Web/GIS Developer	New Position

Contracted Services:

- AI Policy development and integration into services
- Migration of Client Data Platform to Microsoft Fabric.
- Application planning and development
- Software Licenses: Microsoft 365, Azure Services, Adobe, Sophos Antivirus

15

Opportunities and Challenges

16

Opportunities

- Enhance the customer experience
- Develop efficiencies to expand and enhance services
- Evenly distribute the workload
- Develop pathways of growth

Challenges

- Budget limitations
- Availability of resources
- Availability and experience of potential candidates

17

Questions?

18

Community Development : 2026-27 Budget Development

PRESENTED BY: PRITIKA RAM

CHIEF BUSINESS DEVELOPMENT OFFICER

1

Program Overview

2

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 2025-29 Strategic Plan, Community Services Block Grant (CSBG) items, Results-Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects.

Further, the Division includes oversight of the CAPK Foundation and the Youth & Community Services Division, and special projects like the California Jobs First initiative.

3

Goals for 2026-27

4

Strategic Plan Implementation
- Execute Year 1 priorities of the 2025-29 Strategic Plan with quarterly progress reviews
- Align divisional activities with new strategic objectives

Grant Administration
- Continue partnership development through California Jobs First Phase 2
- Support the Grants team in building expertise in housing and veterans' services
- Develop impact measurement systems for funded programs

Foundation Development
- Strengthen Foundation's role in securing unrestricted funding and program support
- Expand partnership network to enhance agency visibility and resources

Workforce Development Initiatives
- Explore and develop new social enterprise opportunities (janitorial, security, or similar)
- Leverage California Jobs First connections to expand workforce programming
- Assess feasibility and create an implementation plan for the selected social enterprise by Q3

Youth and Community Services Expansion
- Support Mojave expansion plans for housing and supportive services
- Enable Youth and Community Division leadership in service delivery growth

Outreach and Marketing
- Maintain enhanced agency visibility through strengthened outreach efforts
- Support continued development of targeted campaigns and community engagement

Data and Accountability
- Advance data tracking systems in partnership with IS team
- Strengthen PRE Committee reporting and program evaluation processes

5

2026-27 Budget

6

Major Highlights

The Division is stabilized but has experienced growth in the following positions:

- Grant Development: Senior Grants Analyst
- Outreach (supporting the Food Bank): Multimedia Specialist

We currently have 11.0 FTE staff under the Division.

We are preparing for the 2026 Staff Development Day, and are planning to host more community engagement meetings to support grant and program development, including the upcoming Community Needs Assessment.

Marketing-related expenses have increased as we continue to promote programs, events, campaigns, and agency collateral.

Overall, the proposed budget for FY 2026-27 is 20% ($1.65) more when compared to FY 2025-26.

7

Opportunities and Challenges

8

Opportunities

- Develop new social enterprise ventures (janitorial, security) to expand workforce development capacity
- Leverage California Jobs First Phase 2 partnerships for workforce connections and program growth
- Expand Foundation's impact in securing unrestricted funds and strategic partnerships
- Build Youth and Community Division capacity for Mojave service expansion
- Strengthen the grants team's expertise in housing and veterans' services
- Maintain enhanced agency visibility through established outreach and marketing efforts

Challenges

- Identifying and vetting viable social enterprise models that align with workforce development goals
- Staff retention in a competitive employment market
- Building internal capacity to launch and sustain new business lines
- Balancing growth initiatives with quality service delivery
- Supporting staff development and training needs during expansion periods

Areas of Focus

- Workforce development through social enterprise and partnerships
- Staff retention, professional development, and succession planning
- Social enterprise feasibility and implementation
- Youth and Community services expansion in Mojave
- Continued implementation of ROMA and program evaluation systems
- Strategic use of Foundation resources for program innovation and sustainability

9

Questions?

10

Finance Department: 2026-27 Budget Development

PRESENTED BY:

- GABRIELLE ALEXANDER, DIRECTOR OF FINANCE
- TRACY WEBSTER, CFO
- NAOMI IBARRA, CONTROLLER

1

Finance Overview

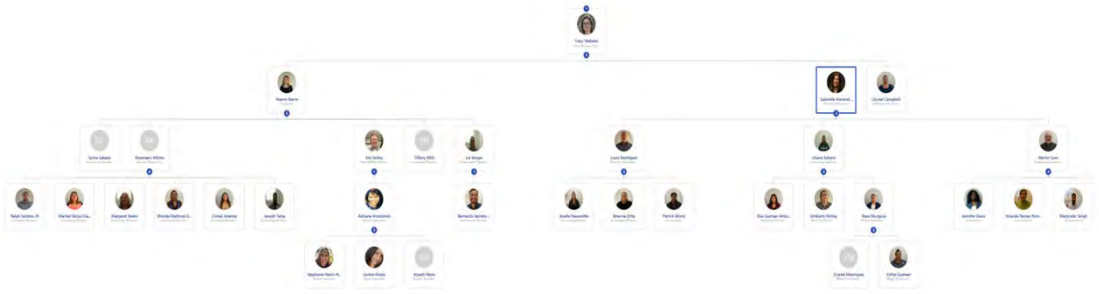
2

Mission Statement

The finance department at CAPK is committed to fostering economic equity and alleviating poverty by practicing prudent financial stewardship, implementing inclusive strategies, and cultivating meaningful community partnerships. We achieve this mission through transparent, accountable, and respectful relationships with our employees and stakeholders, ensuring that every decision contributes to a sustainable and equitable future for all.

3

Finance Staff



4

PROPOSED STAFFING REALIGNMENT:

1. Bring staff that has been coded to program into Finance coding

2. Add Accountant for Fixed Asset and Lease Accounting responsibilities and delete vacant Procurement Technician

3. Continue to use systems to gain operational efficiency through automation:
   - ADP – SageIntacct integration
   - Sunset WorkPlace/PaperSave for SageIntacct native integration
   - Integration of Primarius with Sage
   - Move Fuel Cards to Elan
   - Finish Lease Accounting in Sage Intacct
   - Utilize Martus (Budgeting tool) fully in 2026-27

5

Finance Functions

6

Goals for 2026-27

7

- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings. Launch dashboarding for individual programs to improve spending and budgeting capabilities.
- In light of ongoing uncertainty, we will review current duties, identify critical roles, and align workforce needs with organizational priorities to ensure adequate staffing, maintain efficiency, and adapt to potential policy and resource changes.

8

2026-27 Budget

9

Description	2025/2026 Budget	2026/2027 Proposed Budget	Difference	% Change
Salaries	2,075,929	2,475,549	399,620	19.3%
Benefits	584,979	792,176	207,197	35.4%
Total Personnel Cost	**2,660,908**	**3,267,725**	606,817	**22.8%**
Operating Costs	693,550	738,950	45,400	6.5%
Total	**3,354,458**	**4,006,675**	652,217	**19.4%**

- Increase in Personnel is the result moving roles previously charged directly to program to the indirect budget. This will be offset by an increase in the indirect rate for new contract terms.

10

Opportunities and Challenges

11

Opportunities

- Staffing
  - Grow staff from within into specialties and promotions
- Training
  - Staff continue to grow their knowledge with Sage and the additional products we have implemented.
  - Continue to cross train accounting staff.

Challenges

- Economic Uncertainty
  - Changes in funding sources may reduce indirect funding
- Training
  - Implementation of additional tools in Sage will take time to see full benefits.
  - Program leaders have not transitioned to ad hoc reporting. This increases the burden on the Accountants
- Increasing burden of required documentation without increase in funding

12

Finance Trends for 2026

13

1. **Greater focus on financial resilience**
   Nonprofits are prioritizing cash reserves, scenario planning, and flexible budgets to manage unpredictable funding and economic conditions.
2. **Increased scrutiny of restricted funding**
   Organizations are paying closer attention to grant restrictions, cost allocation, and compliance as funders demand clearer use of funds and measurable outcomes.
3. **Expanded use of automation and AI in finance operations**
   Finance teams are adopting automation for accounts payable, reconciliations, and reporting to reduce costs, improve accuracy, and address staffing constraints.
4. **Diversification of revenue streams**
   Nonprofits are reducing reliance on single funding sources by expanding earned revenue, corporate partnerships, and individual giving strategies.
5. **Stronger integration of finance and strategy**
   Finance leaders are more involved in organizational planning, providing data driven insights to guide program decisions, staffing models, and long term sustainability.

14

Questions?

15

CAPK Foundation

CAPK Foundation
FY 2026
Budget Development

PRESENTED BY: CATHERINE ANSPACH
DIRECTOR OF DEVELOPMENT

1

Fundraising Strategies

2

Grow Program Funding thru External Events

Huggy Heart Campaign

Has raised over $33,000 since 2022

Condors Night
$4,000 for Food Bank FY25

Maya Cinemas
Has raised $26,000 for Food Bank since 2023

Sikh Riders Motorcycle Run
$4000 for Food Bank FY25

Cal Portland Golf Tourney
$8,700 FY25 for East Kern FRC

California Classic Events
Has raised over $12,000 since 2023

3

Grow established programs- develop targeted campaigns to reach funding gap needs

M Street Meal Campaigns

Raised $11,000 FY25

Targeted Funding for FRC's

Raised $61,354 FY25

HeadStart Coat Drive

Raised $55,000 since 2023

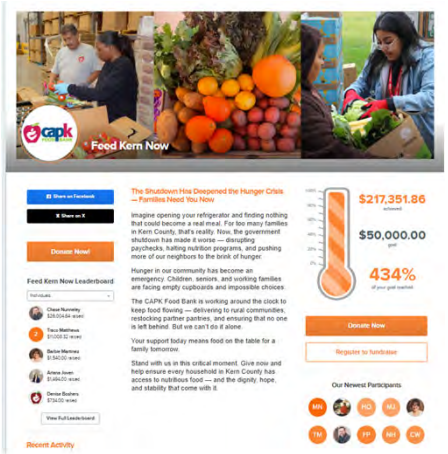
4

Secure Partnerships through Annual Sponsorships

5

Increase Funding for Food Bank through End of Year Annual Appeal

Online Annual Appeal & Board Challenge



Mailing Outreach to over 8,000 Homes

6

Hold Signature Fundraiser to raise awareness and funds

2025
Attendance: 400
Net Total Raised: $86,088

Saturday, June 6, 2026
The Nirvana Estate
Est. Attendance: 400 persons
Net Goal: $100,000

7

2026 Budget

8

FY 2026 Budget Overview

Revenue

•Total projected revenue: **$1,228,875**

- **$525,500** from CAPK program fundraising
- **$218,000** from the Gourmet for Good event
- **$485,375** operational transfer from CAPK

Expenses

•Total projected expenses: **$1,258,875**

- **$515,375** for operating expenses (staffing, administrative, and indirect costs)
- **$743,500** for program-related expenses (distributed to programs per donor intent)

Carry-over

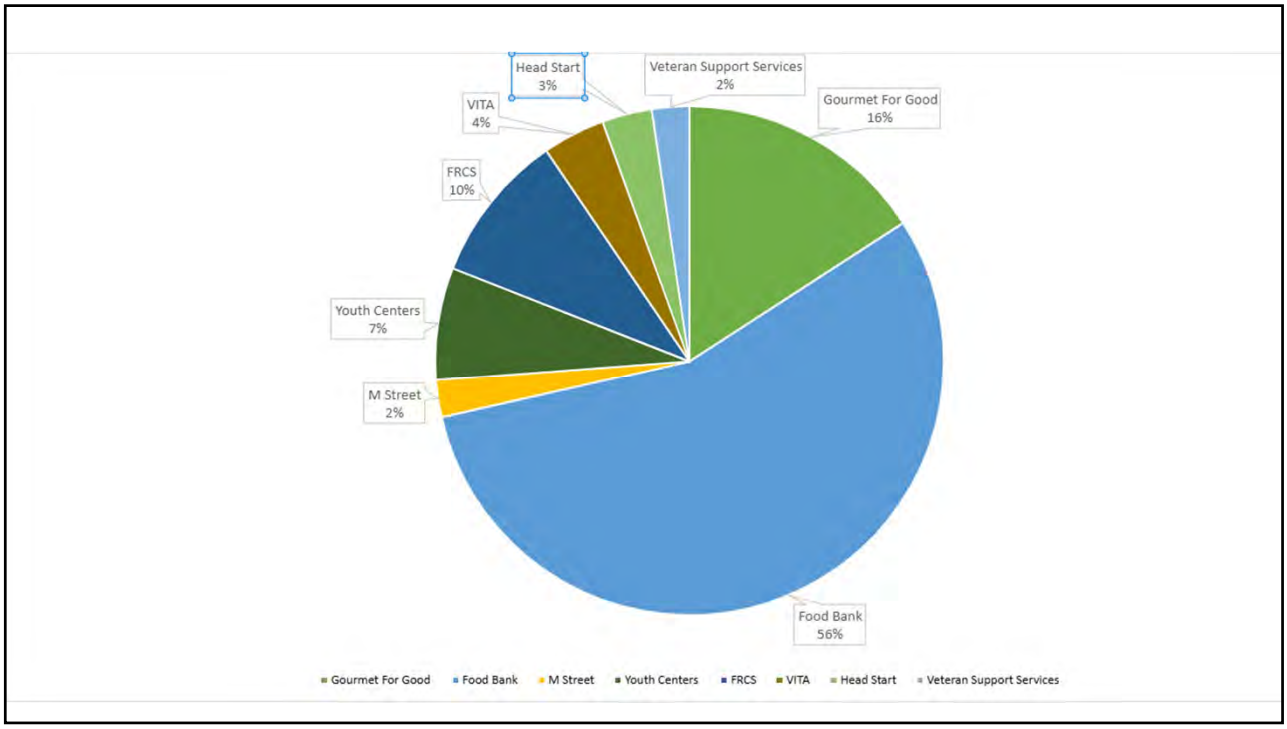
•FY 2025 carryover: **$30,000**

- Offsets the projected deficit
- Ensures a balanced budget to start FY 2025

The operational expenses for FY 2026 decreased by 10% compared to FY 2025

- Elimination of Donor Relations Administrator position
- Replaced with Community Development Supervisor position at @70%
- Oversight of operational expenses has improved

9



10

2027 Funding Goals

11

capk FOUNDATION

Looking Ahead…

FY 2027

The Foundation will be proposing asking for an additional $125,000 investment to secure an outside Direct Marketing Fundraising Company to support the Food Bank's mass communications needs including creating:

- highly personalized direct mailers to be sent 5 times per year
- digital and multi-channel campaigns designed to target audiences
- Acquisition list planning

Note:
This expense could be shared with the Food Bank to support the cost.

12

13

MEMORANDUM

TO: Budget & Finance Committee

FROM: Tracy Webster, Chief Financial Officer

DATE: January 21, 2026

RE: *Agenda Item 4f:* 2024 Information Returns and Attorney General Report – **Info Item**

Community Action Partnership of Kern (CAPK) is required to file information returns annual with the Internal Revenue Service and the Franchise Tax Board. The 2024 returns were prepared by Daniells Phillips Vaughn and Bock (DPVB) Accountancy Corporation from data provided by CAPK for the year ended February 28, 2025. The following information returns were submitted electronically by DPVB by the filing deadline date of January 15, 2026:

- 2024 IRS Form 990 – Return of Organization Exempt from Income Tax
- 2024 IRS Form 990T – Exempt Organization Business Income Tax Return
- 2024 Form 199 – California Exempt Organization Annual Information Return

Annually, CAPK is required to file the registration renewal fee report to the Attorney General's Registry of Charitable Trusts. The purpose of the report is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. Organizations with total gross revenue or assets of $25,000 or more must also provide a copy of the IRS Form 990 with the renewal report. The report is required to be filed with the Attorney General no later than the date the IRS Form 990 is required to be filed with the IRS. CAPK met the filing deadline.

For your information, the information returns, and the Attorney General report are attached.

Attachments:
2024 IRS Form 990 – Return of Organization Exempt from Income Tax
2024 IRS Form 990T – Exempt Organization Business Income Tax Return
2024 Form 199 California Exempt Organization Annual Information Return
Annual Registration Renewal Fee Report to Attorney General of California

TAXABLE YEAR **2024**

California Exempt Organization Annual Information Return

428941 01-14-25
FORM **199**

Calendar Year 2024 or fiscal year beginning (mm/dd/yyyy) 03/01/2024 , and ending (mm/dd/yyyy) 02/28/2025 .

Corporation/Organization name
COMMUNITY ACTION PARTNERSHIP OF KERN

California corporation number
0490460

Additional information. See instructions.

FEIN
95-2402760

Street address (suite or room)
1300 18TH STREET, SUITE 200

PMB no.

City
BAKERSFIELD

State
CA

ZIP code
93301

Foreign country name

Foreign province/state/county

Foreign postal code

A First return ..... ☐ Yes ☒ No
B Amended return ..... ● ☐ Yes ☒ No
C IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No
D Final information return?
● ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized
Enter date: (mm/dd/yyyy) ●
E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other
F Federal return filed? (1) ● ☒ 990T (2) ● ☐ 990PF
(3) ● ☐ Sch H (990) (4) ☒ Other 990 series
G Is this a group filing? See instructions ..... ● ☐ Yes ☒ No
H Is this organization in a group exemption ..... ☐ Yes ☒ No
If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... ● ☐ Yes ☒ No
J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ..... ● ☐ Yes ☒ No
K Is the organization exempt under R&TC Section 23701g? ● ☐ Yes ☒ No
If "Yes," enter the gross receipts from nonmember sources $
L Is the organization a limited liability company? ..... ● ☐ Yes ☒ No
M Did the organization file Form 100 or Form 109 to report taxable income? ..... ● ☒ Yes ☐ No
N Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ● ☐ Yes ☒ No
O Is federal Form 1023/1024 pending? ..... ☐ Yes ☒ No
Date filed with IRS

Part I **Complete Part I unless not required to file this form. See General Information B and C.**

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8 ●		1	2,029,835 00
	2	Gross dues and assessments from members and affiliates ●		2	00
	3	Gross contributions, gifts, grants, and similar amounts received STMT 1 ●		3	179,249,678 00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. STMT 2 **This line must be completed.** If the result is less than $50,000, see General Information B ●		4	181,279,513 00
	5	Cost of goods sold ●	5 00		
	6	Cost or other basis, and sales expenses of assets sold ●	6 2,838 00		
	7	Total costs. Add line 5 and line 6		7	2,838 00
	8	Total gross income. Subtract line 7 from line 4 ●		8	181,276,675 00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18 ●		9	174,167,542 00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 ●		10	7,109,133 00
Payments	11	Total payments ●		11	00
	12	Use tax. See General Information K ●		12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 ●		13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 ●		14	00
	15	Penalties and interest. See General Information J		15	00
	16	**Balance due.** Add line 12 and line 15. Then subtract line 11 from the result ◉		16	00

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

KEEP THIS COPY FOR YOUR FILES

Signature of officer ▶ | Title CEO | Date | ● Telephone 661-336-5236

Paid Preparer's Use Only

Preparer's signature ▶ | Date | Check if self-employed ▶ ☐ | ● PTIN P01803841

Firm's name (or yours, if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA 93309

● Firm's FEIN 95-2972229
● Telephone 661-834-7411

May the FTB discuss this return with the preparer shown above? See instructions ..... ● ☒ Yes ☐ No

COMMUNITY ACTION PARTNERSHIP OF KERN 95-2402760

Part II Organizations with gross receipts of more than $50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

428951 01-14-25

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	1	00
	2	Interest	2	102,313 00
	3	Dividends	3	00
	4	Gross rents	4	11,298 00
	5	Gross royalties	5	00
	6	Gross amount received from sale of assets (See instructions) STATEMENT 3	6	127,080 00
	7	Other income. Attach schedule SEE STATEMENT 4	7	1,789,144 00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	2,029,835 00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9	00
	10	Disbursements to or for members.	10	00
	11	Compensation of officers, directors, and trustees. Attach schedule SEE STATEMENT 5	11	412,252 00
	12	Other salaries and wages	12	45,601,164 00
	13	Interest	13	00
	14	Taxes	14	00
	15	Rents	15	7,944,813 00
	16	Depreciation and depletion (See instructions)	16	00
	17	Other expenses and disbursements. Attach schedule SEE STATEMENT 6	17	120,209,313 00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	174,167,542 00

Schedule L Balance Sheet

Assets	Beginning of taxable year (a)	Beginning of taxable year (b)	End of taxable year (c)	End of taxable year (d)
1 Cash		21,533,515		26,484,962
2 Net accounts receivable		13,126,684		9,329,530
3 Net notes receivable				
4 Inventories		3,994,657		4,851,792
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments. Attach schedule				
10 a Depreciable assets	69,123,880		74,169,205	
b Less accumulated depreciation	23,995,238	45,128,642	24,656,822	49,512,383
11 Land		1,086,669		1,086,669
12 Other assets. Attach schedule STMT 7		789,129		5,395,558
13 Total assets		85,659,296		96,660,894
Liabilities and net worth				
14 Accounts payable		11,648,828		12,467,549
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable		7,927,207		7,629,178
18 Other liabilities. Attach schedule STMT 8		19,966,245		24,924,814
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		46,117,016		51,639,353
22 Total liabilities and net worth		85,659,296		96,660,894

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than $50,000.

1 Net income per books	7,109,133	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year. Attach schedule		10 Net income per return. Subtract line 9 from line 6	7,109,133
5 Expenses recorded on books this year not deducted in this return. Attach schedule			
6 Total. Add line 1 through line 5	7,109,133		

CA 199 CASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 1

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS	DATE OF GIFT	AMOUNT
U. S. DEPT OF HEALTH & HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		44,184,601.
STATE OF CALIFORNIA - DEPT OF EDUCATION	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		6,190,638.
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		7,310,550.
STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		32,795,437.
U. S. DEPT OF HOUSING & URBAN DEVELOPMENT	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		2,119,644.
STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		4,321,219.
TOTAL INCLUDED ON LINE 3			96,922,089.

CA 199 NONCASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 2

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309

PROPERTY DESCRIPTION	DATE OF GIFT	FMV OF GIFT	TOTAL AMOUNT
DONATED FOOD	02/28/25	8,364,099.	8,364,099.
TOTAL INCLUDED ON LINE 3		8,364,099.	8,364,099.

CA 199 GROSS AMOUNT FROM SALE OF ASSETS STATEMENT 3

DESCRIPTION	DATE ACQUIRED	DATE SOLD	METHOD ACQUIRED
SALE OF ASSETS	01/01/00	02/28/25	PURCHASED

	COST OR OTHER BASIS	DEPREC.	EXPENSE OF SALE	GROSS SALES PRICE
	2,133,498.	2,130,660.	0.	127,080.
TOTAL TO FORM 199, PAGE 2, LN 6	2,133,498.	2,130,660.	0.	127,080.

CA 199 OTHER INCOME STATEMENT 4

DESCRIPTION	AMOUNT
MISCELLANEOUS REVENUE	1,489,016.
FOOD BANK FEES	273,093.
PROGRAM AND PARENT FEES	27,035.
TOTAL TO FORM 199, PART II, LINE 7	1,789,144.

STATEMENT(S) 3, 4

CA 199 COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES STATEMENT 5

NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION
JEREMY TOBIAS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF EXECUTIVE OFFICER 40.00	211,533.
TRACY WEBSTER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF FINANCIAL OFFICER 40.00	200,719.
EMILIO WAGNER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF FACILITIES & TECHNOL 40.00	0.
PRITIKA RAM 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF BUSINESS DEVELOPMENT 40.00	0.
LOUIS GILL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF PROGRAM OFFICER 40.00	0.
LISA MCGRANAHAN 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HUMAN RESOURCE 40.00	0.
SUSANA MAGANA 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HEALTH & NUTRI 40.00	0.
YOLANDA GONZALES 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HEAD START/STA 40.00	0.
CATHERINE ANSPACH 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF DEVELOPMENT 40.00	0.
REBECCA MORENO 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HOUSING & SUPP 40.00	0.
FREDDY HERNANDEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF YOUTH & COMMUN 40.00	0.

GABRIELLE ALEXANDER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF FINANCE 40.00	0.
MARITZA JIMENEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHAIR 4.00	0.
DENISE BOSHERS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	VICE-CHAIR 4.00	0.
GINA MARTINEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	SECRETARY 4.00	0.
MICHELLE JARA-RANGEL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	TREASURER 4.00	0.
FRED PLANE 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
ANA VIGIL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
CHRIS PARLIER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
CURTIS FLOYD 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
FATIMA ECHEVERRIA 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
GEMA PEREZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
GUADALUPE PEREZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
JONATHAN MULLINGS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.

LEE'O WHIENANT 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
LILY PIMENTAL-STRATTON 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
YOLANDA OCHOA 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
TOTAL TO FORM 199, PART II, LINE 11		412,252.

CA 199 OTHER EXPENSES STATEMENT 6

DESCRIPTION	AMOUNT
DEPRECIATION	2,590,883.
DONATED COMMODITIES	41,029,419.
PROGRAM COST	35,390,626.
INDIRECT EXPENSE	11,589,434.
CONSUMABLE SUPPLIES	4,715,782.
PENSION PLAN CONTRIBUTIONS	15,542,057.
LEGAL FEES	24,860.
OTHER PROFESSIONAL FEES	4,852,205.
TRAVEL	734,951.
ALL OTHER EXPENSES	3,739,096.
TOTAL TO FORM 199, PART II, LINE 17	120,209,313.

CA 199 OTHER ASSETS STATEMENT 7

DESCRIPTION	BEG. OF YEAR	END OF YEAR
PREPAID EXPENSES AND DEFERRED CHARGES	789,129.	902,379.
OPERATING LEASE RIGHT-OF-USE ASSETS	0.	4,493,179.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	789,129.	5,395,558.

STATEMENT(S) 5, 6, 7

CA 199 OTHER LIABILITIES STATEMENT 8

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ADVANCED PAYABLE	2,923,249.	3,890,350.
CURRENT PORTION OF OPERATING LEASE LIABITY	0.	1,272,208.
LONG-TERM OPERATING LEASE LIABILITY	0.	3,239,203.
DEFERRED REVENUE	17,042,996.	16,523,053.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	19,966,245.	24,924,814.

EXTENDED TO JANUARY 15, 2026

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

A For the 2024 calendar year, or tax year beginning MAR 1, 2024 and ending FEB 28, 2025

B Check if applicable:
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Final return/ termin-ated
- ☐ Amended return
- ☐ Applica-tion pending

C Name of organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
1300 18TH STREET, SUITE 200

City or town, state or province, country, and ZIP or foreign postal code
BAKERSFIELD, CA 93301

F Name and address of principal officer: JEREMY T. TOBIAS
SAME AS C ABOVE

D Employer identification number
95-2402760

E Telephone number
661-336-5236

G Gross receipts $ 181,279,513.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.CAPK.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1965 M State of legal domicile: CA

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: COMMUNITY ACTION PARTNERSHIP OF KERN SHALL PROVIDE AND ADVOCATE FOR RESOURCES THAT WILL EMPOWER

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	15
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2024 (Part V, line 2a)	5	1179
6	Total number of volunteers (estimate if necessary)	6	3526
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

Revenue

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	163,275,361.	179,249,678.
9	Program service revenue (Part VIII, line 2g)	271,479.	300,128.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	3,079,414.	226,555.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,543,054.	1,500,314.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	169,169,308.	181,276,675.

Expenses

13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	52,641,159.	63,142,269.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) 356,537.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	106,818,379.	112,612,069.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	159,459,538.	175,754,338.
19	Revenue less expenses. Subtract line 18 from line 12	9,709,770.	5,522,337.

Net Assets or Fund Balances

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	85,659,296.	96,660,894.
21	Total liabilities (Part X, line 26)	39,542,280.	45,021,541.
22	Net assets or fund balances. Subtract line 21 from line 20	46,117,016.	51,639,353.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer — Date 1/8/2026

JEREMY T. TOBIAS, CEO
Type or print name and title

Paid Preparer Use Only

Preparer's name	Preparer's signature	Date	Check if self-employed	PTIN
REANN RICHARDI, CPA			☐	P01803841

Firm's name DANIELLS PHILLIPS VAUGHAN & BOCK — Firm's EIN 95-2972229

Firm's address 300 NEW STINE ROAD
BAKERSFIELD, CA 93309 — Phone no. 661-834-7411

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission: NONE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... ☐ Yes ☒ No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... ☐ Yes ☒ No
If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 90,427,296. including grants of $) (Revenue $ 27,035.)
CHILD EDUCATION AND DEVELOPMENT SERVICES: TO PROVIDE COMPREHENSIVE CHILD EDUCATION AND DEVELOPMENT SERVICES FOR 1,809 INCOME ELIGIBLE CHILDREN SIX WEEKS TO FIVE YEARS OF AGE, AND THEIR FAMILIES. ALSO INCLUDES A STATEWIDE CHILD CARE PROGRAM TO PROVIDE CHILDREN OF MIGRANT FARM WORKERS WITH A SAFE, NURTURING AND EDUCATIONALLY GROWING ENVIRONMENT.

4b (Code:) (Expenses $ 54,700,416. including grants of $) (Revenue $ 273,093.)
NUTRITION SERVICES: INCLUDES THE (1) CHILD AND ADULT CARE FOOD PROGRAM WHICH PROVIDES NUTRITIONAL LUNCH MEALS AND SNACKS TO THE 1,690 CHILDREN ENROLLED IN THE CHILD EDUCATION AND DEVELOPMENT SERVICES PROGRAM, (2) THE WOMEN, INFANTS AND CHILDREN PROGRAM WHICH PROVIDES TEMPORARY NUTRITIONAL ASSISTANCE AND COUNSELING FOR 14,710 PREGNANT AND NON-PREGNANT WOMEN, MEN AND GRANDPARENTS PER MONTH WHO ARE RAISING INFANTS AND CHILDREN WHO ARE NUTRITIONALLY AT RISK AND (3) THE FOOD BANK PROGRAM WHICH IS ONE OF THE LARGEST FOOD BANKS IN CALIFORNIA PROVIDING EMERGENCY FOOD ASSISTANCE AND DISTRIBUTING MORE THAN 22.5 MILLION POUNDS OF FOOD ANNUALLY.

4c (Code:) (Expenses $ 6,880,041. including grants of $) (Revenue $)
ENERGY SERVICES: THE AGENCY PROVIDES UTILITY ASSISTANCE TO MORE THAN 6,500 HOUSEHOLDS ON AN ANNUAL BASIS. AN APPLICANT CAN ONLY RECEIVE THIS BENEFIT ONCE IN A 12 MONTH PERIOD. THE APPLICANT MUST RESIDE IN KERN COUNTY, HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES AND HAVE A UTILITY BILL WITH AT LEAST 30 DAYS OF SERVICE.

WEATHERIZATION SERVICES: THE AGENCY PROVIDES ASSISTANCE TO MORE THAN 140 HOUSEHOLDS ON AN ANNUAL BASIS. A RESIDENT CAN RECEIVE WEATHERIZATION ASSISTANCE ONCE EVERY FOUR YEARS. TO QUALIFY, THE APPLICANT MUST RESIDE IN KERN COUNTY AND HAVE A HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES.

4d Other program services (Describe on Schedule O.)
(Expenses $ 11,211,877. including grants of $) (Revenue $ 1,489,016.)

4e Total program service expenses 163,219,630.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	795		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 1179			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state?	13a		
	Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI X

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year	1a	15		
	If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.				
b	Enter the number of voting members included on line 1a, above, who are independent	1b	15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			X
6	Did the organization have members or stockholders?	6			X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		X	
b	Each committee with authority to act on behalf of the governing body?	8b		X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c		X
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

[X] Own website [ ] Another's website [ ] Upon request [ ] Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

TRACY WEBSTER - 661-336-5236

1300 18TH STREET, SUITE 200, BAKERSFIELD, CA 93301

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JEREMY TOBIAS CHIEF EXECUTIVE OFFICER	40.00			X				211,533.	0.	80,459.
(2) TRACY WEBSTER CHIEF FINANCIAL OFFICER	40.00			X				200,719.	0.	49,037.
(3) EMILIO WAGNER CHIEF FACILITIES & TECHNOLOGY OFFICE	40.00					X		182,508.	0.	41,305.
(4) PRITIKA RAM CHIEF BUSINESS DEVELOPMENT OFFICER	40.00					X		186,241.	0.	28,164.
(5) LOUIS GILL CHIEF PROGRAM OFFICER	40.00						X	192,203.	0.	19,382.
(6) LISA MCGRANAHAN DIRECTOR OF HUMAN RESOURCES	40.00					X		148,284.	0.	47,497.
(7) SUSANA MAGANA DIRECTOR OF HEALTH & NUTRITION SERVI	40.00					X		163,543.	0.	13,641.
(8) YOLANDA GONZALES DIRECTOR OF HEAD START/STATE CHILD D	40.00					X		161,806.	0.	10,483.
(9) CATHERINE ANSPACH DIRECTOR OF DEVELOPMENT	40.00					X		140,065.	0.	29,386.
(10) REBECCA MORENO DIRECTOR OF HOUSING & SUPPORTIVE SER	40.00					X		130,119.	0.	28,990.
(11) FREDDY HERNANDEZ DIRECTOR OF YOUTH & COMMUNITY SERVIC	40.00					X		146,766.	0.	11,669.
(12) GABRIELLE ALEXANDER DIRECTOR OF FINANCE	40.00					X		130,266.	0.	16,925.
(13) MARITZA JIMENEZ CHAIR	4.00	X						0.	0.	0.
(14) DENISE BOSHERS VICE-CHAIR	4.00	X						0.	0.	0.
(15) GINA MARTINEZ SECRETARY	4.00	X						0.	0.	0.
(16) MICHELLE JARA-RANGEL TREASURER	4.00	X						0.	0.	0.
(17) FRED PLANE DIRECTOR	4.00	X						0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) ANA VIGIL DIRECTOR	4.00	X						0.	0.	0.
(19) CHRIS PARLIER DIRECTOR	4.00	X						0.	0.	0.
(20) CURTIS FLOYD DIRECTOR	4.00	X						0.	0.	0.
(21) FATIMA ECHEVERRIA DIRECTOR	4.00	X						0.	0.	0.
(22) GEMA PEREZ DIRECTOR	4.00	X						0.	0.	0.
(23) GUADALUPE PEREZ DIRECTOR	4.00	X						0.	0.	0.
(24) JONATHAN MULLINGS DIRECTOR	4.00	X						0.	0.	0.
(25) LEE'O WHIENANT DIRECTOR	4.00	X						0.	0.	0.
(26) LILY PIMENTAL-STRATTON DIRECTOR	4.00	X						0.	0.	0.
1b **Subtotal**								1,994,053.	0.	376,938.
c **Total from continuation sheets to Part VII, Section A**								0.	0.	0.
d **Total (add lines 1b and 1c)**								1,994,053.	0.	376,938.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 12

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3	X	
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
PUBLIC AGENCY COALITION ENTERPRISE PO BOX 4328, TORRANCE, CA 90510	INSURANCE	8,944,151.
PIUSER STONE AND TILE, INC. 712 E LOS ANGELES AVE, SHAFTER, CA 93263	CONSTRUCTION	1,394,791.
IDEAL SPECIALTIES INC 2493 CEADERWOOD DR, PEPPER PIKE, OH 44124	FOOD PROVIDER	1,271,911.
ALLIED UNIVERSAL SECURITY SERVICES PO BOX 3100-2374, PASADENA, CA 91110	SECURITY SERVICE	976,001.
AMERITAS LIFE INSURANCE CORP. PO BOX 650730, DALLAS, TX 75265	INSURANCE	419,607.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 5

SEE PART VII, SECTION A CONTINUATION SHEETS

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) YOLANDA OCHOA DIRECTOR	4.00	X						0.	0.	0.
Total to Part VII, Section A, line 1c										

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	147,563,372.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	31,686,306.				
	g Noncash contributions included in lines 1a-1f	1g	$ 31,351,244.				
	h **Total.** Add lines 1a-1f			179,249,678.			
Program Service Revenue		Business Code					
	2a FOOD BANK FEES	624200		273,093.	273,093.		
	b PROGRAM AND PARENT FEES	624200		27,035.	27,035.		
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f			300,128.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			102,313.			102,313.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real / (ii) Personal				
	6a Gross rents	6a	11,298.				
	b Less: rental expenses	6b	0.				
	c Rental income or (loss)	6c	11,298.				
	d Net rental income or (loss)			11,298.			11,298.
			(i) Securities / (ii) Other				
	7a Gross amount from sales of assets other than inventory	7a	127,080.				
	b Less: cost or other basis and sales expenses	7b	2,838.				
	c Gain or (loss)	7c	124,242.				
	d Net gain or (loss)			124,242.			124,242.
	8a Gross income from fundraising events (not including $ ____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		Business Code					
	11a MISCELLANEOUS REVENUE	624200		1,489,016.	1,489,016.		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d			1,489,016.			
	12 **Total revenue.** See instructions			181,276,675.	1,789,144.	0.	237,853.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	1,999,048.	1,994,053.	4,995.	
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	45,601,164.	45,364,449.		236,715.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	15,542,057.	15,474,864.	649.	66,544.
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (nonemployees):				
a Management				
b Legal	24,860.		24,860.	
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	4,852,205.	4,818,836.	33,361.	8.
12 Advertising and promotion				
13 Office expenses				
14 Information technology				
15 Royalties				
16 Occupancy	7,944,813.	7,934,781.	5,405.	4,627.
17 Travel	734,951.	706,625.	23,295.	5,031.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	2,590,883.	2,482,444.	106,091.	2,348.
23 Insurance				
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a DONATED COMMODITIES	41,029,419.	41,029,419.		
b PROGRAM COST	35,390,626.	35,385,019.	4,630.	977.
c INDIRECT EXPENSE	11,589,434.		11,589,434.	
d CONSUMABLE SUPPLIES	4,715,782.	4,683,134.	23,213.	9,435.
e All other expenses	3,739,096.	3,346,006.	362,238.	30,852.
25 **Total functional expenses.** Add lines 1 through 24e	175,754,338.	163,219,630.	12,178,171.	356,537.
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	19,033,515.	1	23,932,433.
	2	Savings and temporary cash investments	2,500,000.	2	2,552,529.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	13,126,684.	4	9,329,530.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	3,994,657.	8	4,851,792.
	9	Prepaid expenses and deferred charges	789,129.	9	902,379.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 75,255,874.			
	b	Less: accumulated depreciation — 10b: 24,656,822.	46,215,311.	10c	50,599,052.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11	0.	15	4,493,179.
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	85,659,296.	16	96,660,894.
Liabilities	17	Accounts payable and accrued expenses	11,648,828.	17	12,467,549.
	18	Grants payable		18	
	19	Deferred revenue	17,042,996.	19	16,523,053.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties	7,927,207.	23	7,629,178.
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	2,923,249.	25	8,401,761.
	26	**Total liabilities.** Add lines 17 through 25	39,542,280.	26	45,021,541.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** [X] **and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	45,905,707.	27	51,505,595.
	28	Net assets with donor restrictions	211,309.	28	133,758.
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	46,117,016.	32	51,639,353.
	33	Total liabilities and net assets/fund balances	85,659,296.	33	96,660,894.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	181,276,675.
2	Total expenses (must equal Part IX, column (A), line 25)	2	175,754,338.
3	Revenue less expenses. Subtract line 2 from line 1	3	5,522,337.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	46,117,016.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	51,639,353.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		X
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		X
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		X
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	116,127,411.	118,070,362.	153,708,057.	163,212,101.	179,184,189.	730,302,120.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	116,127,411.	118,070,362.	153,708,057.	163,212,101.	179,184,189.	730,302,120.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						730,302,120.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
7 Amounts from line 4	116,127,411.	118,070,362.	153,708,057.	163,212,101.	179,184,189.	730,302,120.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	73,110.	71,475.	85,264.	96,187.	113,611.	439,647.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	1,221.	1,592.	1,224.	2,481.	129,212.	135,730.
11 **Total support.** Add lines 7 through 10						730,877,497.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f))	14	99.92 %
15 Public support percentage from 2023 Schedule A, Part II, line 14	15	99.94 %

16a **33 1/3% support test - 2024.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test - 2023.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10% -facts-and-circumstances test - 2024.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10% -facts-and-circumstances test - 2023.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2023 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2024** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2023** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2024.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2023.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV Supporting Organizations *(continued)*

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a	
b	A family member of a person described on line 11a above?	11b	
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	11c	

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year* **(see instructions).**

- **a** ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*
- **b** ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*
- **c** ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

		Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**		
a	*Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in **Part VI.**	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in **Part VI** the role played by the organization in this regard.	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C - Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1		
2 Enter 0.85 of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V | Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6	Other distributions (describe in **Part VI**). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9	Distributable amount for 2024 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2024**	**(iii) Distributable Amount for 2024**
1	Distributable amount for 2024 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2024 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2024			
a	From 2019			
b	From 2020			
c	From 2021			
d	From 2022			
e	From 2023			
f	**Total** of lines 3a through 3e			
g	Applied to under distributions of prior years			
h	Applied to 2024 distributable amount			
i	Carryover from 2019 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2024 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2024 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6	Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI.** See instructions.			
7	**Excess distributions carryover to 2025.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2020			
b	Excess from 2021			
c	Excess from 2022			
d	Excess from 2023			
e	Excess from 2024			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

Name of the organization	Employer identification number
COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[ ] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U. S. DEPT OF HEALTH & HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 44,184,601.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 8,364,099.	Person [X] Payroll [ ] Noncash [X] (Complete Part II for noncash contributions.)
3	STATE OF CALIFORNIA - DEPT OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 6,190,638.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 7,310,550.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5	STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 32,795,437.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6	STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 4,321,219.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
2	DONATED FOOD	$ 8,364,099.	02/28/25
		$	
		$	
		$	
		$	
		$	

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)
(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Preservation of a historically important land area
- ☐ Protection of natural habitat
- ☐ Preservation of a certified historic structure
- ☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included on line 2a	2c	
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $ _____

(ii) Assets included in Form 990, Part X $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $ _____

b Assets included in Form 990, Part X $

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %
b Permanent endowment _____ %
c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,086,669.		1,086,669.
b Buildings		53,152,454.	13,619,931.	39,532,523.
c Leasehold improvements		6,118,337.	3,958,410.	2,159,927.
d Equipment		9,371,349.	7,078,481.	2,292,868.
e Other		5,527,065.		5,527,065.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				50,599,052.

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ADVANCED PAYABLE	3,890,350.
(3) CURRENT PORTION OF OPERATING LEASE LIABITY	1,272,208.
(4) LONG-TERM OPERATING LEASE LIABILITY	3,239,203.
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	8,401,761.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... [X]

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	181,276,675.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	0.
3	Subtract line 2e from line 1			3	181,276,675.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	0.
5	Total revenue. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 12.)*			5	181,276,675.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	175,754,338.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines 2a through 2d			2e	0.
3	Subtract line 2e from line 1			3	175,754,338.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines 4a and 4b			4c	0.
5	Total expenses. Add lines 3 and 4c. *(This must equal Form 990, Part I, line 18.)*			5	175,754,338.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS ADOPTED THE ACCOUNTING STANDARD ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES, WHICH ADDRESSES THE DETERMINATION OF WHETHER TAX BENEFITS CLAIMED OR EXPECTED TO BE CLAIMED ON A TAX RETURN SHOULD BE RECORDED IN THE FINANCIAL STATEMENTS. UNDER THIS GUIDANCE, THE ORGANIZATION MAY RECOGNIZE THE TAX BENEFIT FROM AN UNCERTAIN TAX POSITION ONLY IF IT IS MORE-LIKELY-THAN-NOT THAT THE TAX POSITION WILL BE SUSTAINED ON EXAMINATION BY TAXING AUTHORITIES, BASED ON THE TECHNICAL MERITS OF THE POSITION. THE TAX BENEFITS RECOGNIZED IN THE FINANCIAL STATEMENTS FROM SUCH A POSITION ARE MEASURED BASED ON THE LARGEST BENEFIT THAT HAS A GREATER THAN 50% LIKELIHOOD OF BEING REALIZED UPON ULTIMATE SETTLEMENT. THE GUIDANCE ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES ALSO ADDRESSES DE-RECOGNITION, CLASSIFICATION, INTEREST AND PENALTIES ON INCOME TAXES, AND ACCOUNTING IN INTERIM PERIODS.

Part XIII Supplemental Information *(continued)*

SCHEDULE J (Form 990)

(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Questions Regarding Compensation

			Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
	☐ First-class or charter travel	☐ Housing allowance or residence for personal use		
	☐ Travel for companions	☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments	☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account	☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
	☐ Compensation committee	☐ Written employment contract		
	☒ Independent compensation consultant	☒ Compensation survey or study		
	☐ Form 990 of other organizations	☒ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:			
a	Receive a severance payment or change-of-control payment?	4a		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan?	4b		X
c	Participate in or receive payment from an equity-based compensation arrangement?	4c		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.			
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a	The organization?	5a		X
b	Any related organization?	5b		X
	If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a	The organization?	6a		X
b	Any related organization?	6b		X
	If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JEREMY TOBIAS	(i)	211,533.	0.	0.	32,597.	47,862.	291,992.	0.
CHIEF EXECUTIVE OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) TRACY WEBSTER	(i)	200,719.	0.	0.	21,420.	27,617.	249,756.	0.
CHIEF FINANCIAL OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) EMILIO WAGNER	(i)	182,508.	0.	0.	13,688.	27,617.	223,813.	0.
CHIEF FACILITIES & TECHNOLOGY OFFICE	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) PRITIKA RAM	(i)	186,241.	0.	0.	17,671.	10,493.	214,405.	0.
CHIEF BUSINESS DEVELOPMENT OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) LOUIS GILL	(i)	192,203.	0.	0.	18,037.	1,345.	211,585.	0.
CHIEF PROGRAM OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
(6) LISA MCGRANAHAN	(i)	148,284.	0.	0.	19,875.	27,622.	195,781.	0.
DIRECTOR OF HUMAN RESOURCES	(ii)	0.	0.	0.	0.	0.	0.	0.
(7) SUSANA MAGANA	(i)	163,543.	0.	0.	12,959.	682.	177,184.	0.
DIRECTOR OF HEALTH & NUTRITION SERVI	(ii)	0.	0.	0.	0.	0.	0.	0.
(8) YOLANDA GONZALES	(i)	161,806.	0.	0.	0.	10,483.	172,289.	0.
DIRECTOR OF HEAD START/STATE CHILD D	(ii)	0.	0.	0.	0.	0.	0.	0.
(9) CATHERINE ANSPACH	(i)	140,065.	0.	0.	10,306.	19,080.	169,451.	0.
DIRECTOR OF DEVELOPMENT	(ii)	0.	0.	0.	0.	0.	0.	0.
(10) REBECCA MORENO	(i)	130,119.	0.	0.	9,917.	19,073.	159,109.	0.
DIRECTOR OF HOUSING & SUPPORTIVE SER	(ii)	0.	0.	0.	0.	0.	0.	0.
(11) FREDDY HERNANDEZ	(i)	146,766.	0.	0.	10,987.	682.	158,435.	0.
DIRECTOR OF YOUTH & COMMUNITY SERVIC	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, line 29 or 30.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory	X			FMV
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (IN KIND)		0	0.	FMV
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement 29

			Yes	No
30a	During the year, did the organization receive by contribution any property reported on Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990) (Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:
MEMBERS OF THE COMMUNITIES WE SERVE TO BE SELF-SUFFICIENT. COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) IS THE FEDERALLY DESIGNATED ANTI-POVERTY AGENCY FOR KERN COUNTY AND HAS BEEN WORKING TO PROVIDE AN INTEGRATED NETWORK OF SERVICES SINCE 1965. THROUGH A VARIETY OF PROGRAMS AND IN COLLABORATION WITH OTHER COMMUNITY SERVICE AGENCIES, CAPK HELPS PARTICIPANTS PURSUE THEIR EDUCATIONAL GOALS, SECURE AND RETAIN EMPLOYMENT, MAINTAIN ADEQUATE HOUSING, RECEIVE MEDICAL SERVICES, OBTAIN ENERGY SUBSIDY AND WEATHERIZATION ASSISTANCE, ENCOURAGES PARENT PARTICIPATION, COUNTERACTS HUNGER AND MALNUTRITION, PROVIDES CHILD CARE AND PRESCHOOL EDUCATION, AND OTHE PERSONAL AND FAMILY DEVELOPMENT OPPORTUNITIES TO BUILD AND ACHIEVE INDIVIDUAL AND FAMILY SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:
OTHER PROGRAM SERVICES INCLUDE (1) COMPREHENSIVE INFORMATION AND REFERRAL SERVICES THAT LINK KERN COUNTY RESIDENTS TO COMMUNITY HEALTH AND HUMAN SERVICES AND SUPPORT. CAPK HAS BEEN DESIGNATED BY THE CALIFORNIA PUBLIC UTILITIES COMMISSION AS THE 2-1-1 PROVIDER FOR KERN COUNTY. SERVICES ARE AVAILABLE 24 HOURS A DAY, SEVEN DAYS A WEEK. (2) FREE TAX PREPARATION SERVICES TO LOW-TO-MODERATE INCOME INDIVIDUALS, FAMILIES AND SENIORS. (3) YOUTH SERVICES TO PROVIDE PROGRAMS THAT FOCUS ON NUTRITION, EDUCATION, RECREATION, TEEN PREGNANCY PREVENTION AND ACTIVE HEALTH LIVING. (4) COMPREHENSIVE HOMELESS PREVENTION AND INTERVENTION SERVICES BY WAY OF COORDINATED ENTRY SERVICES AND THE M STREET NAVIGATION CENTER.
EXPENSES $ 11,211,877. INCLUDING GRANTS OF $ 0. REVENUE $ 1,489,016.

FORM 990, PART VI, SECTION B, LINE 11B:
THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION REVIEWS THE PREPARED FORM 990 BEFORE IT IS SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND BEFORE IT IS SUBMITTED TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 15:
EVERY THREE YEARS AND PERIODICALLY DURING THIS TIME FRAME, AN INDEPENDENT SALARY SURVEY INCLUDING BENEFIT PACKAGE IS CONDUCTED. ALSO, THE RECENTLY ENACTED HEAD START ACT CONTAINS LANGUAGE REGARDING LIMITATIONS ON THE COMPENSATION OF HEAD START STAFF, INCLUDING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER AND OTHER KEY EMPLOYEES. SPECIFICALLY, IT PRECLUDES USING ANY FEDERAL FUNDS TO PAY ANY PART OF THE COMPENSATION OF AN INDIVIDUAL IF THAT INDIVIDUALS COMPENSATION EXCEEDS THE RATE PAYABLE FOR LEVEL II OF THE EXECUTIVE SCHEDULE ($225,700 EFFECTIVE CALENDAR YEAR 2025). ANY CHANGE IN THE SALARY GRADE OF A POSITION IS APPROVED BY THE BOARD OF DIRECTORS BEFORE THE CHANGE IS IMPLEMENTED.

FORM 990, PART VI, SECTION C, LINE 19:
COPIES OF THE ABOVE DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC ON THE ORGANIZATION'S WEBSITE, UPON REQUEST, AND ARE ALSO AVAILABLE FOR INSPECTION AT THE MAIN OFFICE OF THE ORGANIZATION.

VOLUNTEER ESTIMATE
VOLUNTEERS PARTICIPATE FOR THE MOST PART IN THE FOOD BANK, YOUTH

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

CENTERS IN SHAFTER AND BAKERSFIELD, HEAD START AND VOLUNTEER INCOME TAX ASSISTANCE PROGRAMS OF THE ORGANIZATION.

SCHEDULE R
(Form 990)
(Rev. January 2025)
Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) Section 512(b)(13) controlled entity? No
FRIENDSHIP HOUSE COMMUNITY CENTER - 95-2419401, 1300 18TH STREET, SUITE 200, BAKERSFIELD, CA 93301	COMMUNITY CENTER	CALIFORNIA	501(C)(4)		CAPK		X
COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION - 86-1249865, 1300 18TH STREET, SUITE 200, BAKERSFIELD, CA 93301	SUPPORT CAPK	CALIFORNIA	501(C)(3)	LINE 12A, I	CAPK		X

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

Part V **Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.		Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b Gift, grant, or capital contribution to related organization(s)	1b	X	
c Gift, grant, or capital contribution from related organization(s)	1c		X
d Loans or loan guarantees to or for related organization(s)	1d		X
e Loans or loan guarantees by related organization(s)	1e		X
f Dividends from related organization(s)	1f		X
g Sale of assets to related organization(s)	1g		X
h Purchase of assets from related organization(s)	1h		X
i Exchange of assets with related organization(s)	1i		X
j Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n		X
o Sharing of paid employees with related organization(s)	1o		X
p Reimbursement paid to related organization(s) for expenses	1p		X
q Reimbursement paid by related organization(s) for expenses	1q		X
r Other transfer of cash or property to related organization(s)	1r		X
s Other transfer of cash or property from related organization(s)	1s		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	B	0.	FMV
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

UNRELATED BUSINESS INCOME

CARRYOVER DATA TO 2025

Name	Employer Identification Number
COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760

Based on the information provided with this return, the following are possible carryover amounts to next year.

FEDERAL GENERAL BUSINESS CREDIT	347,089.

419341
04-01-24

Form **990-T**

Department of the Treasury
Internal Revenue Service

Exempt Organization Business Income Tax Return
(and proxy tax under section 6033(e))

For calendar year 2024 or other tax year beginning MAR 1, 2024 , and ending FEB 28, 2025.

Go to www.irs.gov/Form990T for instructions and the latest information.
Do not enter SSN numbers on this form as it may be made public if your organization is an 501(c)(3).

OMB No. 1545-0047

2024

Open to Public Inspection for 501(c)(3) Organizations Only

A ☐ Check box if address changed.

B Exempt under section
☐ 501( )( )
☒ 408(e) ☐ 220(e)
☐ 408A ☐ 530(a)
☐ 529(a) ☐ 529A

Print or Type

Name of organization (☐ Check box if name changed and see instructions.)
COMMUNITY ACTION PARTNERSHIP OF KERN

Number, street, and room or suite no. If a P.O. box, see instructions.
1300 18TH STREET, SUITE 200

City or town, state or province, country, and ZIP or foreign postal code
BAKERSFIELD, CA 93301

C Book value of all assets at end of year 96,660,894.

D Employer identification number
95-2402760

E Group exemption number (see instructions)

F ☐ Check box if an amended return.

G Check organization type ☒ 501(c) corporation ☐ 501(c) trust ☐ 401(a) trust ☐ Other trust ☐ State college/university
☐ 6417(d)(1)(A) Applicable entity

H Check if filing only to claim ☐ Credit from Form 8941 ☐ Refund shown on Form 2439 ☐ Elective payment amount from Form 3800

I Check if a 501(c)(3) organization filing a consolidated return with a 501(c)(2) titleholding corporation ☐

J Enter the number of attached Schedules A (Form 990-T) 1

K During the tax year, was the corporation a subsidiary in an affiliated group or a parent-subsidiary controlled group? ☐ Yes ☒ No
If "Yes," enter the name and identifying number of the parent corporation

L The books are in care of TRACY WEBSTER Telephone number 661-336-5236

Part I Total Unrelated Business Taxable Income

1	Total of unrelated business taxable income computed from all unrelated trades or businesses (see instructions)	1	0.
2	Reserved	2	
3	Add lines 1 and 2	3	
4	Charitable contributions (see instructions for limitation rules)	4	0.
5	Total unrelated business taxable income before net operating losses. Subtract line 4 from line 3	5	
6	Deduction for net operating loss. See instructions	6	
7	Total of unrelated business taxable income before specific deduction and section 199A deduction. Subtract line 6 from line 5	7	
8	Specific deduction (generally $1,000, but see instructions for exceptions)	8	1,000.
9	**Trusts.** Section 199A deduction. See instructions	9	
10	**Total deductions.** Add lines 8 and 9	10	1,000.
11	**Unrelated business taxable income.** Subtract line 10 from line 7. If line 10 is greater than line 7, enter zero	11	0.

Part II Tax Computation

1	**Organizations taxable as corporations.** Multiply Part I, line 11 by 21% (0.21)	1	0.
2	**Trusts taxable at trust rates.** See instructions for tax computation. Income tax on the amount on Part I, line 11, from: ☐ Tax rate schedule or ☐ Schedule D (Form 1041)	2	
3	**Proxy tax.** See instructions	3	
4a	Amount from Form 4255, Part I, line 3, column (q)	4a	
b	Other tax amounts. See instructions	4b	
5	Alternative minimum tax	5	
6	**Tax on noncompliant facility income.** See instructions	6	
7	**Total.** Add lines 3 through 6 to line 1 or 2, whichever applies	7	0.

Part III Tax and Payments

1a	Foreign tax credit (corporations attach Form 1118; trusts attach Form 1116)	1a			
b	Other credits (see instructions)	1b			
c	General business credit. Attach Form 3800 (see instructions)	1c			
d	Credit for prior-year minimum tax (attach Form 8801 or 8827)	1d			
e	**Total credits.** Add lines 1a through 1d			1e	
2	Subtract line 1e from Part II, line 7			2	0.
3a	Amount from Form 4255, Part I, line 3, column (r) (see instructions)	3a			
b	Amount due from Form 8611	3b			
c	Amount due from Form 8697	3c			
d	Amount due from Form 8866	3d			
e	Other amounts due (see instructions)	3e			
f	Total amounts due. Add lines 3a through 3e			3f	0.
4	**Total tax.** Add lines 2 and 3f (see instructions). ☐ Check if includes tax previously deferred under section 1294. Enter tax amount here			4	0.

Part III Tax and Payments *(continued)*

5	Current net 965 tax liability paid from Form 965-A, Part II, column (k)			5	0.
6a	Payments: Preceding year's overpayment credited to the current year	6a			
b	Current year's estimated tax payments. Check if section 643(g) election applies ☐	6b			
c	Tax deposited with Form 8868	6c			
d	Foreign organizations: Tax paid or withheld at source (see instructions)	6d			
e	Backup withholding (see instructions)	6e			
f	Credit for small employer health insurance premiums (attach Form 8941)	6f			
g	Elective payment election amount from Form 3800	6g	347,089.		
h	Payment from Form 2439	6h			
i	Credit from Form 4136	6i			
j	Other (see instructions)	6j			
7	**Total payments.** Add lines 6a through 6j			7	347,089.
8	Estimated tax penalty (see instructions). Check if Form 2220 is attached ☐			8	
9	**Tax due.** If line 7 is smaller than the total of lines 4, 5, and 8, enter amount owed			9	
10	**Overpayment.** If line 7 is larger than the total of lines 4, 5, and 8, enter amount overpaid			10	347,089.
11	Enter the amount of line 10 you want: **Credited to 2025 estimated tax** **Refunded**			11	347,089.

Part IV Statements Regarding Certain Activities and Other Information (see instructions)

		Yes	No
1	At any time during the 2024 calendar year, did the organization have an interest in or a signature or other authority over a financial account (bank, securities, or other) in a foreign country? If "Yes," the organization may have to file FinCEN Form 114, Report of Foreign Bank and Financial Accounts. If "Yes," enter the name of the foreign country here		X
2	During the tax year, did the organization receive a distribution from, or was it the grantor of, or transferor to, a foreign trust? If "Yes," see instructions for other forms the organization may have to file.		X
3	Enter the amount of tax-exempt interest received or accrued during the tax year $		
4	Enter available pre-2018 NOL carryovers here $ Do not include any post-2017 NOL carryover shown on Schedule A (Form 990-T). Don't reduce the NOL carryover shown here by any deduction reported on Part I, line 6.		
5	Post-2017 NOL carryovers. Enter the Business Activity Code and available post-2017 NOL carryovers. Don't reduce the amounts shown below by any NOL claimed on any Schedule A, Part II, line 17 for the tax year. See instructions.		

Business Activity Code	Available post-2017 NOL carryover
	$
	$
	$
	$

6a	Reserved for future use		
b	Reserved for future use		

Part V Supplemental Information

Provide any additional information. See instructions.

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

KEEP THIS COPY FOR YOUR FILES

Signature of officer Date CEO Title

May the IRS discuss this return with the preparer shown below (see instructions)? [X] Yes ☐ No

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN
REANN RICHARDI, CPA				P01803841

Firm's name	DANIELLS PHILLIPS VAUGHAN & BOCK	Firm's EIN	95-2972229
Firm's address	300 NEW STINE ROAD BAKERSFIELD, CA 93309	Phone no.	661-834-7411

Form **990-T** (2024)

423711 01-30-25

SCHEDULE A (Form 990-T)

Department of the Treasury
Internal Revenue Service

Unrelated Business Taxable Income From an Unrelated Trade or Business

Go to www.irs.gov/Form990T for instructions and the latest information.

Do not enter SSN numbers on this form as it may be made public if your organization is a 501(c)(3).

OMB No. 1545-0047

2024

Open to Public Inspection for 501(c)(3) Organizations Only

A Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

B Employer identification number: 95-2402760

C Unrelated business activity code (see instructions): 900099

D Sequence: 1 of 1

E Describe the unrelated trade or business: SOLAR INSTALLATION

Part I Unrelated Trade or Business Income		(A) Income	(B) Expenses	(C) Net
1a Gross receipts or sales ____ b Less returns and allowances ____ c Balance	1c			
2 Cost of goods sold (Part III, line 8)	2			
3 Gross profit. Subtract line 2 from line 1c	3			
4a Capital gain net income (attach Schedule D (Form 1041 or Form 1120)). See instructions	4a			
b Net gain (loss) (Form 4797) (attach Form 4797). See instructions	4b			
c Capital loss deduction for trusts	4c			
5 Income (loss) from a partnership or an S corporation (attach statement)	5			
6 Rent income (Part IV)	6			
7 Unrelated debt-financed income (Part V)	7			
8 Interest, annuities, royalties, and rents from a controlled organization (Part VI)	8			
9 Investment income of section 501(c)(7), (9), or (17) organizations (Part VII)	9			
10 Exploited exempt activity income (Part VIII)	10			
11 Advertising income (Part IX)	11			
12 Other income (see instructions; attach statement)	12			
13 **Total.** Combine lines 3 through 12	13	0.		

Part II Deductions Not Taken Elsewhere. See instructions for limitations on deductions. Deductions must be directly connected with the unrelated business income

1 Compensation of officers, directors, and trustees (Part X)			1	
2 Salaries and wages			2	
3 Repairs and maintenance			3	
4 Bad debts			4	
5 Interest (attach statement). See instructions			5	
6 Taxes and licenses			6	
7 Depreciation (attach Form 4562). See instructions	7			
8 Less depreciation claimed in Part III and elsewhere on return	8a		8b	
9 Depletion			9	
10 Contributions to deferred compensation plans			10	
11 Employee benefit programs			11	
12 Excess exempt expenses (Part VIII)			12	
13 Excess readership costs (Part IX)			13	
14 Other deductions (attach statement)			14	
15 **Total deductions.** Add lines 1 through 14			15	0.
16 Unrelated business income before net operating loss deduction. Subtract line 15 from Part I, line 13, column (C)			16	0.
17 Deduction for net operating loss. See instructions			17	0.
18 **Unrelated business taxable income.** Subtract line 17 from line 16			18	

Part III | Cost of Goods Sold Enter method of inventory valuation

1	Inventory at beginning of year	1	
2	Purchases	2	
3	Cost of labor	3	
4	Additional section 263A costs (attach statement)	4	
5	Other costs (attach statement)	5	
6	**Total.** Add lines 1 through 5	6	
7	Inventory at end of year	7	
8	**Cost of goods sold.** Subtract line 7 from line 6. Enter here and in Part I, line 2	8	
9	Do the rules of section 263A (with respect to property produced or acquired for resale) apply to the organization?	☐ Yes ☐ No	

Part IV | Rent Income (From Real Property and Personal Property Leased With Real Property)

1 Description of property (property street address, city, state, ZIP code). Check if a dual-use. See instructions.

A ☐
B ☐
C ☐
D ☐

		A	B	C	D
2	Rent received or accrued				
a	From personal property (if the percentage of rent for personal property is more than 10% but not more than 50%)				
b	From real and personal property (if the percentage of rent for personal property exceeds 50% or if the rent is based on profit or income)				
c	Total rents received or accrued by property. Add lines 2a and 2b, columns A through D				

3 Total rents received or accrued. Add line 2c, columns A through D. Enter here and on Part I, line 6, column (A) 0.

4	Deductions directly connected with the income in lines 2a and 2b (attach statement)				

5 **Total deductions.** Add line 4, columns A through D. Enter here and on Part I, line 6, column (B) 0.

Part V | Unrelated Debt-Financed Income (see instructions)

1 Description of debt-financed property (street address, city, state, ZIP code). Check if a dual-use. See instructions.

A ☐
B ☐
C ☐
D ☐

		A	B	C	D
2	Gross income from or allocable to debt-financed property				
3	Deductions directly connected with or allocable to debt-financed property				
a	Straight line depreciation (attach statement)				
b	Other deductions (attach statement)				
c	Total deductions (add lines 3a and 3b, columns A through D)				
4	Amount of average acquisition debt on or allocable to debt-financed property (attach statement)				
5	Average adjusted basis of or allocable to debt-financed property (attach statement)				
6	Divide line 4 by line 5	%	%	%	%
7	Gross income reportable. Multiply line 2 by line 6				

8 **Total gross income** (add line 7, columns A through D). Enter here and on Part I, line 7, column (A) 0.

9	Allocable deductions. Multiply line 3c by line 6				

10 **Total allocable deductions.** Add line 9, columns A through D. Enter here and on Part I, line 7, column (B) 0.

11 **Total dividends-received deductions** included in line 10 0.

Part VI Interest, Annuities, Royalties, and Rents From Controlled Organizations (see instructions)

1. Name of controlled organization	2. Employer identification number	Exempt Controlled Organizations: 3. Net unrelated income (loss) (see instructions)	4. Total of specified payments made	5. Part of column 4 that is included in the controlling organization's gross income	6. Deductions directly connected with income in column 5
(1)					
(2)					
(3)					
(4)					

Nonexempt Controlled Organizations: 7. Taxable Income	8. Net unrelated income (loss) (see instructions)	9. Total of specified payments made	10. Part of column 9 that is included in the controlling organization's gross income	11. Deductions directly connected with income in column 10
(1)				
(2)				
(3)				
(4)				
			Add columns 5 and 10. Enter here and on Part I, line 8, column (A).	Add columns 6 and 11. Enter here and on Part I, line 8, column (B).
Totals			0.	0.

Part VII Investment Income of a Section 501(c)(7), (9), or (17) Organization (see instructions)

1. Description of income	2. Amount of income	3. Deductions directly connected (attach statement)	4. Set-asides (attach statement)	5. Total deductions and set-asides (add cols 3 and 4)
(1)				
(2)				
(3)				
(4)				
	Add amounts in column 2. Enter here and on Part I, line 9, column (A).			Add amounts in column 5. Enter here and on Part I, line 9, column (B).
Totals	0.			0.

Part VIII Exploited Exempt Activity Income, Other Than Advertising Income (see instructions)

1	Description of exploited activity:		
2	Gross unrelated business income from trade or business. Enter here and on Part I, line 10, column (A)	2	
3	Expenses directly connected with production of unrelated business income. Enter here and on Part I, line 10, column (B)	3	
4	Net income (loss) from unrelated trade or business. Subtract line 3 from line 2. If a gain, complete lines 5 through 7	4	
5	Gross income from activity that is not unrelated business income	5	
6	Expenses attributable to income entered on line 5	6	
7	Excess exempt expenses. Subtract line 5 from line 6, but do not enter more than the amount on line 4. Enter here and on Part II, line 12	7	

Part IX | Advertising Income

1 Name(s) of periodical(s). Check box if reporting two or more periodicals on a consolidated basis.

A ☐ _____

B ☐ _____

C ☐ _____

D ☐ _____

Enter amounts for each periodical listed above in the corresponding column.

		A	B	C	D
2	Gross advertising income				
a	Add columns A through D. Enter here and on Part I, line 11, column (A)				0.
3	Direct advertising costs by periodical				
a	Add columns A through D. Enter here and on Part I, line 11, column (B)				0.
4	Advertising gain (loss). Subtract line 3 from line 2. For any column in line 4 showing a gain, complete lines 5 through 8. For any column in line 4 showing a loss or zero, do not complete lines 5 through 7, and enter -0- on line 8				
5	Readership costs				
6	Circulation income				
7	Excess readership costs. If line 6 is less than line 5, subtract line 6 from line 5. If line 5 is less than line 6, enter -0-				
8	Excess readership costs allowed as a deduction. For each column showing a gain on line 4, enter the lesser of line 4 or line 7				
a	Add line 8, columns A through D. Enter the greater of the line 8a columns total or -0- here and on Part II, line 13				0.

Part X | Compensation of Officers, Directors, and Trustees (see instructions)

1. Name	2. Title	3. Percentage of time devoted to business	4. Compensation attributable to unrelated business
(1)		%	
(2)		%	
(3)		%	
(4)		%	
Total. Enter here and on Part II, line 1			0.

Part XI | Supplemental Information (see instructions)

Form **3800**

Department of the Treasury
Internal Revenue Service

General Business Credit

Go to www.irs.gov/Form3800 for instructions and the latest information.
You must include all pages of Form 3800 with your return.

OMB No. 1545-0895

2024

Attachment Sequence No. **22**

Name(s) shown on return

COMMUNITY ACTION PARTNERSHIP OF KERN

Identifying number

95-2402760

A Corporate Alternative Minimum Tax (CAMT) and Base Erosion Anti-Abuse Tax (BEAT). Are you both (a) an "applicable corporation" within the meaning of section 59(k)(1) for the CAMT, and (b) an "applicable taxpayer" within the meaning of section 59A(e) for the BEAT? See instructions ☐ Yes ☒ No

Part I Credits Not Allowed Against Tentative Minimum Tax (TMT)

Complete applicable portions of Parts III and IV before Parts I and II. See instructions.

1	Credits not subject to the passive activity limit from Part III, line 2: combine column (e) with non-passive amounts from column (f)	1	
2	Credits subject to the passive activity limit. Combine Part III, line 2, column (d), and passive amounts included on line 2, column (f); and Part IV, line 6, column (d)	2	
3	Enter the portion of line 2 allowed for 2024	3	
4	Enter the portion of Part IV, column (f), line 6, that is from carryforwards to 2024	4	
	Check this box if the carryforward was changed or revised from the original reported amount ☐		
5	Enter the portion of Part IV, column (f), line 6, that is from carrybacks from 2025	5	
6	Add lines 1, 3, 4, and 5	6	

Part II Figuring Credit Allowed After Limitations

Section A - Figuring Credit Allowed After Section 38(c)(1) Limitation Based on Amount of Tax

7	Regular tax before credits: • Individuals. Enter the sum of the amounts from Form 1040, 1040-SR, or 1040-NR, line 16; and Schedule 2 (Form 1040), line 1z. • Corporations. Enter the amount from Form 1120, Schedule J, Part I, line 2 (excluding the base erosion minimum tax entered on line 1f); or the applicable line of your return. • Estates and trusts. Enter the sum of the amounts from Form 1041, Schedule G, lines 1a, 1b, and 1d, plus any Form 8978 amount included on line 1e; or the amount from the applicable line of your return.		7	0.
8	Alternative minimum tax: • Individuals. Enter the amount from Form 6251, line 11. • Corporations. Enter the amount from Form 4626, Part II, line 13. • Estates and trusts. Enter the amount from Schedule I (Form 1041), line 54.		8	0.
9	Add lines 7 and 8		9	
10a	Foreign tax credit	10a		
b	Certain allowable credits (see instructions)	10b		
c	Add lines 10a and 10b		10c	
11	**Net income tax.** Subtract line 10c from line 9. If zero, skip lines 12 through 15 and enter -0- on line 16		11	0.
12	**Net regular tax.** Subtract line 10c from line 7. If zero or less, enter -0-	12		
13	Enter 25% (0.25) of the excess, if any, of line 12 (line 11 for corporations) over $25,000. See instructions	13		
14	Tentative minimum tax: • Individuals. Enter the amount from Form 6251, line 9. • Corporations. Enter -0-. • Estates and trusts. Enter the amount from Schedule I (Form 1041), line 52.	14		
15	Enter the greater of line 13 or line 14		15	
16	Subtract line 15 from line 11. If zero or less, enter -0-		16	0.
17	Enter the **smaller** of line 6 or line 16. This is the amount of your credit allowed after the limitation of section 38(c)(1)		17	
	C corporations: See the line 17 instructions if there has been an ownership change, acquisition, or reorganization.			

Part II Figuring Credit Allowed After Limitations *(continued)*

Section B - Figuring Section 38(c)(2) Empowerment Zone and Community Renewal Employment Credit Allowed

Note: If you are not required to report any amounts on line 22 or line 24 below, skip lines 18 through 25 and enter -0- on line 26.

18	Multiply line 14 by 75% (0.75). See instructions	18	
19	Enter the greater of line 13 or line 18	19	
20	Subtract line 19 from line 11. If zero or less, enter -0-	20	
21	Subtract line 17 from line 20. If zero or less, enter -0-	21	
22	Combine the amounts from line 3 of Part III, column (e), with the amount from line 3 of Part IV, column (f)	22	
23	Passive activity credit from line 3 of Part III, column (d), plus the amount from line 3 of Part IV, column (d) — 23		
24	Enter the applicable passive activity credit allowed for 2024. See instructions	24	
25	Add lines 22 and 24	25	
26	Empowerment zone and renewal community employment credit allowed. Enter the smaller of line 21 or line 25	26	0.

Section C - Figuring the Specified Credit Amount Allowed Under Section 38(c)(4)

27	Subtract line 13 from line 11. If zero or less, enter -0-	27	0.
28	Add lines 17 and 26	28	
29	Subtract line 28 from line 27. If zero or less, enter -0-	29	0.
30	Enter the general business credit from line 5 of Part III: combine column (e) with non-passive amounts in column (f). See instructions	30	347,089.
31	Reserved	31	
32	Passive activity credits from line 5 of Part III: combine column (d) with passive amounts in column (f). See instructions — 32		
33	Enter the applicable passive activity credits allowed for 2024. See instructions	33	
34	Carryforward of business credit to 2024. If completing Part IV and carrying forward a business credit(s), see instructions Check this box if the carryforward was changed or revised from the original reported amount ☐	34	
35	Carryback of business credit from 2025. If completing Part IV and carrying back a business credit(s), see instructions	35	
36	Add lines 30, 33, 34, and 35	36	347,089.
37	Enter the **smaller** of line 29 or line 36. This is the amount allowed for specified credits	37	

Section D - Credits Allowed After Limitations

38	**Credit allowed for the current year.** Add lines 28 and 37. Report the amount from line 38 (if smaller than the sum of Part I, line 6, and Part II, lines 25 and 36; see instructions) as indicated below or on the applicable line of your return. • Individuals. Schedule 3 (Form 1040), line 6a. • Corporations. Form 1120, Schedule J, Part I, line 5c. • Estates and trusts. Form 1041, Schedule G, line 2b.	38	0.

Part III **Current Year General Business Credits (GBCs)** (see instructions). If there is more than one number applicable for column (b) or (c) for a line in Part III, enter the number of such items in column (a), complete Part V, and see instructions for what to report on that line in Part III.

Current year credits from:	(a) No. of items	(b) Elective payment or transfer registration number	(c) Pass-through or transferor credit entity EIN	(d) Credits subject to the passive activity limit, before application of the limit	(e) Credits not subject to the passive activity limits	(f) Credit transfer election amount (enter amounts transferred out as a negative amount)	(g) Combine columns (e) and (f) with the credit from column (d) allowed after the passive activity limit	(h) Gross elective payment election (EPE) amount	(i) Amount of column (g) applied against tax in Part II	(j) Net EPE amount. Enter the smaller of column (h) or column (g) minus column (i)
1a Form 3468, Part II										
b Form 7207										
c Form 6765										
d Form 3468, Part III										
e Form 8826										
f Form 8835, Part II										
g Form 7210										
h Form 8820										
i Form 8874										
j Form 8881, Part I										
k Form 8882										
l Form 8864 (diesel)										
m Form 8896										
n Form 8906										
o Form 3468, Part IV										
p Form 8908										
q Form 7218, Part II										
r Reserved										
s Form 8911, Part II										
t Form 8830										
u Form 7213, Part II										
v Form 3468, Part V										
w Form 8932										
x Form 8933										
y Form 8936, Part II										
z Reserved										
aa Form 8936, Part V										
bb Form 8904										
cc Form 7213, Part I										
dd Form 8881, Part II										
ee Form 8881, Part III										
ff Form 8864, line 8										
gg Form 7211, Part II										
hh Reserved										
ii Reserved										
zz Other credits										
2 Add lines 1a - 1zz									0.	0.

Part III **Current Year General Business Credits (GBCs)** (see instructions). If there is more than one number applicable for column (b) or (c) for a line in Part III, enter the number of such items in column (a), complete Part V, and see instructions for what to report on that line in Part III. *(continued)*

Current year credits from:	(a) No. of items	(b) Elective payment or transfer registration number	(c) Pass-through or transferor credit entity EIN	(d) Credits subject to the passive activity limit, before application of the limit	(e) Credits not subject to the passive activity limits	(f) Credit transfer election amount (enter amounts transferred out as a negative amount)	(g) Combine columns (e) and (f) with the credit from column (d) allowed after the passive activity limit	(h) Gross elective payment election (EPE) amount	(i) Amount of column (g) applied against tax in Part II	(j) Net EPE amount. Enter the smaller of column (h) or column (g) minus column (i)
3 Form 8844										
4 **Specified credits:**										
a Form 3468, Part VI		PB2024101713			347,089.		347,089.	347,089.	0.	347,089.
b Form 5884										
c Form 6478										
d Form 6586										
e Form 8835, Part II										
f Form 8846										
g Form 8900										
h Form 8941										
i Form 6765 ESB										
j Form 8994										
k Form 3468, Part VII										
l Reserved										
m Reserved										
z Other specified credits										
5 Add lines 4a - 4z					347,089.		347,089.	347,089.	0.	347,089.
6 Add lines 2, 3, and 5					347,089.		347,089.	347,089.	0.	347,089.

Form **3800** (2024)

Part V Breakdown of Aggregate Amounts on Part III for Facility-by-Facility, Multiple Pass-Through Entities, etc.

	(a) Part III line number	(b) Elective payment or transfer registration number	EIN		Credits subject to the passive activity limit				Not subject to the limit	
					Before applying the limit					
			(c)(1) Pass-through entity EIN	(c)(2) Transferor entity EIN	(d)(1) Credits other than credit transfer election credits	(d)(2) Credit transfer election credits sold	(d)(3) Credit transfer election credits purchased	(d)(4) Credits from columns (d)(1) (less column (d)(2)) and (d)(3) allowed after limit	(e) Credits other than transfer election credits	(f)(1) Transfer election credits sold
1						( )				( )
2						( )				( )
3						( )				( )
4						( )				( )
5						( )				( )
6						( )				( )
7						( )				( )
8						( )				( )
9						( )				( )
10						( )				( )
11						( )				( )
12						( )				( )
13						( )				( )
14						( )				( )
15						( )				( )

	(f)(2) Purchased transfer election credits not subject to passive activity limit	(g) Combine columns (d)(4), (e), (f)(1), and (f)(2)	(h)(1) Gross EPE amount. Portion of column (g) eligible for an EPE election	(h)(2) Subtract column (h)(1) rom column (g) (credit excluding EPE)	(i)(1) Amount of column (h)(2) applied against tax in Part II	(i)(2) Amount of EPE eligible credit in column (h)(1) applied against tax in Part II	(j) Net EPE amount. Subtract column (i)(2) from column (h)(1)	(k) Carryfoward to 2025. Subtract column (i)(1) from column (h)(2)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Form **3468**

Department of the Treasury
Internal Revenue Service

Investment Credit

Attach to your tax return.
Go to www.irs.gov/Form3468 for instructions and the latest information.

OMB No. 1545-0155

2024

Attachment Sequence No. **174**

Name(s) shown on return

Identifying number

COMMUNITY ACTION PARTNERSHIP OF KERN

95-2402760

Part I Information on Qualified Property or Qualified Facility (see instructions)

1 If making an elective payment election or transfer election, enter the IRS-issued registration number for the facility PB20241017133242000841

2 a (i) Enter the facility's emissions value or rate (kg of CO2e per kg of qualified clean hydrogen): _____

(ii) Enter the Department of Energy (DOE) control number, if applicable (see instructions): _____

b Check this box if you are claiming a section 48E credit for a qualified facility and you have petitioned for a provisional emissions rate, and have received an emissions value from the DOE and/or used a designated lifecycle analysis (LCA) model to determine an emissions value. See instructions ..... ☐

3 a Type (solar, clean hydrogen, rehabilitation, etc.): SOLAR

b If different from filer, enter:

(i) Owner's name: _____

(ii) Owner's TIN: _____

c Address of the facility (if applicable): 1300 18TH STREET, SUITE 200
BAKERSFIELD,CA 93301

d Coordinates. (i) Latitude: ___ _____ (Enter a "+" (plus) or "-" (minus) sign in the first box.) (ii) Longitude: ___ _____ (Enter a "+" (plus) or "-" (minus) sign in the first box.)

e Check this box if the property includes qualified interconnection property under section 48(a)(8) or 48E(b)(1)(B)(i) ..... ☐

4 Date construction began (MM/DD/YYYY): 03/01/2023

5 Date placed in service (MM/DD/YYYY): 05/01/2024

6 Is the facility an expansion of an existing facility? ..... ☐ Yes ☒ No

7 Does the property, facility, or project produce a net output of less than 1 megawatt (MW) alternating current (ac), or equivalent thermal energy?

a ☒ Yes.
b ☐ No.
c ☐ Not applicable, the facility doesn't produce electricity.

8 Does the property, facility, or project satisfy the prevailing wage and apprenticeship requirements?

a ☐ Yes, and sections 48C(e)(5) and (6) apply, and it was declared as provided per Notice 2023-18.
b ☐ Yes, and either (i) section 48(a)(9)(B)(ii), 48E(a)(2)(A)(ii)(II), or 48E(a)(2)(B)(ii)(II) applies if construction began before January 29, 2023; or (ii) sections 48(a)(10) and (11), or 48E(d)(3) and (4) apply.
c ☐ No.
d ☒ Not applicable.

9 Does the property, facility, or project qualify for a domestic content bonus credit per section 48(a)(12)(B) or 48E(a)(3)(B)?

a ☐ Yes, and section 48(a)(9)(B), 48E(a)(2)(A)(ii), or 48E(a)(2)(B)(ii) is satisfied (10% bonus). Attach the required information.
b ☐ Yes, and section 48(a)(9)(B), 48E(a)(2)(A)(ii), or 48E(a)(2)(B)(ii) is **not** satisfied (2% bonus). Attach the required information.
c ☒ No.

10 Does the property, facility, or project qualify for an energy community bonus credit per section 48(a)(14) or 48E(a)(3)(A)?

a ☒ Yes, and section 48(a)(9)(B), 48E(a)(2)(A)(ii), or 48E(a)(2)(B)(ii) is satisfied (10% bonus).
b ☐ Yes, and section 48(a)(9)(B), 48E(a)(2)(A)(ii), or 48E(a)(2)(B)(ii) is **not** satisfied (2% bonus).
c ☐ No.

11 Does the property, facility, or project qualify for the low-income communities bonus credit under section 48(e)(2) or 48E(h)(2)? (The facility must have received an allocation of capacity limitation.)

a ☐ Yes, and the facility is located in a low-income community per section 45D(e) (10% bonus).
b ☐ Yes, and the facility is located on Indian land per section 2601(2) of P.L. 102-486 (10% bonus).
c ☐ Yes, and the facility is part of a qualified low-income residential building project facility per section 48(e)(2)(B) or 48E(h)(2)(B) (20% bonus).
d ☐ Yes, and the facility is part of a qualified low-income economic benefit project facility per section 48(e)(2)(C) or 48E(h)(2)(C) (20% bonus).
e If "Yes" to line 11a, 11b, 11c, or 11d, enter your 48(e) or 48E(h) Control Number: _____
f Enter the originating pass-through entity's employer identification number (EIN) (if applicable): _____
g ☒ No.

Part I Information on Qualified Property or Qualified Facility (see instructions) (continued)

12 Enter the nameplate capacity or storage capacity for your property, facility, or project.

a ☐ Solar.
- (i) Nameplate capacity: _____ kilowatt (kW) direct current (dc)
- (ii) Nameplate capacity: _____ kW ac
- (iii) Check here if the solar energy property or facility includes a solar tracking device ☐

b ☐ Wind nameplate capacity: _____ kW ac

c ☐ Other.
- (i) Type: _____
- (ii) Nameplate capacity: _____ kW
- (iii) Kilowatt type: ☐ ac ☐ dc

d ☐ Energy storage.
- (i) Power capacity rating: _____ kW
- (ii) Energy storage capacity: _____ kilowatt-hours (kWh)
- (iii) Is the energy storage installed in connection with the solar or wind facility a thermal storage? ☐ Yes ☐ No

e ☒ Not applicable.

13 Are you claiming the investment credit as a lessee based on a section 48(d) (as in effect on November 4, 1990) election? ☐ Yes ☒ No

If "Yes," complete lines 13a through 13e. If you acquired more than one property as a lessee, attach a statement showing the information below separately reported for each property.

a Name of lessor: _____

b Address of lessor: _____

c Description of property: _____

d Amount for which you were treated as having acquired the property $ _____

e Income inclusion amount reported for tax year under Regulations section 1.50-1 $ _____

Part II Qualifying Advanced Coal Project Credit and Qualifying Gasification Project Credit

Section A - Qualifying Advanced Coal Project Credit Under Section 48A (see instructions)

1 a	Enter the qualified investment in integrated gasification combined cycle property placed in service during the tax year for projects described in section 48A(d)(3)(B)(i)	1a				
b	Multiply line 1a by 20% (0.20)			1b		
2 a	Enter the qualified investment in advanced coal-based generation technology property placed in service during the tax year for projects described in section 48A(d)(3)(B)(ii)	2a				
b	Multiply line 2a by 15% (0.15)			2b		
3 a	Enter the qualified investment in advanced coal-based generation technology property placed in service during the tax year for projects described in section 48A(d)(3)(B)(iii)	3a				
b	Multiply line 3a by 30% (0.30)			3b		

Section B - Qualifying Gasification Project Credit Under Section 48B (see instructions)

4 a	Enter the qualified investment in qualified gasification property placed in service during the tax year for which credits were allocated or reallocated after October 3, 2008, and that includes equipment that separates and sequesters at least 75% of the project's carbon dioxide emissions	4a				
b	Multiply line 4a by 30% (0.30)			4b		
5 a	Enter the qualified investment in property other than in line 4a above placed in service during the tax year	5a				
b	Multiply line 5a by 20% (0.20)			5b		
6	Enter the applicable unused investment credit from cooperatives. See instructions			6		
7	Add lines 1b, 2b, 3b, 4b, 5b, and 6. Report this amount on Form 3800, Part III, line 1a				7	

Part III | Qualifying Advanced Energy Project Credit Under Section 48C (see instructions)

Caution: You cannot claim any investment credits for a facility or property under section 48C if you also claimed credits under section 45X.

1a	Enter the qualified investment in advanced energy project property placed in service during the tax year	1a			
b	If you checked the box in Part I, line 8a, and it's consistent with your section 48C application per Notice 2023-18, enter 30%. If you checked the box in Part I, line 8c, enter 6%	1b	%		
c	Multiply line 1a by line 1b			1c	
d	Enter your section 48C Allocation control number:				
e	Is the facility in a section 48C energy community census tract? ☐ Yes ☐ No				
f	Enter the originating pass-through entity's EIN (if applicable):				
2	Enter the applicable unused investment credit from cooperatives. See instructions			2	
3	Add lines 1c and 2. Report this amount on Form 3800, Part III, line 1d				3

Part IV | Advanced Manufacturing Investment Credit Under Section 48D (see instructions)

1a	Check the box below that applies to your advanced manufacturing investment project. ☐ Semiconductor manufacturing facility ☐ Semiconductor equipment manufacturing facility				
b	Enter the basis of the qualified investment for the tax year with respect to any advanced manufacturing facility	1b			
c	Multiply line 1b by 25% (0.25)			1c	
2	Enter the applicable unused investment credit from cooperatives. See instructions			2	
3	Add lines 1c and 2. Report this amount on Form 3800, Part III, line 1o				3

Part V | Clean Electricity Investment Credit Under Section 48E

Section A - Qualified Clean Electricity Facilities (see instructions)

Caution: You cannot claim any investment credits for a facility under section 38 for the tax year or any prior tax year if a credit was allowed under section 45, 45J, 45Q, 45U, 45Y, 48, or 48A.

1a	Enter the basis of the qualified investment for any qualified facility described in section 48E(b)(1) placed in service during the tax year	1a			
b	If you checked Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	1b	%		
c	Multiply line 1a by line 1b			1c	
d	If you checked Part I, line 9a, enter 10%. If you checked Part I, line 9b, enter 2%. Otherwise, go to line 1f	1d	%		
e	Multiply line 1a by line 1d			1e	
f	If you checked Part I, line 10a, enter 10%. If you checked Part I, line 10b, enter 2%. Otherwise, go to line 1h	1f	%		
g	Multiply line 1a by line 1f			1g	
h	If you checked the box in Part I, line 11a or 11b, enter 10%. If you checked the box in Part I, line 11c or 11d, enter 20%. However, if you checked the box in Part I, line 11g; or Part I, line 12a(ii), 12b, or 12c(ii), is 5 MW ac or more (in relation to line 11a, 11b, 11c, or 11d), you don't qualify for the bonus credit. In that situation, anter 0% here, go to line 1n and enter -0-, and then go to line 2	1h	%		
i	Enter the amount of capacity limitation you were allocated in the allocation letter	1i	kW		
j	If the entry on Part I, line 12a(i), 12b, or 12c(ii), equals the entry on line 1i, multiply line 1a by line 1h and go to line 1n. Otherwise, continue to line 1k	1j			
k	If the entry on Part I, line 12a(i), 12b, or 12c(ii), is more than the entry on line 1i, divide line 1i by Part I, line 12a(i), 12b, or 12c(ii)	1k			
l	Multiply line 1h by line 1k	1l			
m	Multiply line 1a by line 1l	1m			
n	If Part I, line 12a(i), 12b, or 12c(ii), is more than the entry on line 1i, enter the amount from line 1m. Otherwise, enter the amount from line 1j			1n	
2	Add lines 1c, 1e, 1g, and 1n				2

Part V Clean Electricity Investment Credit Under Section 48E (continued)

Section B - Qualified Energy Storage Technology (see instructions)

Caution: You cannot claim any investment credits for a facility under section 38 for the tax year or any prior tax year if a credit was allowed under section 45, 45J, 45Q, 45U, 45Y, 48, or 48A.

3a	Enter the basis of the qualified investment for any energy storage technology described in section 48E(c) placed in service during the tax year	3a				
b	If you checked Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	3b	%			
c	Multiply line 3a by line 3b			3c		
d	If you checked Part I, line 9a, enter 10%. If you checked Part I, line 9b, enter 2%. Otherwise, go to line 3f	3d	%			
e	Multiply line 3a by line 3d			3e		
f	If you checked Part I, line 10a, enter 10%. If you checked Part I, line 10b, enter 2%. Otherwise, go to line 4	3f	%			
g	Multiply line 3a by line 3f			3g		
h	Reserved for future use	3h				
i	Reserved for future use	3i				
j	Reserved for future use	3j				
k	Reserved for future use	3k				
l	Reserved for future use	3l				
m	Reserved for future use	3m				
n	Reserved for future use			3n		
4	Add lines 3c, 3e, and 3g					4

Section C - Totals, Credit Reduction for Subsidized Energy Financing or Private Activity Bonds, and Credit Phaseout (see instructions)

5	Add Part V, lines 2 and 4	5				
	If proceeds of subsidized energy financing or private activity bonds were **not** used to finance your qualified clean electricity facility or your qualified energy storage technology, skip line 6, and go to line 7.					
6a	**Divide.** Sum, for the tax year and all prior tax years, of all proceeds of subsidized energy financing or private activity bonds used to finance the qualified facility or qualified storage technology, as of the close of the tax year	6a				
	Aggregate amount of additions to the capital account for the qualified facility, for the tax year and all prior tax years, as of the close of the tax year					
b	Multiply line 5 by line 6a	6b				
c	Multiply line 5 by 15% (0.15)	6c				
d	Enter the smaller of line 6b or 6c	6d				
e	Subtract line 6d from line 5	6e				
7	If proceeds of subsidized energy financing or private activity bonds were used to finance your facility, enter the amount from line 6e. Otherwise, enter the amount from line 5	7				
8	If you are making an elective payment election under section 6417 and the facility doesn't meet the rules of section 45Y(g)(12)(B)(i), or doesn't have a maximum net output of less than 1 MW (as measured in ac) and construction began in 2024 or 2025, multiply line 7 by line A or B below. All others, enter the amount from line 7.					
	A. Construction began in 2024, 90% (0.90)					
	B. Construction began in 2025, 85% (0.85)			8		
9	Reserved for future use			9		
10	Enter the applicable unused investment credit from cooperatives. See instructions			10		
11	Add lines 8 and 10. Report this amount on Form 3800, Part III, line 1v					11

Form **3468** (2024)

414044 12-26-24

Part VI Energy Credit Under Section 48

Section A - Geothermal Energy Credit (see instructions)

1a	Enter the basis of property using geothermal energy placed in service during the tax year	1a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	1b	%		
c	Multiply line 1a by line 1b			1c	
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 1f	1d	%		
e	Multiply line 1a by line 1d			1e	
f	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 2	1f	%		
g	Multiply line 1a by line 1f			1g	
2	Add lines 1c, 1e, and 1g				2

Section B - Solar Energy Credit (see instructions)

3a	Enter the basis of property using solar illumination (including electrochromic glass) or either solar energy property or solar facility placed in service during the tax year	3a	867,724.		
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	3b	30%		
c	Multiply line 3a by line 3b			3c	260,317.

Caution: Property described under section 48(a)(3)(ii) does not qualify for the solar facility in connection with low-income community bonus credit under section 48(e). If completing Section B for a section 48(a)(3)(ii) property, skip lines 3d through 3j, and go to line 3k.

d	If you checked the box in Part I, line 11a or 11b, enter 10%. If you checked the box in Part I, line 11c or 11d, enter 20%. However, if you checked the box in Part I, line 11g; or Part I, line 12a(ii), is 5 MW ac or more (in relation to line 11a, 11b, 11c, or 11d), you don't qualify for the bonus credit. In that situation, enter 0% here, go to line 3j and enter -0-, and then go to line 3k	3d	%		
e	Enter the amount of capacity limitation you were allocated in the allocation letter	3e	kW dc		
f	If the entry on Part I, line 12a(i), equals the entry on line 3e, multiply line 3a by line 3d and go to line 3j. Otherwise, continue to line 3g	3f			
g	If the entry on Part I, line 12a(i), is more than the entry on line 3e, divide line 3e by Part I, line 12a(i)	3g			
h	Multiply line 3d by line 3g	3h			
i	Multiply line 3a by line 3h	3i			
j	If Part I, line 12a(i), is more than the entry on line 3e, enter the amount from line 3i. Otherwise, enter the amount from line 3f			3j	
k	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 3m	3k	%		
l	Multiply line 3a by line 3k			3l	
m	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 4	3m	10%		
n	Multiply line 3a by line 3m			3n	86,772.
4	Add lines 3c, 3j, 3l, and 3n				4 347,089.

Part VI | Energy Credit Under Section 48 (continued)

Section C - Qualified Fuel Cell Property (see instructions)

5a	Enter the basis of property using qualified fuel cell property placed in service during the tax year that was acquired after 2005 and before October 4, 2008, and the basis attributable to construction, reconstruction, or erection by the taxpayer after 2005 and before October 4, 2008	5a				
b	Multiply line 5a by 30% (0.30)	5b				
c	Enter the applicable kW capacity of property on line 5a. See instructions	5c				
d	Multiply line 5c by $1,000	5d				
e	Enter the smaller of line 5b or 5d			5e		
f	Enter the basis of property using qualified fuel cell property placed in service during the tax year that is attributable to periods after October 3, 2008	5f				
g	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	5g	%			
h	Multiply line 5f by line 5g	5h				
i	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 5l	5i	%			
j	Multiply line 5f by line 5i	5j				
k	Reserved for future use			5k		
l	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 5n	5l	%			
m	Multiply line 5f by line 5l	5m				
n	Add lines 5h, 5j, and 5m	5n				
o	Enter the applicable kW capacity of property on line 5f. See instructions	5o				
p	Multiply line 5o by $3,000	5p				
q	Enter the smaller of line 5n or 5p			5q		
6	Add lines 5e and 5q					6

Section D - Qualified Microturbine Property (see instructions)

7a	Enter the basis of property using microturbine property placed in service during the tax year that was acquired after 2005, and the basis attributable to construction, reconstruction, or erection by the taxpayer after 2005	7a				
b	If you checked the box in Part I, line 7a or 8b, enter 10%. Otherwise, enter 2%	7b	%			
c	Multiply line 7a by line 7b	7c				
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 7g	7d	%			
e	Multiply line 7a by line 7d	7e				
f	Reserved for future use			7f		
g	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 7i	7g	%			
h	Multiply line 7a by line 7g	7h				
i	Add lines 7c, 7e, and 7h			7i		
j	Enter the applicable kW capacity of property on line 7a. See instructions	7j				
k	Reserved for future use	7k				
l	Multiply line 7j by $200			7l		
8	Enter the smaller of line 7i or 7l					8

Part VI Energy Credit Under Section 48 (continued)

Section E - Combined Heat and Power System Property (see instructions)

Caution: You can't claim this credit if the electrical capacity of the property is more than 50 MW or has a mechanical energy capacity of more than 67,000 horsepower or an equivalent combination of electrical and mechanical energy capabilities.

9a	Enter the basis of property using combined heat and power system placed in service during the tax year	9a				
b	If the electrical capacity of the property is measured in: • MW, divide 15 by the MW capacity. Enter 1.0 if the capacity is 15 MW or less. • Horsepower, divide 20,000 by the horsepower. Enter 1.0 if the capacity is 20,000 horsepower or less	9b				
c	Multiply line 9a by line 9b	9c				
d	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	9d	%			
e	Multiply line 9c by line 9d			9e		
f	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 9h	9f	%			
g	Multiply line 9c by line 9f			9g		
h	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 10	9h	%			
i	Multiply line 9c by line 9h			9i		
10	Add lines 9e, 9g, and 9i				10	

Section F - Qualified Small Wind Energy Property (see instructions)

11a	Reserved for future use	11a				
b	Reserved for future use	11b				
c	Reserved for future use			11c		
d	Enter the basis of property using small wind energy property placed in service during the tax year	11d				
e	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	11e	%			
f	Multiply line 11d by line 11e			11f		
g	If you checked the box in Part I, line 11a or 11b, enter 10%. If you checked the box in Part I, line 11c or 11d, enter 20%. However, if you checked the box in Part I, line 11g; or Part I, line 12b, is 5 MW ac or more (in relation to line 11a, 11b, 11c, or 11d), you don't qualify for the bonus credit. In that situation, enter 0% here, go to line 11m and enter -0-, and then go to line 11n	11g	%			
h	Enter the amount of capacity limitation you were allocated in the allocation letter	11h	kW			
i	If the entry on Part I, line 12b, equals the entry on line 11h, multiply line 11d by line 11g and go to line 11m. Otherwise, continue to line 11j	11i				
j	If the entry on Part I, line 12b, is more than the entry on line 11h, divide line 11h by Part I, line 12b	11j				
k	Multiply line 11g by line 11j	11k				
l	Multiply line 11d by line 11k	11l				
m	If Part I, line 12b, is more than the entry on line 11h, enter the amount from line 11l Otherwise, enter the amount from line 11i			11m		
n	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 11p	11n	%			
o	Multiply line 11d by line 11n			11o		
p	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 12	11p	%			
q	Multiply line 11d by line 11p			11q		
12	Add lines 11f, 11m, 11o, and 11q				12	

Part VI Energy Credit Under Section 48 (continued)

Section G - Waste Energy Recovery Property (see instructions)

13a	Enter the basis of property using waste energy recovery placed in service during the tax year	13a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	13b	%		
c	Multiply line 13a by line 13b			13c	
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 13f	13d	%		
e	Multiply line 13a by line 13d			13e	
f	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 14	13f	%		
g	Multiply line 13a by line 13f			13g	
14	Add lines 13c, 13e, and 13g				14

Section H - Geothermal Heat Pump Systems (see instructions)

15a	Enter the basis of property using geothermal heat pump systems placed in service during the tax year	15a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	15b	%		
c	Multiply line 15a by line 15b			15c	
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 15f	15d	%		
e	Multiply line 15a by line 15d			15e	
f	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 16	15f	%		
g	Multiply line 15a by line 15f			15g	
16	Add lines 15c, 15e, and 15g				16

Part VI | Energy Credit Under Section 48 (continued)

Section I - Energy Storage Technology Property (see instructions)

17 a	Enter the basis of property using energy storage technology placed in service during the tax year	17a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	17b	%		
c	Multiply line 17a by line 17b			17c	

Caution: For lines 17d through 17j, the energy storage technology property must be installed in connection with a solar or wind energy property under section 45(d)(1), 48(a)(3)(A)(i), or 48(a)(3)(A)(vi) that qualifies for the low-income community bonus credit under section 48(e) to also qualify for the bonus credit. If the energy storage technology property is not installed in connection with such solar or wind energy property, then skip lines 17d through 17j, and go to line 17k.

d	If you checked the box in Part I, line 11a or 11b, enter 10%. If you checked the box in Part I, line 11c or 11d, enter 20%. However, if you checked the box in Part I, line 11g; or Part I, line 12a(ii) or 12b, is 5 MW ac or more (in relation to line 11a, 11b, 11c, or 11d), you don't qualify for the bonus credit. In that situation, enter 0% here, go to line 17j and enter -0-, and then go to line 17k	17d	%		
e	Enter the amount of capacity limitation you were allocated in the allocation letter for the solar or wind energy property in connection with the energy storage technology	17e			
f	If the relevant entry on Part I, line 12a(i) or 12b, equals the entry on line 17e, multiply line 17a by line 17d and go to line 17j. Otherwise, continue to line 17g	17f			
g	If the relevant entry on Part I, line 12a(i) or 12b, is more than the entry on line 17e, divide line 17e by Part I, line 12a(i) or 12b	17g			
h	Multiply line 17d by line 17g	17h			
i	Multiply line 17a by line 17h	17i			
j	If the entry for the solar or wind energy property in connection with the energy storage technology on Part I, line 12a(i) or 12b, is more than the entry on line 17e, enter the amount from line 17i. Otherwise, enter the amount from line 17f			17j	
k	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 17m	17k	%		
l	Multiply line 17a by line 17k			17l	
m	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 18	17m	%		
n	Multiply line 17a by line 17m			17n	
18	Add lines 17c, 17j, 17l, and 17n				18

Section J - Qualified Biogas Property (see instructions)

19 a	Enter the basis of property using biogas placed in service during the tax year	19a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	19b	%		
c	Multiply line 19a by line 19b			19c	
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 19f	19d	%		
e	Multiply line 19a by line 19d			19e	
f	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 20	19f	%		
g	Multiply line 19a by line 19f			19g	
20	Add lines 19c, 19e, and 19g				20

Part VI | Energy Credit Under Section 48 (continued)

Section K - Microgrid Controllers Property (see instructions)

21a	Enter the basis of property using microgrid controllers placed in service during the tax year	21a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	21b	%		
c	Multiply line 21a by line 21b			21c	
d	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 21f	21d	%		
e	Multiply line 21a by line 21d			21e	
f	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 22	21f	%		
g	Multiply line 21a by line 21f			21g	
22	Add lines 21c, 21e, and 21g				22

Section L - Qualified Investment Credit Facility Property (see instructions)

23a	Enter the basis of property using investment credit facility property placed in service during the tax year	23a			
b	If you checked the box in Part I, line 7a or 8b, enter 30%. Otherwise, enter 6%	23b	%		
c	Multiply line 23a by line 23b			23c	

Caution: For property other than that described under section 45(d)(1), the property does not qualify for the wind facility in connection with the low-income community bonus credit under section 48(e). Skip lines 23d through 23j, and go to line 23k.

d	If you checked the box in Part I, line 11a or 11b, enter 10%. If you checked the box in Part I, line 11c or 11d, enter 20%. However, if you checked the box in Part I, line 11g; or Part I, line 12b, is 5 MW ac or more (in relation to line 11a, 11b, 11c, or 11d), you don't qualify for the bonus credit. In that situation, enter 0% here, go to line 23j and enter -0-, and then go to line 23k	23d	%		
e	Enter the amount of capacity limitation you were allocated in the allocation letter	23e	kW		
f	If the entry on Part I, line 12b, equals the entry on line 23e, multiply line 23a by line 23d and go to line 23j. Otherwise, continue to line 23g	23f			
g	If the entry on Part I, line 12b, is more than the entry on line 23e, divide line 23e by Part I, line 12b	23g			
h	Multiply line 23d by line 23g	23h			
i	Multiply line 23a by line 23h	23i			
j	If Part I, line 12b, is more than the entry on line 23e, enter the amount from line 23i. Otherwise, enter the amount from line 23f			23j	
k	If you checked the box in Part I, line 9a, enter 10%. If you checked the box in Part I, line 9b, enter 2%. Otherwise, go to line 23m	23k	%		
l	Multiply line 23a by line 23k			23l	
m	If you checked the box in Part I, line 10a, enter 10%. If you checked the box in Part I, line 10b, enter 2%. Otherwise, go to line 24	23m	%		
n	Multiply line 23a by line 23m			23n	
24	Add lines 23c, 23j, 23l, and 23n				24

Part VI Energy Credit Under Section 48 (continued)

Section M - Clean Hydrogen Production Facilities as Energy Property (see instructions)

Caution: If you choose to treat specified clean hydrogen production property as energy property, you cannot also take the credit under section 45V or 45Q. Production and sale or use of clean hydrogen must be verified by an unrelated party. Attach a copy of the verification report to the tax return.

25 a	Enter the basis of property placed in service during the tax year for the facility that is designed and reasonably expected to produce qualified clean hydrogen per section 45V(b)(2)(A)	25a			
b	If you checked the box in Part I, line 8b, enter 6%. If you checked the box in Part I, line 8c, enter 1.2%	25b	%		
c	Multiply line 25a by line 25b			25c	
d	Enter the basis of property placed in service during the tax year for the facility that is designed and reasonably expected to produce qualified clean hydrogen per section 45V(b)(2)(B)	25d			
e	If you checked the box in Part I, line 8b, enter 7.5%. If you checked the box in Part I, line 8c, enter 1.5%	25e	%		
f	Multiply line 25d by line 25e			25f	
g	Enter the basis of property placed in service during the tax year for the facility that is designed and reasonably expected to produce qualified clean hydrogen per section 45V(b)(2)(C)	25g			
h	If you checked the box in Part I, line 8b, enter 10%. If you checked the box in Part I, line 8c, enter 2%	25h	%		
i	Multiply line 25g by line 25h			25i	
j	Enter the basis of property placed in service during the tax year for the facility that is designed and reasonably expected to produce qualified clean hydrogen per section 45V(b)(2)(D)	25j			
k	If you checked the box in Part I, line 8b, enter 30%. If you checked the box in Part I, line 8c, enter 6%	25k	%		
l	Multiply line 25j by line 25k			25l	
26	Add lines 25c, 25f, 25i, and 25l				26

Section N - Totals and Credit Reduction for Tax-Exempt Bonds (see instructions)

27	Add Part VI, lines 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, and 26	27	347,089.		
	If proceeds of tax-exempt bonds were **not** used to finance your facility, skip line 28, and go to line 29.				
28 a	**Divide.** Sum, for the tax year and all prior tax years, of all proceeds of tax-exempt bonds (within the meaning of section 103), used to finance the qualified facility, as of the close of the tax year	28a			
	Aggregate amount of additions to the capital account for the qualified facility, for the tax year and all prior tax years, as of the close of the tax year				
b	Multiply line 27 by line 28a	28b			
c	Multiply line 27 by 15% (0.15)	28c			
d	Enter the smaller of line 28b or 28c	28d			
e	Subtract line 28d from line 27	28e			
29	If proceeds of tax-exempt bonds were used to finance your facility, enter the amount from line 28e. Otherwise, enter the amount from line 27			29	347,089.
30	If you are making an elective payment election under section 6417 for a facility whose construction began in calendar year 2024, and the facility doesn't meet the rules of section 48(a)(12)(B), or doesn't have a maximum net output of less than 1 MW (as measured in ac), multiply line 29 by 90% (0.90). All others, enter the amount from line 29			30	347,089.
31	Enter the applicable unused investment credit from cooperatives. See instructions			31	
32	Add lines 30 and 31. Report this amount on Form 3800, Part III, line 4a				32 347,089.

Part VII Rehabilitation Credit Under Section 47 (see instructions)

1a Was there a prior section 170(h) deduction on this property? ☐ Yes ☐ No

b If "Yes" to line 1a, then provide the prior NPS number .....

c Check this box if you are electing under section 47(d)(5) to take your qualified rehabilitation expenditures into account for the tax year in which paid (or, for self-rehabilitated property, when capitalized). This election applies to the current tax year and to all later tax years. You may not revoke this election without IRS consent ..... ☐

d Enter the dates for the 24- or 60-month measuring period.
Beginning date: _____
End date: _____

e Enter the adjusted basis of the building as of the beginning date above (or the first day of your holding period, if later) ..... $

f Enter the amount of the qualified rehabilitation expenditures incurred, or treated as incurred, during the period on line 1d above ..... $

g Enter the amount of qualified rehabilitation expenditures ... 1g

h For pre-1936 buildings under the transition rule, multiply line 1g by 10% (0.10) 1h

i For certified historic structures under the transition rule, multiply line 1g by 20% (0.20) 1i

j For certified historic structures with expenditures paid or incurred after 2017 and not under the transition rule, multiply line 1g by 4% (0.04) 1j

Note: This credit is allowed for a 5-year period beginning in the tax year that the qualified rehabilitated building is placed in service.

k If you completed line 1i or 1j, enter the following.
(i) The assigned NPS project number: _____ .
(ii) The originating pass-through entity's EIN (if applicable): _____ .
(iii) The date the NPS approved the Request for Certification of Completed Work: _____ .

l Reserved for future use.

m If you have not received an approved certification of completed work, enter the date that is 30 months after the date that the original rehabilitation credit was claimed for the property: _____ , and attach the first page of NPS Form 10-168, with an indication that it was received, and a statement that you did not receive the final certification of completed work before the date above.

2 Enter the applicable unused investment credit from cooperatives. See instructions 2

3 Add lines 1h, 1i, 1j, and 2. Report this amount on Form 3800, Part III, line 4k 3

Form **3468** (2024)

414053 12-26-24

Form **4626**

Department of the Treasury
Internal Revenue Service

Alternative Minimum Tax-Corporations

Attach to your tax return.
Go to www.irs.gov/Form4626 for instructions and the latest information.

OMB No. 1545-0123

2024

Name of corporation

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number (EIN)

95-2402760

A Is the corporation filing this form a member of a controlled group treated as a single employer under sections 59(k)(1)(D) and 52? ..... ☐ Yes ☒ No

If "Yes," the corporation must complete Part V listing the names, EINs, and separate company financial statement income or loss for each member of the controlled group treated as a single employer taken into account in the determination of "applicable corporation" under section 59(k)(1)(D).

B Is the corporation filing this form a member of a foreign-parented multinational group (FPMG) within the meaning of section 59(k)(2)(B)? ☐ Yes ☒ No

If "Yes," the corporation must complete Part V listing the names, EINs, and separate company financial statement income or loss for each member of the FPMG under section 59(k)(2)(B).

Part I Applicable Corporation Determination (Report all amounts in U.S. dollars.)

If you have already determined in current or prior years you are an applicable corporation, skip Part I and continue to Part II.

		(a) First Preceding Year Ended	(b) Second Preceding Year Ended	(c) Third Preceding Year Ended
1 Net income or loss per applicable financial statement(s) (AFS) (see inst):				
a Consolidated net income or loss per the AFS of the corporation	1a			
b Include AFS net income or loss of other includible entities (add net income and subtract net loss)	1b			
c Exclude AFS net income or loss of excludible entities (add net loss and subtract net income)	1c			
d Adjustment for certain consolidating entries (see instructions)	1d			
e Specified additional net income or loss item B. Reserved for future use	1e			
f AFS net income or loss of all entities in the test group before adjustments. Combine lines 1a through 1d	1f			
2 Adjustments (see instructions):				
a Financial statements covering different tax years	2a			
b Corporations that are not included on the taxpayer's consolidated return	2b			
c Aggregate pro-rata share of adjusted net income from controlled foreign corporations (CFCs) for which the corporation is a U.S. shareholder. If zero or less, enter -0- (attach Schedule A (Form 4626)) (see instructions for special rules if completing this form for an FPMG)	2c			
d Amounts that are not effectively connected to a U.S. trade or business (see instructions for special rules if completing this form for an FPMG)	2d			
e Certain taxes	2e			
f Patronage dividends and per-unit retain allocations (cooperatives only)	2f			
g Alaska native corporations	2g			
h Certain credits	2h			
i Mortgage servicing income	2i			
j Tax-exempt entities (organizations subject to tax under section 511)	2j			
k Depreciation	2k			
l Qualified wireless spectrum	2l			
m Covered transactions	2m			
n Adjustments related to bankruptcy and insolvency	2n			
o Certain insurance company adjustments	2o			
p Adjustment P - Reserved for future use	2p			
q Adjustment Q - Reserved for future use	2q			
r Adjustment R - Reserved for future use	2r			
s Adjustment S - Reserved for future use	2s			
z Other	2z			
3 Specified adjustment. Reserved for future use	3			
4 Total adjustments. Combine lines 2a through 2z	4			
5 AFSI. Combine lines 1f and 4	5			
6 AFSI of first, second, and third preceding tax years. Combine columns (a), (b), and (c) of line 5	6			
7 3-year average annual AFSI (see instructions)	7			

Part I Applicable Corporation Determination (Report all amounts in U.S. dollars.) *(continued)*

8 Is line 7 more than $1 billion?

☐ **Yes.** Continue to line 9.

☐ **No.** STOP here and attach to your tax return.

9 Is the corporation a member of an FPMG within the meaning of section 59(k)(2)(B)?

☐ **Yes.** Continue to line 10.

☐ **No.** Continue to Part II.

		(a) First Preceding Year Ended	(b) Second Preceding Year Ended	(c) Third Preceding Year Ended
10 AFSI for purposes of the $100 million test before adjustments:				
a AFSI from line 5	10a			
b Aggregation differences (see instructions)	10b			
c Total AFSI for purposes of the $100 million test before adjustments. Combine lines 10a and 10b	10c			
11 Adjustments:				
a Income not effectively connected to a U.S. trade or business	11a			
b Aggregate pro-rata share of adjusted net income from CFCs for which the corporation is a U.S. shareholder. If zero or less, enter -0- (attach Schedule A (Form 4626)) (see instructions)	11b			
c Reserved for future use - Other adjustments 1	11c			
d Reserved for future use - Other adjustments 2	11d			
12 Total adjustments. Combine lines 11a and 11b	12			
13 Total AFSI for purposes of the $100 million test. Combine lines 10c and 12	13			

14 AFSI of first, second, and third preceding tax years. Combine columns (a), (b), and (c) of line 13 14

15 3-year average annual AFSI for purposes of the $100 million test 15

16 Is line 15 $100 million or more?

☐ **Yes.** Continue to Part II.

☐ **No.** STOP here. Attach to your tax return.

Part II Corporate Alternative Minimum Tax (CAMT)

1	Net income or loss per AFS (see instructions):		
a	Consolidated net income or loss per the AFS of the corporation	1a	-1,000.
b	Include AFS net income or loss of other includible entities (add net income and subtract net loss)	1b	
c	Exclude AFS net income or loss of excludible entities (add net loss and subtract net income)	1c	
d	Adjustment for certain consolidating entries (see instructions)	1d	
e	Specified additional net income or loss item D. Reserved for future use	1e	
f	AFS net income or loss before adjustments. Combine lines 1a through 1d	1f	-1,000.
2	Adjustments (see instructions):		
a	Financial statements covering different tax years	2a	
b	Reserved for future use - Adjustment 2b	2b	
c	Corporations that are not included on the taxpayers - consolidated return (see instructions)	2c	
d	The corporation's distributive share of adjusted financial statement income of partnerships	2d	
e	Aggregate pro-rata share of adjusted net income from CFCs for which the corporation is a U.S. shareholder. Enter the amount from Part VI, Section II, line 3	2e	
f	Amounts that are not effectively connected to a U.S. trade or business	2f	
g	Certain taxes. Enter the amount from Part III, line 7	2g	
h	Patronage dividends and per-unit retain allocations (cooperatives only)	2h	
i	Alaska native corporations	2i	
j	Certain credits	2j	
k	Mortgage servicing income	2k	
l	Covered benefit plans described in section 56A(c)(11)(B)	2l	
m	Tax-exempt entities (organizations subject to tax under section 511)	2m	
n	Depreciation	2n	
o	Qualified wireless spectrum	2o	
p	Covered transactions	2p	
q	Adjustments related to bankruptcy and insolvency	2q	
r	Certain insurance company adjustments	2r	
s	AFSI adjustment S - Reserved for future use	2s	
t	AFSI adjustment T - Reserved for future use	2t	
u	AFSI adjustment U - Reserved for future use	2u	
z	Other	2z	
3	Total adjustments. Combine lines 2a through 2z	3	
4	AFSI before financial statement net operating loss carryover. Combine lines 1f and 3	4	-1,000.
5	Financial statement net operating loss (FSNOL) (see instructions)	5	
6	AFSI. Subtract line 5 from line 4. If zero or less, enter -0-	6	
7	Multiply line 6 by 15% (0.15)	7	
8	Corporate alternative minimum tax foreign tax credit (CAMT FTC). Enter amount from Part IV, Section I, line 6 (see inst)	8	
9	Tentative minimum tax. Subtract line 8 from line 7. If zero or less, enter -0-	9	
10	Regular tax liability (see instructions)	10	
11	Base erosion minimum tax (see instructions)	11	
12	Combine lines 10 and 11	12	
13	Alternative minimum tax. Subtract line 12 from line 9. If zero or less, enter -0-. Enter here and on Form 1120, Schedule J, line 3, or the appropriate line of the corporation's income tax return	13	

Part III Adjustment for Certain Taxes Under Section 56A(c)(5)

1	Current income tax provision - Foreign	1	
2	Current income tax provision - Federal	2	
3	Deferred income tax provision - Foreign	3	
4	Deferred income tax provision - Federal	4	
5	Income taxes included in equity method investment income	5	
6a	Adjustment A - Reserved for future use	6a	
b	Adjustment B - Reserved for future use	6b	
c	Adjustment C - Reserved for future use	6c	
d	Adjustment D - Reserved for future use	6d	
e	Adjustment E - Reserved for future use	6e	
f	Adjustment F - Reserved for future use	6f	
g	Adjustment G - Reserved for future use	6g	
h	Adjustment H - Reserved for future use	6h	
z	Income taxes in other places	6z	
7	Total. Combine lines 1 through 6z. Enter here and on Part II, line 2g	7	

Part IV Corporate Alternative Minimum Tax - Foreign Tax Credit

Section I - CAMT Foreign Tax Credit

1	Domestic corporation CAMT foreign income taxes:			
a	Total foreign taxes paid or accrued as reported on Form 1118, Schedule B, Part I, column 2(j)	1a		
b	Adjustment	1b		
c	Adjustment	1c		
d	Adjustment	1d		
e	Adjustment	1e		
f	Adjustment	1f		
g	Adjustment	1g		
2	Total domestic corporation CAMT foreign income taxes. Combine lines 1a through 1g			2
3	Allowable CFC CAMT foreign income taxes:			
a	Pro-rata share of CFC CAMT foreign income taxes from Part IV, Section II, line 11, column (n)	3a		
b	Other	3b		
c	Carryover of excess foreign taxes (from Part IV, Section III, line 4, column (vii))	3c		
d	Total CFC CAMT foreign income taxes. Add lines 3a, 3b, and 3c			3d
e	Percentage specified in section 55(b)(2)(A)(i)	3e	15%	
f	Aggregate pro-rata share of adjusted net income from CFCs for which the corporation is a U.S. shareholder. Enter the amount from Part VI, Section II, line 3 (see instructions)	3f		
g	CFC CAMT FTC limitation (multiply line 3e by line 3f)			3g
h	Allowable CFC CAMT foreign income taxes (lesser of line 3d or line 3g)			3h
4	CAMT FTC Line 4 - Reserved for future use			4
5	CAMT FTC Line 5 - Reserved for future use			5
6	Total CAMT foreign income taxes. Combine lines 2 and 3h. Enter this amount on Part II, line 8			6

Electronic Filing PDF Attachment

Transfer Election Statement

For the 2024 tax year, there were no transfers, and the elective payment election is being used.

STATE OF CALIFORNIA
RRF-1
(Rev. 01/2024)

DEPARTMENT OF JUSTICE

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, and 310

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of $800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

Community Action Partnership of Kern
Name of Organization

List all DBAs and names the organization uses or has used

1300 18th Street, Suite 200
Address (Number and Street)

Bakersfield, CA 93301
City or Town, State, and ZIP Code

661-336-5236
Telephone Number

g.alexander@capk.org
Email Address

Check if:
- ☐ Change of address
- ☐ Amended report
- ☑ Organization requests email notifications

State Charity Registration Number 061855

Corporation or Organization No.

Federal Employer ID No. 95-2402760

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, and 310)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than $50,000	$25	Between $250,001 and $1 million	$100	Between $20,000,001 and $100 million	$800
Between $50,000 and $100,000	$50	Between $1,000,001 and $5 million	$200	Between $100,000,001 and $500 million	$1,000
Between $100,001 and $250,000	$75	Between $5,000,001 and $20 million	$400	Greater than $500 million	$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 03 / 01 / 2024 ending 02 / 29 / 2025) list:

Total Revenue $ (including noncash contributions) 181,276,675

Noncash Contributions $ 31,351,244

Total Assets $ 96,660,894

Program Expenses $ 163,219,630

Total Expenses $ 175,754,388

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		✓
5. During this reporting period, did the organization receive any governmental funding?	✓	
6. During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7. Does the organization conduct a vehicle donation program?		✓
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	✓	
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent	Printed Name	Title	Date
Digitally signed by GABRIELLE ALEXANDER Date: 2024.12.18 14:07:55 -08'00'	Gabrielle Alexander	Director of Finance	01/12/2026

Office of the Attorney General

Registry of Charities and Fundraisers

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charities and Fundraisers (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code, § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, § 300 et seq.). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code, §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at **www.oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at **www.oag.ca.gov/charities** pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charities and Fundraisers, 1300 I Street, Sacramento, CA 95814 at **rct@doj.ca.gov**.

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470

WEBSITE ADDRESS:
www.oag.ca.gov/charities

INSTRUCTION FOR FILING ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Section 12586 and 12587, California Government Code
11 Cal. Code Regs. section 301-307, and 310

(FORM RRF-1)

The purpose of the Annual Registration Renewal Fee Report (Form RRF-1) is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets.

WHO MUST FILE A FORM RRF-1?

Every charitable nonprofit corporation, unincorporated association or trustee holding assets for charitable purposes that is required to register with the Attorney General's Office is also required to annually file Form RRF-1, even if the corporation does not file Form 990s annually or is on extended reporting with the Internal Revenue Service. Only those charitable entities and trustees required by law to register with the Attorney General are required to file Form RRF-1. Entities exempt from the filing requirement include:

(1) a government agency,

(2) a religious corporation sole,

(3) a cemetery corporation regulated under Chapter 12 of Division 3 of the Business and Professions Code,

(4) a political committee defined in Section 82013 of the California Government Code which is required to and which does file with the Secretary of State any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9,

(5) a charitable corporation organized and operated primarily as a religious organization, educational institution or hospital,

(6) a health care service plan that is licensed pursuant to Section 1349 of the Health and Safety Code and reports annually to the Department of Managed Health Care,

(7) corporate trustees which are subject to the jurisdiction of the Commissioner of Financial Institutions of the State of California or to the Comptroller of Currency of the United States. However, for testamentary trusts, such trustees should file a copy of a complete annual financial summary which is prepared in the ordinary course of business. See Probate Code sections 16060-16063.

WHAT TO FILE

ALL REGISTRANTS, regardless of the amount of total revenue, must file Form RRF-1 with the Attorney General's Registry of Charities and Fundraisers no later than four months and fifteen days after the organization's accounting period ends (May 15 for calendar year filers).

A copy of IRS Form 990, 990-PF, 990-EZ, or 1120 as filed with IRS, together with all attachments and schedules, must be filed with the Attorney General's Registry of Charities and Fundraisers, together with Form RRF-1. Schedule B is not required. Organizations whose revenue falls below the threshold for filing IRS Form 990-EZ shall file Form RRF-1 with the Registry, together with a treasurer's report (CT-TR-1) sufficient to identify and account for revenue, assets and disbursements. [See instructions for Form CT-TR-1.]

EXTENSIONS FOR FILING

Extensions of time for filing Form RRF-1 will be allowed if an organization has received an extension from the Internal Revenue Service for filing the IRS Form 990, 990-PF, 990-EZ, or 1120. An organization shall file both forms (RRF-1 and IRS Form 990, 990-PF, 990-EZ, or 1120) with the Registry of Charities and Fundraisers at the same time, together with (1) the applicable renewal fee; and (2) a copy of all requests to IRS for an extension and, where approval of the extension is not automatic, a copy of each approved extension request. IT IS NOT NECESSARY TO SEND A COPY OF THE EXTENSION REQUEST PRIOR TO FILING THE REPORT.

ANNUAL REGISTRATION RENEWAL FEE

All registrants must include with Form RRF-1 the appropriate registration renewal fee based on the registrant's total revenue (the reported total revenue on Form 990, 990-PF, 990-EZ, or CT-TR-1) for the preceding fiscal year, as follows:

Total Revenue	Fee
Less than $50,000	$25
Between $50,000 and $100,000	$50
Between $100,001 and $250,000	$75
Between $250,001 and $1 million	$100
Between $1,000,001 and $5 million	$200
Between $5,000,001 and $20 million	$400
Between $20,000,001 and $100 million	$800
Between $100,000,001 and $500 million	$1,000
Greater than $500 million	$1,200

NOTE: A REGISTRATION FEE IS NOT DUE WITH AN AMENDED REPORT FOR ANY REPORT PERIOD IN WHICH A FEE HAS ALREADY BEEN PAID UNLESS AN AMENDED REPORT CHANGES THE AMOUNT OF THE FEE DUE.

STATE CHARITY REGISTRATION NUMBER

The State Charity Registration Number is the Charitable Trust (CT) number assigned to an organization by the Registry of Charities and Fundraisers at the time of registration. If you do not know the organization's State Charity Registration Number, you may look it up using the Registry Search feature on the Attorney General's website at www.oag.ca.gov/charities. If you are unable to locate the State Charity Registration Number, leave that line blank and Registry staff will insert the number when it is received in the Registry of Charities and Fundraisers.

OTHER IDENTIFICATION NUMBERS

The corporation number is a seven-digit number assigned by the Office of the Secretary of State and is stamped on the organization's articles of incorporation.

The organization number is a seven-digit number assigned by the Franchise Tax Board for non-corporate entities.

The Federal Employer Identification Number is a nine-digit number assigned by the Internal Revenue Service.

The following will assist you in responding to the questions on Form RRF-1:

PART A

Provide the beginning and ending dates of the most recent full accounting period (Month/Day/Year). An accounting period may be by calendar year (ex: 01/01/2016-12/31/2016) or by fiscal year (ex: 07/01/2016-06/30/2017).

For each amount, report only whole dollars without rounding (e.g., $100.99 should be reported as $100).

Total Revenue - is the amount earned and received during the current year and it includes all contributions (including noncash contributions), gifts, grants, investment income, membership dues, program service revenues, special event revenue, and other revenue. For charities reporting to the IRS it is the amount reported as total revenue on IRS Form 990, Part 1, line 12; IRS Form 990-EZ, Part 1, line 9; IRS Form 990-PF, Part 1, line 12.

Noncash Contributions - Are noncash donations made to a charity. Common examples are donations of food, clothing, equipment, pharmaceutical and medical supplies. Noncash contributions exclude contributions made by cash, check, electronic funds transfer, debit card, credit card, or payroll deduction. For charities reporting to the IRS it is the amount reported to the IRS Form 990, Part VIII, line 1g.

Total Assets - Are resources owned by the charity which have current or future economic value that can be measured. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part X, line 16, column (B); IRS Form 990-EZ, Part II, line 25, column (B); and IRS Form 990-PF, Part II, line 16, column (B).

Program Expenses - Are expenses incurred by the organization to further its exempt purposes. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (B); IRS Form 990-EZ, Part III, line 32; and IRS Form 990-PF, Part 1, line 26, column (d). If you are not required to file Form 990, 990-EZ, nor 990-PF with the IRS because total annual revenue was under $50,000, and are instead filing the required Form CT-TR-1, leave Program Expense blank.

Total Expenses - Are all expenses paid or incurred by the organization including program expenses, fundraising expenses, employee salary & wages, accounting, depreciation, management and administrative expenses. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (A); IRS Form 990-EZ, Part 1, line 17; and IRS Form 990-PF, Part 1, line 26, column (a).

PART B

PART B, QUESTION #1

If "yes," provide the following information on the attachment:

1) Full name of the director, trustee, or officer involved and position with the organization.

2) Nature of the transaction, e.g., loan to director, contract with officer's business, etc.

3) Attach a copy of the board of directors' meeting minutes authorizing the transaction.

4) Include, if applicable, the date of transaction; purpose of transaction; amount of the loan or contract; interest rates; repayment terms; balance due; type of collateral provided; copy of contract, loan or other agreement; amount paid to director, trustee, or officer for the period; evidence of other bids received related to the transaction.

PART B, QUESTION #2

If "yes," provide the following information on the attachment:

1) Nature, date, amount of loss, and parties involved.

2) Description of the steps the organization took to recover the loss. Attach a copy of any police and/or insurance report.

3) Description of the procedures the organization implemented to prevent a recurrence of the situation.

PART B, QUESTION #3

If "yes," provide the following information on the attachment:

1) Description of the fine, penalty, or judgment and the circumstances that resulted in the payment, together with the name and title of the person(s) responsible and why the payment was made with the organization's funds.

2) Name of the organization or government agency that issued the fine, penalty or judgment, the amount and date of payment.

3) Copies of all communications with any governmental agency regarding the fine, penalty, or judgment.

4) Description of procedures the organization implemented to prevent a reoccurrence of the fine, penalty, or judgment.

PART B, QUESTION #4

If "yes," provide an attachment listing the name, mailing address, telephone number, and e-mail address of each commercial fundraiser, fundraising counsel, or commercial coventurer.

PART B. QUESTION #5

If "yes," provide an attachment listing the name of each funding source, the name of the agency, mailing address, contact person, and telephone number. **Do not submit IRS Schedule B as a response to this question.** The required attachment must be made available for public viewing.

PART B, QUESTION #6

If "yes," provide an attachment listing the date of each raffle.

PART B, QUESTION #7

If "yes," provide an attachment describing whether the vehicle donation program is operated by the charity or a commercial fundraiser, together with the name, mailing address, telephone number and e-mail address for each commercial fundraiser.

PART B, QUESTION #8

If you received over $2 million in total revenue, as reported on IRS Form 990, 990-PF or 990-EZ, audited financial statements using generally accepted accounting principles are required. Audit must be conducted by independent certified public accountant in conformity with generally accepted auditing standards. You may deduct from total revenue grants and contracts for services with governmental entities for which the governmental entity requires an accounting of how grant funds were spent (to the issuing government entity).

PART B, QUESTION #9

"Restricted assets" are assets the charity holds that may be used only for a specific purpose. The restriction may come from the governing documents, a condition imposed by the donor, or the solicitation that led to the donation. Examples of restrictions are endowment funds, building funds, gifts for specific purposes, and fiscally-sponsored projects. For organizations filing the IRS Form 990, refer to the Balance Sheet. If the line reporting net assets without donor restrictions is a negative number, and the line reporting net assets with donor restrictions is a positive number, answer "yes."

If "yes," provide the following information on the attachment:

1) A written statement confirming that all restricted funds were used consistent with their restricted purpose, and explaining why unrestricted net assets were negative at the end of the reporting period, and

2) Proof of directors' and officers' liability insurance coverage. Please include a cover note stating "confidential" when submitting the proof of insurance.

SIGNATURE

A signature of an authorized agent is required. An authorized agent may be the president or chief executive officer, treasurer or chief financial officer of a public benefit corporation; or a trustee if the organization is a trust; or other authorized agent of the organization. Signatures do not need to be original inked signature. Copies or electronic signatures are acceptable.

MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing and Supportive Services

Date: January 21, 2026

Subject: *Agenda Item 4h*: Board of State and Community Corrections (BSCC) Adult Re-Entry Grant (ARG) Cohort 3 Contract 1012-22, Amendment Number 1, No Cost Extension with Resolution - **Action Item**

Background

CAPK entered into contract with the Board of State and Community Corrections (BSCC) for the Adult Re-Entry Grant (ARG) Cohort 3 starting October 1, 2022. The program services for contract 1012-22 were funded for $750,000 for a 39-month period (October 1, 2022, through December 31, 2025).

CAPK utilized the funds from BSCC ARG Cohort 3 to operate a warm handoff program designed to reduce rates of homelessness and recidivism in the reentering AB 128 population. CAPK operated a multi-model intervention strategy with accompanying reentry service lines targeting the risk factors for homelessness and recidivism including housing stability, employment, and mental health.

Current Situation

CAPK applied for Cohort 4 funding from BSCC in 2025. However, the ARG Cohort 3 grantees were not fully funded for ARG Cohort 4. Instead, CAPK received Cohort 4 funding only in the form of rental assistance and not for direct service delivery.

The BSCC ARG Cohort 3 contract is currently expended at 71.7%. BSCC is requesting that CAPK executes a 9-month No-Cost Extension on the service delivery period for the ARG Cohort 3 grant that has not been fully expended. This would move the end date of service delivery to September 30, 2026, allowing more time to provide services and spend down ARG funds.

This contract amendment with extension provides greater support to the re-entering AB 128 population.

Strategic Action Plan

This initiative aligns with our SAP Priority A Key Goal 1: Expand access to affordable housing and supportive services by investing in sustainable housing initiatives by April 2028.

Recommendation

Staff recommends that the Budget & Finance Committee approve and recommend that to the Board of Directors approve with resolution BSCC ARG Cohort 3 Contract 1012-22, Amendment Number 1, no cost extension. This action allows for the agency to fully spend down the funds and continue to operate a warm hand off program that reduces homelessness and recidivism for the re-entering AB 128 population.

Attachment:
Resolution 2026-02
Amendment No 1, BSCC 1012-22

RESOLUTION # 2026-02

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the No-Cost Extension of the Board of State and Community Corrections (BSCC) Adult Re-Entry Grant (ARG) Cohort 3

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93311, met on January 26, 2026, and resolved as follows:

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

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

WHEREAS, CAPK entered into Contract 1012-22 with the Board of State and Community Corrections (BSCC) for the Adult Re-Entry Grant (ARG) Cohort 3 effective October 1, 2022, in the amount of $750,000 for a 39-month period ending December 31, 2025; and

WHEREAS, CAPK has successfully operated a warm handoff program utilizing BSCC ARG Cohort 3 funds to reduce rates of homelessness and recidivism in the reentering AB 128 population through a multi-model intervention strategy targeting housing stability, employment, and mental health; and

WHEREAS, CAPK applied for ARG Cohort 4 funding but received funding only in the form of rental assistance and not for direct service delivery; and

WHEREAS, BSCC has requested that CAPK execute a 9-month No-Cost Extension on the service delivery period for the ARG Cohort 3 grant; and

WHEREAS, this No-Cost Extension would move the end date of service delivery from December 31, 2025, to September 30, 2026, allowing additional time to provide services and fully expend ARG funds; and

WHEREAS, this contract extension provides greater support to the reentering AB 109 population and allows CAPK to continue operating a critical program that reduces homelessness and recidivism; and

WHEREAS, staff has reviewed the terms of the No-Cost Extension and recommends approval.

NOW, THEREFORE, the Board of Directors of Community Action Partnership of Kern hereby approves the 9-month No-Cost Extension for BSCC ARG Cohort 3 Contract 1012-22, extending the service delivery period through September 30, 2026. Further, the Board authorizes the Chief Executive Officer to execute all necessary documents, amendments and agreements related to this No-Cost Extension on behalf of CAPK.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of January 2026.

Maritza Jimenez, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES

SCO ID: **5227-BSCC101222-A1**

STANDARD AGREEMENT

STD 213A (Rev. 07/2019)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchase Authority Number
BSCC 1012-22	**1**	BSCC-5227

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

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTOR NAME

COMMUNITY ACTION PARTNERSHIP OF KERN

2. The term of this Agreement is:

START DATE

OCTOBER 1, 2022

THROUGH END DATE

JANUARY 31, 2027

3. The maximum amount of this Agreement after this Amendment is:

$750,000.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

This amendment :

- Extends the term of the Grant Agreement by an additional nine (9) months. The new end date is January 31, 2027.
- Amends Exhibit A: Scope of Work, Item 5. Reporting Requirements by replacing the prior schedule with the attached Exhibit A: Scope of Work, Item 5. Reporting Requirements.
- Amends Exhibit B: Budget Detail and Payment Provisions by replacing the prior Item 1. Statement of Expenditures and Payments with the attached Exhibit B: Budget Detail and Payment Provisions, Item 1. Statements of Expenditures and Payments.

All other terms and conditions shall remain the same**.**

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

CONTRACTOR

CONTRACTOR NAME (if other than an individual, state whether a corporation, partnership, etc.)

COMMUNITY ACTION PARTNERSHIP OF KERN

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
5005 Business Park North	Bakersfield	CA	93309
PRINTED NAME OF PERSON SIGNING	TITLE		
Jeremy T. Tobias	Chief Executive Officer		
CONTRACTOR AUTHORIZED SIGNATURE	DATE SIGNED		
✍			

CONTRACTING AGENCY

CONTRACTING AGENCY NAME

BOARD OF STATE AND COMMUNITY CORRECTIONS

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
2590 Venture Oaks Way, Ste 200	Sacramento	CA	95833
PRINTED NAME OF PERSON SIGNING	TITLE		
COLLEEN CURTIN	Deputy Director		
CONTRACTING AGENCY AUTHORIZED SIGNATURE	DATE SIGNED		
✍			

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL: EXEMPT PER SCM, VOLUME 1, CH. 4.06

EXHIBIT A: SCOPE OF WORK

5. REPORTING REQUIREMENTS

A. Grantee will submit quarterly progress reports in a format prescribed by the BSCC. These reports, which will describe progress made on program objectives and include required data, shall be submitted according to the following schedule:

Progress Report Periods	Due no later than:
1. October 1, 2022 to December 31, 2022	February 15, 2023
2. January 1, 2023 to March 31, 2023	May 15, 2023
3. April 1, 2023 to June 30, 2023	August 15, 2023
4. July 1, 2023 to September 30, 2023	November 15, 2023
5. October 1, 2023 to December 31, 2023	February 15, 2024
6. January 1, 2024 to March 31, 2024	May 15, 2024
7. April 1, 2024 to June 30, 2024	August 15, 2024
8. July 1, 2024 to September 30, 2024	November 15, 2024
9. October 1, 2024 to December 31, 2024	February 18, 2025
10. January 1, 2025 to March 31, 2025	May 15, 2025
11. April 1, 2025 to June 30, 2025	August 15, 2025
12. July 1, 2025 to September 30, 2025	November 17, 2025
13. October 1, 2025 to December 31, 2025	February 17, 2026
14. January 1, 2026 to March 31, 2026	May 15, 2026
15. April 1, 2026 to June 30, 2026	August 15, 2026
16. July 1, 2026 to September 30, 2026	November 15, 2026

Note: Service delivery period ends September 30, 2026. The period of October 1, 2026 to January 31, 2027 is for completion of Local Evaluation Report and financial audit only.

Other	Due no later than:
Financial Audit Report	January 31, 2027
Local Evaluation Report	January 31, 2027

Grantees shall submit all other reports and data as required by the BSCC.

EXHIBIT B: BUDGET DETAIL AND PAYMENT PROVISIONS

1. STATEMENTS OF EXPENDITURES AND PAYMENTS

A. The Grantee shall be paid quarterly in arrears by submitting an invoice (Form 201) to the BSCC that outlines actual expenditures claimed for the invoicing period.

Quarterly Statement of Expenditure Periods:	Due No Later Than:
1. October 1, 2022 to December 31, 2022	February 15, 2023
2. January 1, 2023 to March 31, 2023	May 15, 2023
3. April 1, 2023 to June 30, 2023	August 15, 2023
4. July 1, 2023 to September 30, 2023	November 15, 2023
5. October 1, 2023 to December 31, 2023	February 15, 2024
6. January 1, 2024 to March 31, 2024	May 15, 2024
7. April 1, 2024 to June 30, 2024	August 15, 2024
8. July 1, 2024 to September 30, 2024	November 15, 2024
9. October 1, 2024 to December 31, 2024	February 18, 2025
10. January 1, 2025 to March 31, 2025	May 15, 2025
11. April 1, 2025 to June 30, 2025	August 15, 2025
12. July 1, 2025 to September 30, 2025	November 17, 2025
13. October 1, 2025 to December 31, 2025	February 17, 2026
14. January 1, 2026 to March 31, 2026	May 15, 2026
15. April 1, 2026 to June 30, 2026	August 15, 2026
16. July 1, 2026 to September 30, 2026	November 15, 2026

Note: Service delivery period ends September 30, 2026. The period of October 1, 2026 to January 31, 2027 is for completion of Local Evaluation Report and financial audit only.

Final Expenditure Periods:	Due no later than:
1. October 1, 2026 to December 31, 2026	February 15, 2027
2. January 1, 2027 to January 31, 2027	March 15, 2027

B. All grant project expenditures (excluding costs associated with the completion of the Final Local Evaluation Report and the financial audit) must be incurred by the end of the grant project period, September 30, 2026, and included on the invoice due November 15, 2026. Project costs incurred after September 30, 2026 will not be reimbursed.

C. The Final Local Evaluation Report is due to BSCC by January 31, 2027. Expenditures incurred for the completion of the Final Local Evaluation Report during the period of October 1, 2026 to January 31, 2027 must be submitted during the Final Expenditure Periods, with the final invoice due March 15, 2027.

D. The financial audit is due to BSCC by January 31, 2027. Expenditures incurred for the completion of the financial audit during the period of October 1, 2026 to January 31, 2027 must be submitted during the Final Expenditure Periods, with the final statement of expenditure due March 15, 2027.

E. A statement of expenditures is due to the BSCC even if grant funds are not expended during the reporting period. Supporting documentation must be submitted for expenditures upon BSCC's request. All supporting documentation must be maintained by the grantee on site and be readily available for review during BSCC site visits.

F. Any unspent funds remaining at the end of the agreement term, including any interest earned, must be returned to the BSCC within 30 days of the end of the grant agreement.

Renewal Presentation
Community Action Partnership of Kern (CAPK)
March 1st, 2026 to March 1st, 2027
Presented: January 26th, 2026

INSURICA

Table of Contents

Slide	Contents
Slide 3	Your Service Team
Slide 4	Expiring vs Renewal Results
Slide 5	Proposed Program Illustration
Slide 6-7	Package Renewal
Slide 8	Umbrella Renewal
Slide 9	Management Liability Renewal
Slide 10	Cyber Renewal
Slide 11	Crime Renewal
Slide 12	Coverage Considerations

Your Service Team

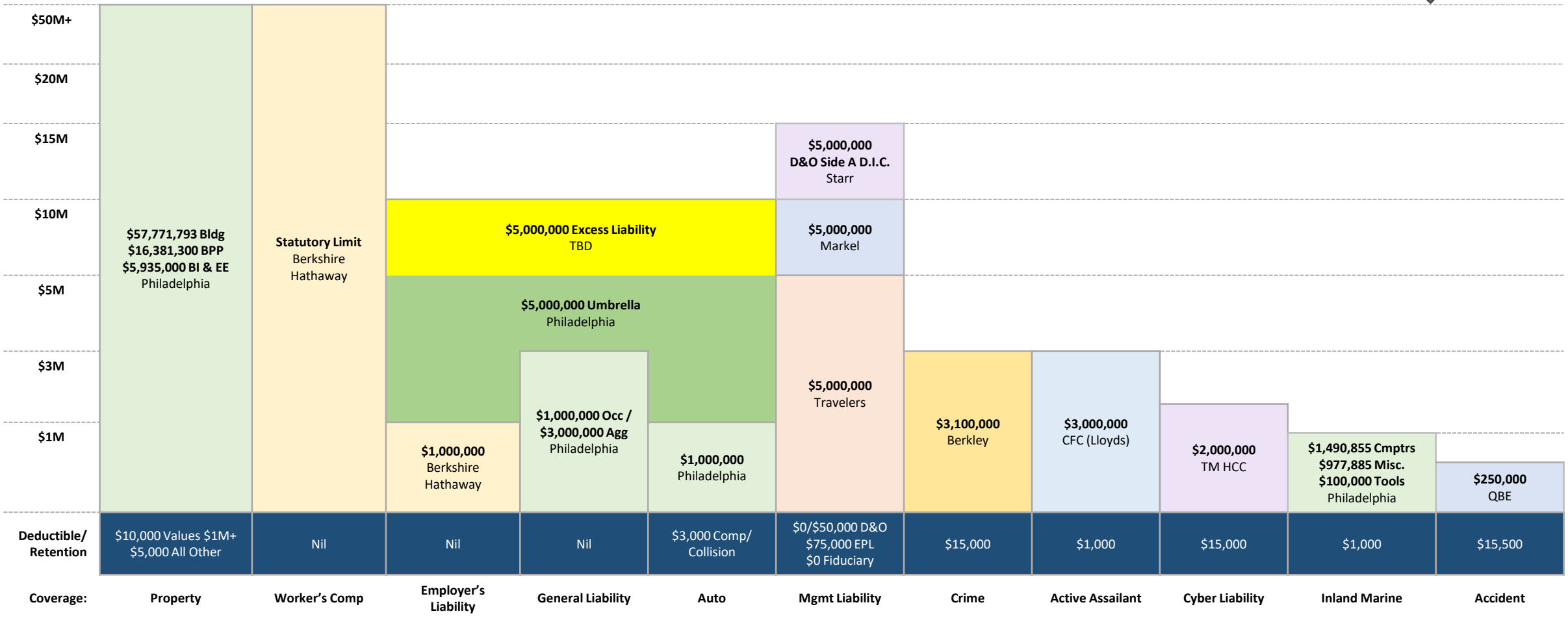
INSURICA Service Team		
National Not-For-Profit Group Leader	Josh Wall, CIC	661.316.5184 Josh.Wall@INSURICA.com
Agent / Producer	Aaron Uribe, CIC, AFIS	661.316.5182 Aaron.Uribe@INSURICA.com
Account Executive	Alex Jackson, CIC	661.316.5156 Alex.Jackson@INSURICA.com
Account Manager	Robyn Patrick, CISR	661.316.5160 Robyn.Patrick@INSURICA.com
Risk Management / Loss Control	Jeremy Hearron	661.316.5155 Jeremy.Hearron@INSURICA.com
Safety Service Specialist	Tony Donez	661.316.5147 Tony.Donez@INSURICA.com
Claim Specialist	Vickie Wright	661.316.5119 Vickie.Wright@INSURICA.com
WC Claim Consultant	Nicole Angone	661.316.5141 Nicole.Angone@INSURICA.com
WC Claim Specialist	Lisa Cantu	661.316.5169 Lisa.Cantu@INSURICA.com

Expiring vs Renewal Results

Expiring Program: March 1st, 2025 to March 1st, 2026			Renewal Program: March 1st, 2026 to March 1st, 2027		
Coverage	**Carrier**	**Premium[1]**	**Carrier**	**Premium[1]**	**Difference**
Package – Property, GL, Auto, Inland Marine, Professional	Philadelphia	$458,747	Philadelphia	$531,499	15.9%
Umbrella[2]	Philadelphia	$85,772	Philadelphia	$101,938	18.8%
Excess Liability	N/A	N/A	*TBD*	*TBD*	*TBD*
Management Liability	Travelers	$227,766	Travelers	$231,448	1.6%
Excess Management Liability	Markel	$85,000	Markel	$86,360	1.6%
D&O Side A DIC	Starr	$15,001	Starr	$15,001	0.0%
Crime	Berkley	$7,068	Berkley	$7,068	0.0%
Cyber	Tokio Marine HCC	$15,469	Tokio Marine HCC	$17,344	12.1%
Active Assailant	Lloyds of London	$29,097	Lloyds of London	$32,465	11.6%
	Total Expiring:	**$923,920**	**Total Renewal:**	**$1,023,123[3]**	**10.7%**

[1]The premiums shown include any applicable surplus line taxes and/or fees.
[2]Philadelphia reduced its Umbrella limit from $10M to $5M. INSURICA is obtaining alternate Excess Liability quote options.
[3]Total premium and percentage change will increase when an Excess Liability option is secured.
[4]The Workers' Compensation and Accident policies renew on July 31st and August 1st, 2026.

2026-2027 Proposed Program



Package Renewal

Property, General Liability, Auto, Inland Marine, Professional Liability

2026-2027 Package Renewal

Coverage	Limit	Deductible	Premium
Property	$52.5M Building $14.6M BPP $4.9M BI & EE	*$10,000 Values $1M+* $5,000 All Other	$142,561
Auto	$1,000,000	*$3,000*	$271,001
General Liability	$1M / $3M	$0	$76,325
Employee Benefits Liability	$1M / $3M	$0	$300
Professional Liability	$1M / $3M	$0	$23,227
Sexual/Physical Abuse or Molestation	$1M / $3M	$0	$9,482
Inland Marine	$1,490,855 Computers $977,885 Misc. $100,000 Tools	$1,000	$8,110
Cyber Security Liability	$100,000	$1,000	$493
Total Premium			**$531,499 (+15.9%)**

Exposures

Exposure	2025-26	2026-27	Difference
Buildings	$57.1M	$57.7M	1.1%
BPP	$16.2M	$16.4M	1.2%
BI & EE	$5.3M	$5.9M	11.3%
Revenues	$169.2M	$181.4M	7.2%
Vehicles/Trailers	122	117	-4.1%
Equipment	$1.6M	$1.5M	-6.3%
Employees	989	1,014	2.5%
Teachers	375	336	-10.4%

Package Renewal (Continued)

Property, General Liability, Auto, Inland Marine, Professional Liability

- This year's renewal increase is primarily due to CAPK's overall claims experience with the package policy, specifically, auto losses having the greatest impact.
- Premiums for business auto insurance continue to rise, primarily due to large liability claim settlements and increasing repair costs.
- Carriers are increasing auto deductibles in response to rising claim costs. PHLY raised the comprehensive and collision deductible from $2,000 to $3,000.
- PHLY has increased the property deductible from $5,000 to $10,000 for buildings valued at $1 million or higher.
- General liability insurance rates continue to rise due to higher litigation expenses, elevated medical costs, and larger settlements or jury verdicts.
- PHLY remains the most competitive option for CAPK to date. Other markets approached included Nonprofits Insurance Alliance of California, AmTrust, Berkley Human Services, CareProviders Insurance, Charity First, Church Mutual, Great American, GuideOne, Irwin Siegel, and Minico. To date, alternative carriers have declined to quote due to losses, exposures, or could not compete with PHLY's pricing and limits offered.

Umbrella Renewal

- The Umbrella and Excess Liability insurance market is experiencing drastic challenges due to record-high settlements, awards, and verdicts, and rising re-insurance costs.
- As signaled in the last renewal, PHLY has reduced its limit from $10 million to $5 million. PHLY has cited concerns with CAPK's auto liability losses. Furthermore, California approved PHLY's request to increase its filed umbrella rates.
- INSURICA has approached the surplus line market for additional excess liability capacity above PHLY's $5 million limit umbrella to maintain $10 million total excess limit coverage. The best options will be presented at the next board meeting after review.

2026-27 Umbrella Renewal

Carrier	Limit	Premium	Carrier	Limit	Premium
PHLY	**$10,000,000**	$85,772	PHLY	***$5,000,000***	$101,938

Exposures

Exposure	2025-26	2026-27	Difference
Revenues	$169.2M	$181.4M	7.2%

Management Liability Renewal

Directors & Officers, Employment Practices, Fiduciary Liability

- Despite continuing EPL claim activity, Travelers agreed to a minimal premium increase of 1.6% across all lines.
- This year, INSURICA negotiated the addition of the $25,000 Crisis Management (Public Relations) Costs sublimit with Travelers for no additional premium.
- Markel has offered to provide excess wage & hour defense costs coverage of $100,000 excess of Travelers' $100,000 for an additional premium of $20,000. This would result in a total sublimit of $200,000 for wage & hour defense costs coverage.
- The total program cost is $332,809. This premium represents a 1.5% increase.

2026-27 Management Liability Renewal

Carrier	Coverage	Limit	Retention	Premium
Travelers	**D&O**	$5M (Shared)	$0 / $50,000	$231,448 (+1.6%)
	EPL		$75,000	
	Fiduciary		$0	
Markel	**Excess MGLI**	$5M (Shared)	Follows Primary	$86,360 (+1.6%)
Starr	**Side A DIC**	$5M (D&O Side A Only)	$0	$15,001 (+0%)
Total	**All MGLI**	**$15,000,000**		**$332,809 (+1.5%)**

Exposures

Exposure	2025-26	2026-27	Difference
Revenues	$169.2M	$181.4M	7.2%
Employees	989	1,014	2.5%
Retirement Plans	$39.8M	$48.1M	20.9%

Cyber Renewal

- The cyber insurance market began stabilizing in pricing and coverage in 2026, with fewer decreases in premiums.
- Tokio Marine HCC has quoted a $17,344 annual premium for renewal, citing greater concern for CAPK's class of business and industry exposure. This premium represents an increase of 12.1%.
- Last year, Tokio Marine HCC agreed to a -9.8% premium decrease, a lower retention, and several coverage enhancements.
- Higher limit options are available from Tokio Marine HCC upon your request.
- Travelers offered the following alternative Cyber quote.
    - **Travelers:** $2,000,000 limit; $10,000 retention; $23,695 annual premium

2026-27 Cyber Renewal

Carrier	Limit	Retention	Premium
TM HCC	$2,000,000	$15,000	$17,344 (+12.1%)

Exposures

Exposure	2025-26	2026-27	Difference
Revenues	$169.2M	$181.4M	7.2%
Employees	989	1,014	2.5%

Active Assailant Renewal

- The premium for Active Assailant insurance has increased due to CAPK's year-over-year growth and the rising rates in the insurance market as concerns about violence continue.
- Lloyds of London quoted $32,465 annual premium for renewal. This represents an increase of 11.6% from the expiring policy.

2026-27 Renewal

Carrier	Limit	Retention	Premium
Lloyds of London	$3,000,000	$1,000	$32,465 (11.6%)

Exposures

Exposure	2025-26	2026-27	Difference
Revenues	$169.2M	$181.4M	7.2%
Employees	989	1,014	2.5%
Buildings	$57.1M	$57.7M	1.1%
BPP	$16.2M	$16.4M	1.2%
BI & EE	$5.3M	$5.9M	11.3%

Crime Renewal

- INSURICA is pleased to deliver a flat (+0%) Crime renewal with Berkley.
- Last year, INSURICA recommended Berkley, resulting in -51.3% premium savings.
- Berkley provides a Social Engineering Fraud Loss sublimit of $250,000. Quotes for excess limits are available upon your request.
- Berkley's quote is subject to the completion of a supplemental application.

2026-27 Crime Renewal

Carrier	Limit	Deductible	Premium
Berkley	$3,100,000	$15,000	$7,068 (0.0%)

Exposures

Exposure	2025-26	2026-27	Difference
Assets	$89.4M	$96.7M	8.2%
Current Assets	$33.5M	$35.4M	5.7%
Employees	989	1,014	2.5%

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: January 26, 2026

Subject: *Agenda Item IV(b):* Board Appointment in Category III - Private Sector – **Action Item**

Background

As a follow-up from the November 24, 2025, Board meeting, the Ad Hoc Recruitment Committee was established to lead the recruitment for the Private Sector/Community Representatives (Category III) seat. Pastor Jonathan Mullings, representing the Private Sector on the Board of Directors, completed his five-year term on January 31, 2026.

The Ad Hoc Committee, consisting of Lee'o Whisenant, Rocio Munoz, and Gudalupe Perez-Garcia, along with staff, conducted a recruitment process to fill this position in accordance with the CAPK bylaws.

Summary

Staff received a total of eleven (11) qualified candidates with diverse expertise and backgrounds. Following a thorough review process, the Ad Hoc Committee selected three (3) candidates for a virtual 30-minute interview:

- **Pastor Jonathan Mullings** (current board member)
  - *Current Position:* Senior Pastor, Truth Tabernacle (since 1996)
  - *Board Experience:* Current CAPK Board member (completed five-year term January 2026); extensive nonprofit board service including Kern County Mental Health Board, United Pentecostal Church Youth, Global Missions Board, and Western District Finance Committee (total 39 years combined)
  - *Areas of Focus & Contribution:* Pastor Mullings brings exceptional institutional knowledge from his current five-year term and extensive faith-based community connections across Kern County spanning 52 years of residency. His very experienced skill set in fundraising, board development, program planning and evaluation, recruitment/hiring, and financial management, combined with his theology education (M.A. Theology from Fuller Theological Seminary) and role as Executive Presbyter coordinating business meetings and officer elections, positions him to provide unique insights from the faith-based community while ensuring governance continuity and strong organizational and team-building capabilities.
- **Dustin Contreras**
  - *Current Position:* Kern County Sheriff Sergeant, Department Chairman, Kern County Employees Retirement Association (served 4 years on board)
  - *Board Experience:* Current service on KCAHIT (Co-Director/CEO), KC Sheriff Fire App-Base (Director), Bail Kiosks Reduce Court Dui (Treasurer), and Global Franchise Brew Net (Board Member); previously served as KCERA Board Vice Chair, Admin Committee Chair, and Finance Committee Chair
  - *Areas of Focus & Contribution:* Mr. Contreras brings subject matter expertise in all aspects of human trafficking (labor and sexual exploitation) and demonstrates a very experienced skill set in board development, program planning and evaluation, recruitment/hiring of key

personnel, and financial management and control. With some experience in strategic planning and fundraising, combined with his demonstrated knowledge in addressing potentially sensitive issues around CAPK programs and experience in both governance and finance committee leadership roles, he would contribute strong oversight capabilities and systems-level perspective to advance CAPK's mission. Mr. Contreras shared his experience in bridging the gap between law enforcement and social services sectors, in addition to his military service in the Marine Corps.

- **Rebecca Banke**
  - *Current Position:* Student & Family Support Coordinator, Kern High School District (since 2015); Licensed Clinical Social Worker (LCSW)
  - Education & Credentials: Master of Social Work (MSW) from California State University, Bakersfield; Bachelor's in Communications from CSU Fullerton; Administrative Services Credential from Fresno Pacific University; Licensed Clinical Social Worker
  - *Board Experience:* Board Member & Vice Chair, Bakersfield Young Professionals; service on various Kern High School District advisory boards for community partners, community schools, and PBIS
  - *Areas of Focus & Contribution:* Ms. Banke brings very experienced expertise in program planning and evaluation, recruitment/hiring of key personnel, and financial management, combined with pioneering experience as the first School Social Worker in Kern County and current oversight of grants totaling 36 million dollars while leading a team of 14 liaisons, medical billers, and clerical staff. Her professional background bridging education, mental health, and healthcare through positions at Kern High School District, Adventist Health Bakersfield, and as a telehealth therapist, along with her strengths in advocacy for families, systems-building with initiative leadership, and relationship-oriented approach, position her to contribute critical insight into the intersections of poverty, education, and family support services that align directly with CAPK's mission.

After conducting the interviews with all three candidates, the Ad hoc Committee is prepared to present its recommendation for Segreant Dustin Contereras.

Recommendation:

Through the Ad Hoc Recruitment Committee, staff recommends the appointment of Sergeant Dustin Contreras to the Board of Directors under Category III: Private Sector for a five-year term, beginning February 1, 2026, through January 31, 2031.

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: January 26, 2026

Subject: *Agenda Item IV(c):* Board Recruitment and Election for Category II – Low-Income Sector Representatives (East Kern and North Kern) – **Action Item**

Background

Under Category II: Low-Income Sector, two board seats require recruitment and election to ensure continued representation for the East Kern and North Kern regions of Kern County.

- East Kern County Representative: Ms. Marget Willer was appointed to the Board during the November 18, 2025, meeting as a temporary assignment following the passing of the former East Kern representative, Mrs. Yolanda Ochoa. Ms. Willer's temporary assignment began with her first meeting in January 2026.
- North Kern County Representative: Ms. Ana Vigil currently holds the North Kern seat, with her five-year term concluding on May 31, 2026.

Given the similar timelines for both positions, conducting a joint recruitment and election process seems reasonable. Both Ms. Willer and Ms. Vigil are eligible to reapply for election to their respective positions.

Term Guidelines for Category II – Low-Income Representatives

Per the Agency Bylaws, representatives in Category II serve five-year consecutive terms. Once a term concludes, the seat is opened for election. If the existing board member wishes to continue serving, they must run for re-election and comply with all Election Rules & Procedures. There is no limit on the number of terms a representative may serve in Category II.

Proposed Recruitment Plan

To ensure a smooth transition, staff proposes initiating the process in February 2026. This timeline allows adequate time for outreach, application/petition collection, and election scheduling. The outgoing members are encouraged to apply and will be considered in the election alongside other candidates.
An Ad-Hoc Election Committee, appointed by the Board Chair, will oversee the process. The committee will consist of:

- One representative from each Board sector
- Designated agency staff

The election process should be completed with sufficient time to allow for Board certification and orientation for the new board members, as applicable, before the June 2026 board meeting.

Recommendation:

Staff recommend that the Board of Directors approve establishing an Ad Hoc Recruitment and Election Committee to be appointed by the Board Chair for the two (2) Low-Income Sector board seats (East Kern and North Kern).

Attachments:
Community Action Partnership of Kern (CAPK) Bylaws (approved 02/26/2025)
Category II: Low-Income Sector Election Rules and Procedures

BYLAWS
OF THE
COMMUNITY ACTION PARTNERSHIP OF KERN

Adopted by
The Board of Directors on

May 12, 1965

Amended August 23, 2017, with Resolution #2017-05
Board Review August 17, 2019
Amended May 25, 2022, with Resolution #2022-19
Amended February 26, 2025, with Resolution #2025-02

TABLE OF CONTENTS

Page

ARTICLE I.....3
NAME AND LOCATION

ARTICLE II.....3
PURPOSE

ARTICLE III.....3
FUNCTIONS

ARTICLE IV.....4
MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

ARTICLE V.....9
CONFLICT OF INTEREST

ARTICLE VI.....10
FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

ARTICLE VII.....12
MEETINGS

ARTICLE VIII.....12
OFFICERS

ARTICLE IX.....13
COMMITTEES

ARTICLE XI.....15
CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

ARTICLE XII.....16
OPERATING PROCEDURES

ARTICLE XIII.....17
AMENDMENTS

CERTIFICATE BY SECRETARY.....18

ARTICLE I

NAME AND LOCATION

This corporation shall be named the Community Action Partnership of Kern (CAPK). It is a California nonprofit public benefit corporation with its principal place of business located at 1300 18th Street, Suite 200, Bakersfield, California, 93301.

ARTICLE II

PURPOSE

CAPK shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (the Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant Act (CSBG), and State and Federal statutes regulating private nonprofit corporations. CAPK shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the CAPK Board of Directors (Board).

For the purposes of being a Community Housing Development Organization (CHDO), CAPK considers its primary service area, Kern County, as a "community," as set forth under the federal HOME Program contained in Title 24 of the Code of Federal Regulations section 92.2(8)(i).

ARTICLE III

FUNCTIONS

The functions of CAPK shall include, but not be limited to, the following actions:

1. Identifying and diagnosing areas and causes of poverty in Kern County and/or other areas.

2. Developing a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. Developing, conducting, and administering anti-poverty programs or overseeing the conduct and administration of anti-poverty programs, as established under provisions of the Economic Opportunity Act of 1964 (which was subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act).

4. Encouraging, stimulating, and assisting in the development of anti-poverty projects by public and private nonprofit entities, voluntary organizations, and Indigenous low-income groups to meet the needs of the low-income population in and around Kern County.

5. Providing quality housing that is affordable to low-income and moderate-income individuals, pursuant to its charter, articles of incorporation, resolutions, or bylaws.

ARTICLE IV

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

Section 1. Number of Directors. The number of authorized Directors on the Board shall be fifteen (15) unless amended by a simple majority of a quorum of the Board.

Section 2. Tripartite Board. Board seats shall be allotted on a tripartite basis and shall include (i) at least one member who shall have a background and expertise in fiscal management or accounting; (ii) at least one member who shall have a background and expertise in early childhood education and development; (iii) at least one member who shall be a licensed attorney familiar with the issues that come before the Board; and (iv) at least one member who is a homeless or formerly homeless veteran, in accordance with title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e). If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

Category I: Public Official Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, one-third of the Board shall consist of elected public officials, currently holding office, or their appointed representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the Board of appointive public officials may be counted in satisfying the requirements set forth under this paragraph.

2. Pursuant to section 92.2.(5) of Title 24 of the Code of Federal Regulations "the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization."

3. As a CDHO under the HOME Program, no more than one-third of the Board shall be elected or appointed public officials or persons appointed by a public official.

Category II: Low-Income Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, at least one-third of the Board shall consist of individuals elected pursuant to democratic selection procedures adequate to assure that such individuals are representative of the low-income populations in the area elected to serve. A Low-income representative shall reside in the area he or she is elected to represent.

2. Pursuant to section 676B of Public Law 105-285 and section 92.2 of Title 24 of the Code of Federal Regulations, the Board shall maintain at least one-third of its

membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations (e.g., block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations).

3. Low-income residents shall be defined as: (i) those individuals living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income; or (ii) are an elected representative of a low-income neighborhood organization Low-income representatives must not be elected or appointed public officials, or persons appointed by a public official.

Category III: Private Sector/Community Representatives.

1. Pursuant to section 676B(a)(2)(C) of Public Law 105-285, the remainder of the Board shall consist of members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.

2. To provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

3. If section 2, subdivision (iv) of these Bylaws is not satisfied by the appointment or election of an individual as set forth under Category I or Category II, at least one member of the Board appointed pursuant to this Category III shall be a homeless or formerly homeless veteran, in accordance with title 38 Code of Federal Regulations, part 61, section 61.80, subdivision (e).

Section 3. Procedure. Members of the Board shall be selected pursuant to the following procedure:

Category I - (Five Seats).

1. The Board shall determine and appoint the public officials who shall serve on the Board. The five elected public officials are:
    i. One Kern County representative from a U.S. Congressional district covering Kern County;
    ii. One representative from the State of California Senate district covering Kern County;
    iii. One representative from the State of California Assembly district covering Kern County;
    iv. One representative from the Kern County Board of Supervisors; and
    v. One representative appointed by the Mayor of the City of Bakersfield.

2. Each public official selected may choose one (1) representative to serve on the Board in his or her place. A representative of a public official may not select an alternate to serve on the Board in her or her place.

3. There shall be no tenure restrictions of public officials so designated by the Board. However, the term of a public official or his or her representative shall be simultaneous with the public official's term of office. The U.S. Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the Board. The Mayor of Bakersfield shall designate the representative to the Board.

Category II - (Five Seats).

1. Low-Income representatives shall be elected pursuant to the democratic process. CAPK shall hold elections in four (4) areas of Kern County as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, the Head Start Policy Council (PC) shall select one representative to serve as a member of the Board as the Kern County PC Representative for one (1) year.

   A Low-Income representative must reside in the area he or she is elected to represent. Voting shall be limited to residents of such area who are 18 years of age, or older. A Low-Income Representative elected need not themself be low-income but must be elected in a manner that will ensure that he or she truly represent the low-income populations in such area.

2. CAPK shall follow and conform to Federal and State regulations in conducting Category II elections. CAPK shall require each Category II candidate to sign a certificate that certifying that he or she meets all eligibility requirements and pledges to represent the low-income community. CAPK shall provide each Category II candidate with a copy of the CAPK Election Rules and Procedures, and an official petition form. CAPK shall hold elections on weekdays that do not occur on a Federal, State, or local holiday.

3. Low-income residents are those individuals identified by the Federal Poverty Guidelines as meeting low-income requirements. To confirm low-income status, a candidate shall sign a self-certification proclaiming themself to be low-income or pledging to represent the low-income community.

4. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the area consistent with eligibility criteria.

5. If a duly elected representative under Category II fails to complete his or her term of office, the Board may appoint a successor to complete the term. The successor shall be from the same area as the Low-Income Representative being replaced and shall meet the requirements for a Low-Income Representative as set forth above.

6. A Low-Income Representative shall serve a consecutive five (5) year term. After serving five (5) consecutive years, the Low-Income Representative's seat shall be opened for election. If the Low-Income Representative wishes to remain on the Board,

he or she must run for re-election and meet all requirements as set forth in the CAPK Election Rules and Procedures. There shall be no limit set on the number of terms a person may serve as a Low-Income Representative under Category II. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

Category III - (Five Seats).

1. At the direction of the Board Chairperson, CAPK staff shall invite appropriate community organizations and private businesses to select one (1) representative from their respective entity to apply for membership to the Board to CAPK.

   Once all applications have been submitted to CAPK, such applications shall be reviewed and considered for appointment in a manner determined by the Board.

2. Upon appointment, a Category III representative shall serve a consecutive five (5) year term. After serving this consecutive five (5) year term, the Category III representative shall reapply and be considered for reappointment in a manner determined by the Board. There shall be no limit set on the number of terms a person may serve as a Category III representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following appointment.

3. If an invited and appointed representative of a community organization or private business resigns from the Board or is otherwise unable to complete his or her term, then an entity of the same "type" may replace the resigning entity on the Board upon receipt of the entity's interest in serving on the Board, and after the entity is determined to be a duly representative organization by the Board. If there is no entity of the same "type" to replace the resigning entity, another "type" of entity may be appointed. When there are more entities willing to serve than there are seats available, then priority shall be given to those entities that can provide a balance to the community and best meet the criteria established by the Board for Category III membership. The Board shall make final determination as to the entity that shall serve.

No person may serve as a member of the Board who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 5. Vacancies.

1. Definition. A vacancy on the Board shall occur when:

   A. The Board removes a member of the Board for cause and notifies such member of his or her removal pursuant to Article IV, Section 6 below.
   B. A member of the Board notifies the Board of his or her resignation.
   C. A public official who serves as a member of the Board under Category I no longer holds elected office.
   D. A low-income representative who serves on the Board under Category II moves out of the area of which he or she was elected to represent.

2. Filling Vacant Seats of Category I Member of the Board. The Board shall select another public official to fill the vacancy or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Category II Member of the Board. The Board shall hold an election pursuant to CAPK Election Rules and Procedures.

4. Filling Vacant Seats of Category III Member of the Board. The Board may request the organization to name a new representative or refer to process in Article IV, Section 3 to fill the vacancy.

Section 6. Removal.

1. Grounds. The following shall constitute grounds for removal:

   A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

   B. Absences from three (3) consecutive regularly scheduled Board meetings.

   C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

   D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when deciding or consideration of removal.

   E. A low-income representative moves out of the area of which he or she was elected to represent.

   F. A member of the Board engages in conduct that is unlawful, unethical, or in any way brings CAPK into disrepute.

2. Procedure. A member of the Board may be removed by a two-thirds (2/3) majority of a quorum of the Board for any ground listed in Article IV, Section 6, Subsections A – F, above.

   Prior to removal, the member of the Board shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization or public official (if any) shall also be notified of the grounds for removal.

   Said member of the Board shall be entitled to a due process hearing before a simple majority of a quorum of the Board, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a member of the Board may be removed.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or the public official he or she represents, if the member of the Board no longer commands the support and/or confidence of the agency, organization, group, or individual represented.

Section 7. Petitions for Category III Representation. This provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article IV, Section 3, shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE V

CONFLICT OF INTEREST

Section 1. Conflict of Interest. No member of the Board shall be employed by CAPK, nor shall a member of the Board have a financial conflict of interest with CAPK. The responsibilities of the Board and its committees shall be independent of CAPK staff. An individual leaving the Board who wishes to apply for a CAPK staff position may do so after a waiting period of six (6) months from the time he or she leaves his or her position on the Board. No individual may sit on the Board who is an officer or an employee of or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No individual shall be employed with CAPK while a member of his or her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of CAPK.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Stepparents
- Children
- Stepchildren
- Sister
- Stepsister
- Brother
- Stepbrother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 2. Policy for Receiving Agency Services. Members of the Board who meet all eligibility requirements may access CAPK services. CAPK shall not under any circumstances give members of the Board preferential treatment. In addition, members of the Board must provide all required documentation and follow contract guidelines before CAPK may provide assistance or allow access to programs. If qualified for services, a member of the Board shall not participate in processing his or her own application for services or provide direction to staff on personal application processing.

ARTICLE VI

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. General. Members of the Board shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is responsible for determining overall plans and priorities of CAPK, as well as for evaluating the progress against performance.

Section 2. Powers. The Board shall have the power to:

1. Enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services;

2. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer, Head Start/State Child Development Services Director, Human Resources Director, Chief Finance Officer, and any other person in an equivalent position with CAPK;

3. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK;

4. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;

5. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;

6. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;

7. Enforce compliance with all conditions of grants;

8. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing, and reporting customer satisfaction; and,

9. Elect the officers of the Board.

Section 3. Head Start Duties and Responsibilities. Pursuant to the Head Start Act, the Board shall have the following duties and responsibilities with regard to the Head Start programs operated by CAPK:

1. Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;

2. Approve practices that assure active, independent, and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;

3. Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;

4. Approve procedures and criteria for recruitment, selection, and enrollment of children in the Head Start programs;

5. Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;

6. Approve procedures guidelines for accessing and collecting information regarding programs planning, policies and Head Start program operations as defined in the Head Start Act;

7. Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in conducting the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination, and compensation of the agency employees;

8. Approve procedures for the selection of members of the policy councils and policy committees;

9. Approve all financial management, accounting, reporting policies, and legal and regulatory compliance regarding financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;

10. Review results from program monitoring, including appropriate follow-up activities;

11. Establish, adopt, and periodically update written standards of conduct and procedure for disclosing, addressing, and resolving: (a) any conflict of interest, and any appearance of a conflict of interest, by members of the Board, officers, and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and (b) complaints, including investigations, when appropriate;

12. As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of Head Start programs.

ARTICLE VII

MEETINGS

Section 1. The Brown Act. The Board and all Standing Committees shall act in accordance with the Brown Act.

Section 2. Regular Meetings. The Board shall schedule at least ten (10) monthly Board meetings in a calendar year period for the purpose of transacting CAPK business.

Section 3. Special Meetings. The Chairperson or a group of five (5) or more Directors may call a special meeting pursuant to the procedure and requirements set forth under the Brown Act.

Section 4. Minutes. The Board shall keep, or cause to be kept, minutes for each open session Board and Standing Committee meeting. CAPK staff shall distribute, or cause to be distributed, minutes of the previous Board and Standing Committee meetings to all members of the Board before the next regular meeting. Additionally, such minutes shall be made available to the public, upon request. CAPK shall provide written translations of the minutes upon request by a member of the public in areas where a significant portion of the poverty population does not speak English.

Section 6. Quorum. A quorum of the Board shall consist of at least fifty percent (50%) of the non-vacant seats on the Board.

ARTICLE VIII

OFFICERS

Section 1. Officers. The Board shall annually elect the following officers:

1. Chairperson.
2. Vice-Chairperson.
3. Secretary.
4. Treasurer.

Section 2. Term of Office. The term of office for each officer position shall be one (1) year.

Section 3. Election of Officers. The Board shall elect its Officers at the first Board meeting of each calendar year. Only members of the Board present at the meeting may vote in Officer elections. The Officer-nominee that receives a majority vote of a quorum of the Board shall be appointed to the nominated Officer position.

Section 5. Limitations. No member of the Board may hold two or more offices concurrently.

Section 6. Duties of the Chairperson. The Board Chairperson shall preside over the Board meetings as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IX below.

Section 7. Limitations of the Chairperson. No Board Chairperson shall serve as Chairperson for more than three (3) consecutive one (1) year terms during his or her overall Board term.

Section 8. Duties of the Vice Chairperson. The Vice Chairperson shall fulfill the duties of the Board Chairperson in his or her absence, and other duties as required or otherwise determined by the Board.

Section 9. Duties of the Secretary. The Secretary shall keep, or cause to be kept, in the office of CAPK, the official records and minutes of the Board meetings.

Section 10. Duties of the Treasurer. The Treasurer shall keep, or cause to be kept, the records of the receipt, care, and disbursement of funds of CAPK. In conducting these functions, the Treasurer shall collaborate with the Chief Financial Officer and his or her assistants who shall perform the day-to-day accounting functions for CAPK.

Section 11. Chain of Command. In the absence of the Board Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 12. Interim Officers. If an Officer position becomes vacant, the Board shall hold an interim Officer election at the next regular Board meeting following the notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of the Board shall be necessary to fill the vacant officer position.

ARTICLE IX

COMMITTEES

Section 1. Membership. All Standing Committees shall include at least one (1) member of the Board from each category and shall generally reflect the composition of the full Board. The quorum requirements for Standing Committees shall be a simple majority (3 of 5) of the total membership of the committee. All committee meetings shall be conducted pursuant to the open meeting requirements of the Brown Act. The number of Directors on any Committee may not constitute a quorum of the Board.

Section 2. Standing Committees. The Board shall establish and maintain the following Standing Committees:

1. **The Executive Committee.**

   A. The Executive Committee shall consist of the Officers, as listed in Article VIII, Section 1, and up to two (2) Directors appointed annually by the Board Chairperson.

B. The Executive Committee shall act on behalf of the Board between regular Board meetings. The Executive Committee shall report to the Board any actions it takes in the interim between regular Board meetings.

C. If the Executive Committee cannot convene within the timeframe required for action to be taken, the Board Chairperson may act on behalf of the Board. The Board Chairperson shall report any action taken pursuant to this paragraph to the full Board at the next regular Board meeting for consideration and ratification by the Board.

D. The Executive Committee shall determine its own meeting schedule.

2. **The Personnel Committee.**

A. The Personnel Committee shall consist of the Vice Chairperson, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Personnel Committee shall function as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer.

C. The Personnel Committee shall review, monitor, and recommend for approval the CAPK Personnel Policies.

D. The Personnel Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board apprised as to significant trends and make recommendations regarding future policy changes.

E. The Personnel Committee shall determine its own meeting schedule.

3. **The Budget and Finance Committee.**

A. The Budget and Finance Committee shall consist of the Treasurer, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Budget and Finance Committee shall cause to have made (in accordance with scheduled Board meetings) a review of the financial position of all component programs and report their findings to the Board. This committee will also review and comment upon each new budget before its submission to the respective funding sources.

C. The Budget and Finance Committee shall determine its own meeting schedule.

4. **The Program Review and Evaluation Committee.**

A. The Program Review and Evaluation Committee shall consist of the Secretary, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Program Review and Evaluation Committee shall review all program ideas, project proposals, and report their reactions and recommendations to the Board.

C. The Program Review and Evaluation Committee shall also be responsible for recommending overall plans and priorities for CAPK and for making periodic examinations of projects underway and reporting to the Board where, in its judgment, each project is achieving its stated goals.

D. The Program Review and Evaluation Committee shall determine its own meeting schedule.

5. **The Audit and Pension Committee.**

A. The Audit and Pension Committee shall consist of a chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors appointed annually by the Board Chairperson. The chairperson of the Audit and Pension Committee shall not be a member of the Budget and Finance Committee, nor shall Budget and Finance Committee members constitute more than 49% of the total membership of the Audit and Pension Committee.

B. The Audit and Pension Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board. Further, this committee shall confer with the auditor to satisfy the committee members that the financial affairs of CAPK are in order, shall review and determine whether to accept the audit and shall approve performance of any non-audit services to be provided by the auditing firm.

C. The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. It shall do so by meeting on a regular and ad-hoc basis and will receive regular presentations from the CAPK retirement plan provider(s).

D. The Audit and Pension Committee shall determine its own meeting schedule.

Section 3. Non-Director Committee Members. In establishing Standing Committees and appointing members thereof, the Board Chairperson may draw upon citizens who utilize the services of CAPK and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which CAPK is organized.

Section 4. Ad-Hoc Committees. The Board Chairperson may establish Special Ad-Hoc Committees to investigate, review, and/or make recommendations in areas, matters, or problems not covered by Standing Committees. Members of a Special Ad-Hoc Committee shall only consist of members of the Board.

ARTICLE XI

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. Chief Executive Officer. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board as the Administrative Officer of CAPK.

Section 2. Responsibilities to CAPK. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of CAPK.

Section 3. Responsibilities to the Board. The Chief Executive Officer shall be responsible to the Board for:

1. Implementing and enforcing all employment policies and procedures and guidelines established by CSD and the CAPK Board.

2. Ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE XII

OPERATING PROCEDURES

Section 1. Proxy. Members of the Board shall not vote by proxy at any meeting of the Board or committee meeting.

Section 2. Compensation. Members of the Board shall not receive regular compensation.

Section 3. Reimbursement. CAPK shall reimburse expenses incurred by members of the Board as follows:

1. Mileage reimbursement for all members of the Board.
2. CAPK-related business expense reimbursement for all members of the Board.
3. Childcare reimbursement for all member of the Board.
4. Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.

Such reimbursements shall be made pursuant to CAPK Policies and Procedures.

Section 4. Teleconferencing. The low-income representative elected to represent East Kern may use teleconferencing to attend Board meetings. The Board shall establish the location for the teleconference meeting. Such teleconference location shall be a CAPK owned physical location or a privately rented facility. Whether a CAPK owned physical location or privately rented facility, the teleconference location shall be fully accessible to the public to address the Board during times allotted for public comment. The Brown Act shall apply to such teleconference meetings. If teleconferencing is used in East Kern County, CAPK staff shall post, or cause to be posted, the meeting agenda and allow public comment pursuant to the Brown Act.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended by a majority vote of the total membership of the Board at any properly noticed meeting of the Board. CAPK staff shall provide written or electronic copies of the proposed amendments to all members of the Board or cause such copies to be provided to all members of the Board, at least ten (10) days prior to the consideration of the amendment(s).

RESOLUTION # 2025-02

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Bylaws of the Agency

The Board of Directors of Community Action Partnership of Kern located at 1300 18th St., Suite 200, Bakersfield, CA 93301, met on February 26, 2025, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the CAPK Board of Directors has determined that there is a need to amend the Bylaws, Article IV Membership & Composition of Board of Directors, Section 2 Tripartite Board, adding (iv) at least one member is a homeless or formerly homeless veteran, in accordance with the requirements outlined in applicable federal regulations (e.g., 38 CFR Part 61)

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby approves and adopts the proposed amendments to the CAPK Agency Bylaws as presented on February 26, 2025.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 26th day of February 2025.

Maritza Jimenez, Chair
CAPK Board of Directors

2-26-25
Date

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern, and that the foregoing Bylaws were amended as Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on February 26, 2025, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my had this 26th day of February, 2025.

Gina Martinez, Secretary

COMMUNITY ACTION PARTNERSHIP OF KERN
Election Rules and Procedures
For Low-income Board Representatives

I. CALLING AN ELECTION

The President of the Board of Directors will name an Ad Hoc Election Committee which will have the responsibility of calling for an election within a district upon the occurrence of a vacancy. All channels of communication will be utilized to inform the public of an upcoming election. Such communication channels will include bilingual printed and electronic media, along with Partnership staff, programs and members of the Board of Directors in the election district. Communication regarding the election by the Election Committee will occur at least **forty-five (45) days prior to the election date**. Elections shall be held on a week day which does not occur on a Federal, State or local holiday or does not conflict with local municipal elections.

II. ELIGIBILITY RULES FOR CANDIDATES

Any resident of the district from which a representative is to be elected is eligible to become a candidate provided:

a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
b. (S)he can evidence residence in the district.
c. (S)he is not a member of the Board of Directors (except in the case of a recall).
d. (S)he is neither a member of the paid staff nor is a member of the immediate family of a paid staff member.
e. (S)he certifies in writing that (s)he meets all the requirements indicated above.

III. ESTABLISHING CANDIDACY

The eligible district resident seeking to become a candidate will obtain an official petition form from the Partnership's Administrative Office located at 1300 18th St., Suite 200 Bakersfield, CA 93301. The Administrative Office has been designated as the Office of Record for the pick up and return of the official petition form.

The eligible district resident will obtain names, addresses and signatures of at least twenty-five (25) persons eligible to vote in the election, and will deliver the petition to the Office of Record. The candidate shall be issued a written receipt indicating the date and time of filing.

The Election Committee may permit the filing of petitions by registered mail if the distances or areas involved in the election warrant it. The letter containing the petition must be postmarked prior to 5:00pm on the twenty-second (22nd) day prior to the date set for the election. A notice of date and time of receipt shall be sent by return mail. In the case of registered mail petitions, the Committee must wait an additional three (3) working days prior to certifying candidates.

The Election Committee may extend the deadline for receipt of the petitions for an additional twelve (12) working days if no candidate has filed by 5:00pm on the twenty-second (22nd) day prior to the election. If only one candidate files a nomination petition, and is certified eligible, that candidate will be declared the winner and no election will be held.

If no candidate files nomination papers by the extended deadline date, the Board of Directors has the option of appointing a representative for the district consistent with the eligibility criteria. The appointment will require Board of Directors ratification.

IV. ELIGIBILITY RULES FOR VOTERS

Representatives of the low-income sector shall be selected only by the low-income persons whom the community action program is intended to serve. Low-income status will be defined by standards published in the most current Federal Poverty Income Guidelines. Any resident of the district from which a low-income representative to the Board of Directors is to be elected may vote in the election provided:

a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
b. (S)he can evidence residence in the district.
c. (S)he certifies her/his low-income status.

V. ENDORSEMENT OF CANDIDATES

No employee of the Partnership shall endorse or campaign for any candidate. However, a staff person may be assigned to participate in the overall promotion of the election and its conduct. No resources of the Partnership may be made available to any

candidate unless those same resources, or their equivalent, are made equally available to all candidates in the same election, with a maximum set by the Election Committee.

VI. ELECTION DAY RULES AND PROCEDURES

The following rules and procedures will be followed during the day of the election by all persons involved:

a. There will be no campaigning within one-hundred (100) feet of the polling place.
b. There will be no interference with the voters.
c. There will be specific instructions issued that no partiality of any kind will be shown by persons working the polls.
d. There will be specific hours posted for the polling place that will be adhered to. Under no circumstances will any polling place be closed prior to the official closing hour. However, if there are voters waiting to vote at the designated closing hour, the polling place will remain open until all voters have voted.
e. There will be a biographical sketch of all candidates available at the polling place which will indicate the individual's name, age, residence, occupation and experience and will include a recent photo.

VII. CONDUCTING THE ELECTION

If necessary, extra individuals to work the election will be hired from the district in which the election is being held. Workers will open the polls, register voters, ensure secrecy of balloting, ensure the opportunity for representatives of each candidate to observe the conduct of the election and close the polls at the designated hour. The Election Committee may also accept the services of a non-partisan organization for the purpose of monitoring the election. Ballots will be provided in both English and Spanish.

Following closure of the polls, ballots will be examined by the Election Committee to ensure the absence of any voting irregularities among the ballots themselves. The Election Committee will count the ballots and will allow a representative of each candidate to observe the process. Designated staff will sign the tally sheets in duplicate, place them in two (2) envelopes, seal the flats, sign across the sealed flaps and file one copy with the Election Committee and one copy with the Executive Director. All ballots will be placed in an envelope, which will be sealed and signed across the flap by the Election Committee Chair who will then deliver the envelope to the Executive Director.

The Election Committee will declare the candidate who receives the most votes as the winner and will certify this in writing with the Board of Directors. The winning candidate will be seated at the next regularly scheduled Board of Directors meeting.

In the case of a tie vote between the top candidates, the Election Committee shall meet at the earliest possible time to announce a runoff election between the top candidates whose votes are tied. The said run-off election will occur within ten (10) calendar days of the regular election and shall be conducted in the same manner.

All ballots (valid and void), request forms and envelopes will be disposed of one (1) month after the date of the election. Tally sheets will be kept for a period of one (1) year after the date of the election.

VIII. CONDUCTING AN ELECTION BY MAIL

The Board of Directors will have the option of calling for an election by mail. Mail ballot elections are governed by the same legal requirements which govern regular elections. Upon written request, ballots will be furnished by the Partnership staff person assigned to the election. A stamped, self-addressed envelope will be provided with each mail-in ballot to ensure secrecy. Mail ballots will be available in both English and Spanish to facilitate participation by all interested parties.

Upon arrival at the Partnership Administrative Office, mail ballots will be subject to the same legal requirements followed during a regular election. The mail-in ballots will be opened and counted within a reasonable time frame after the deadline. The Election Committee will allow a representative of each candidate to observe the process. All signatures on a request for ballot will be verified by the Election Committee. All ballots (valid and void), tally sheets, request forms and envelopes used in a mail-in election will be disposed of in the same manner as in a regular election.

BUDGET AND FINANCE COMMITTEE

JANUARY 21, 2026

FINANCIAL REPORT

TABLE OF CONTENTS

SECTION		Pages (s)
A.	Schedule of Programs for the period March 1, 2025 through February 28, 2026	A1 - A6
B.	Functional Classification by Fund	B1 - B3
C.	Line of Credit Summary	C1
D.	- Cash Summary as of November 30, 2025	D1
	- Bank Reconciliations	D2 - D8
E.	Visa Summary and Statements	E1 - E25
F.	Central Kitchen Budget to Actual November 30, 2025	F1
G.	State Department of Education Contract - Earned Revenue	G1 - G2
H.	Finance Division Monthly Report	H1
I.	Financial Statements as of February 29, 2024	I1
J.	Financial Statements as of November 30, 2025	J1
K.	Agency-wide Budget to Actual as of November 30, 2025	K1 - K7
L.	Indirect Fund Budget To Actual as of November 30, 2025	L1
M.	Check Register as of November 30, 2025	M1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/25 - 02/28/26	501000	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/25 - 02/28/26	502000	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/25 - 02/28/26	504000	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/25 - 02/28/26	505000	DONATIONS
ENERGY			NOT APPLICABLE	03/01/25 - 02/28/26	524000	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	527000	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/25 - 02/28/26	531000	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	533000	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	534000	DONATIONS
211			NOT APPLICABLE	03/01/25 - 02/28/26	536000	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/25 - 02/28/26	541000	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/25 - 02/28/26	545000	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/25 - 02/28/26	595000	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START	40,091,425	93.600	09CH012489-02	03/01/25 - 02/28/26	108000/109000/117000	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042305	08/01/24 - 07/31/25	160024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	375,000	21.009	25VITA0313	10/01/24 - 09/30/25 10/01/25 - 09/30/26	149024 149025	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	25F - 6015	01/01/25 - 12/31/25 01/01/26 - 12/31/26	103025 103026	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	11,322,591	93.568	25B-3012	11/1/24 - 6/30/26	122025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	325,163	93.568	24Q-2561	05/01/24 - 05/31/25	122095	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	23J-5716	04/1523 - 05/31/25	122093	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123022	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	799,779 1,184,616	93.575	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	117,038 105,401	93.596	CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000	93.575	CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	2,138,716	10.561	23-10317	10/01/24 - 09/30/25	145024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	476,918	10.568/.569	15 - MOU - 00118	10/01/24 - 09/30/25	105000/111000	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105023-2105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	190,056	10.187	15 - MOU - 00118	00/00/00 - 06/30/25	105023-2106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CITY OF BAKERSFIELD HOME REPAIR SLFRF	839,548	21.027	2024-304	11/20/24-12/31/26	128024	US DEPT OF TREASURY, CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, CITY OF BAKERSFIELD
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	996,918	10.182		04/01/25 - 03/31/26	131023	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218		2/20/25 - 03/31/26	138024	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824 1,275,824	21.027		07/01/24 - 06/30/25 07/01/25 - 06/30/26	142024 142025	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	535,242	10.565	MOU-20-6003	10/01/24 - 09/30/25	147024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/24 - 09/30/25 10/01/25 - 09/30/26	112024/139024 112025/139025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,760 4,671,207	10.557	22 - 10236	10/01/24 - 09/30/25 10/01/25 - 09/30/26	115024 115025	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
HOME ARP - CITY OF BAKERSFIELD	248,852	14.239	2024-308	12/01/24 - 11/30/25	162024	US DEPT OF HOUSING AND URBAN DEVELOPMENT - CITY OF BAKERSFIELD
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROC	64,693	10.561	22 - CF - SUB - KERN	10/01/24 - 09/30/25	164024	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO

A2

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	TBD	84.412	N/A	07/01/25 - 06/30/26	117000-1005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191023	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
SJCOE HEADSTART	1,998,719	93.600	N/A	02/01/25 - 01/31/26	157025	U S DEPT OF HEALTH & HUMAN SERVICES , SAN JOAQUIN COUNTY OFFICE OF EDUCATION
KCCD CERF REGIONAL CONVENER	160,000 93,993	N/A		03/06/23 - 10/31/24 11/14/24 - 10/31/25	208023 208024	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209023	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218024	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - RAMKABIR HHAP 4	500,000	N/A	2025-048	03/26/25 - 02/28/26	230025	STATE OF CALIFORNIA, DEPARTMENT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231022	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CALIFORNIA SGC - COMMUNITY RESILENCE CENTER (CRC)	988,752	N/A	0650-SGC24126	01/31/25 - 01/30/27	233025	STATE OF CALIFORNIA, GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INNOVATION (LCI)
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243023	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247022	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/24 - 06/30/25	248024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	TBD		N/A	07/01/25 - 06/30/26	258025-1005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528 255,528		N/A	07/01/24 - 06/30/25 07/01/25 - 06/30/26	259024 259025	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
MIGRANT ALTERNATIVE PAYMENT	31,802,685 31,802,685		CMAP - 4000 CMAP - 5000	07/01/24 - 06/30/25 07/01/25 - 06/30/26	261024 261025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,083,653 2,706,453		CCTR - 4065 CCTR - 5068	07/01/24 - 06/30/25 07/01/25 - 06/30/26	253024 253025	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

A3

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,198,002		CSPP - 4122	07/01/24 - 06/30/25	258024	STATE OF CALIFORNIA, DEPT OF EDUCATION
	7,612,170		CSPP-5118	07/01/25 - 06/30/26	258025	
MIGRANT CHILD CARE	291,239		CMIG - 4004	07/01/24 - 06/30/25	250024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	293,823		CMIG - 5004	07/01/25 - 06/30/26	250025	
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 4004	07/01/24 - 06/30/25	252024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	44,073		CMSS - 5004	07/01/25 - 06/30/26	252025	
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,723,682		21T-1015	12/01/21 - 09/30/25	234023 234024	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND
HOME VISIT INITIATIVE (COUNTY OF KERN)	3,598,400		494-2024	07/01/24 - 06/30/25 07/01/25 - 06/30/26	270024 270025	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	102,384		333-2024	07/01/24 - 06/30/25	271024	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY
	102,384		267-2025	07/01/25 - 06/30/26	271025	
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/24 - 06/30/25	275024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
	2,715,812			07/01/25 - 06/30/26	275025	
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276001	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
	200,000		2022-017	08/01/22 - 01/31/24	276002	
	300,000		2023-302	05/01/23 - 06/30/26	276003	
	200,000		645-2023	12/01/23 - 12/31/25	276013	
	150,000		2023-313	06/01/24 - 10/01/26	276023	
	150,000		2023-320	11/01/24 - 06/30/27	276004	
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/24 - 06/30/25	216024	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
	10,209			07/01/25 - 06/30/25	216025	
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	261,778		MOU-22-00118	07/01/24 - 05/30/25	216024-2087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/25	216024-2088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216022-2102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216023-2104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CA FARM TO SCHOOL INCUBATOR GRANT PROGRAM	199,243		24-0888-000-SG	01/01/25 - 12/31/26	267025	STATE OF CALIFORNIA, DEPT OF FOOD AND AGRICULTURE (CDFA)
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277024	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS

A4

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/24 - 06/30/25	288024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799 145,000		2020.2.06 2025.2.02	07/01/24 - 06/30/25 07/01/25 - 06/30/26	281024 281025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/24 - 06/30/25	284024	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165 155,000		2020.2.18 2025.2.03	07/01/24 - 06/30/25 07/01/25 - 06/30/26	286024 286025	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293023	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN HELPLINE 211	45,000			07/01/24 - 06/30/25	389024	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/24 - 06/30/25	366000	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410023	DAY ONE FAMILIES FUND
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE
FEEDING AMERICA - LOCAL CONSULTING	20,000		GR-1622	02/01/25 - 01/31/26	423025	FEEDING AMERICA
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482024	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536000-4230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536000-4231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536000-4232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536000-4234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536000-4235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536000-4235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420024	KAISER PERMANENTE

A5

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2025 THROUGH FEBRUARY 28, 2026

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467025	THE WONDERFUL COMPANY FOUNDATION
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550000	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553000	KERN FAMILY HEALTH SYSTEMS

A6

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND FISCAL YEAR 2025/26

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2025/26

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/25	n/a				
04/30/25	n/a				
05/31/25	n/a				
06/30/25	n/a				
07/31/25	2,600,000	2,602,758	5	$ 2,758.33	0.5304%
08/31/25	n/a				
09/30/25	n/a				
10/31/25	n/a				
11/30/25	n/a				

Note 1: As of 2/14/2025, a $3 million line of credit is establsihed at Citizens Business Bank

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF OCTOBER 31, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(482,591.56)
HEAD START/EARLY HEAD START	5,661,152.42
SJCOE Head Start	(264,831.10)
SUBTOTAL	**4,913,729.76**
CACFP - San Joaquin	(46,744.01)
SAN JOAQUIN COE GENERAL CHILD CARE	(426,055.80)
MIGRANT CHILD CARE	200,168.24
MIGRANT SPECIALIZED SERVICES	(18,196.97)
GENERAL CHILD CARE	(1,821,615.24)
STATE PRESCHOOL	417,054.60
SJCOE State Preschool (CSPP)	110,778.74
Child Care Facilities	114,084.67
MIGRANT A/P	6,514,333.63
Child Development Reserve Fund No. 1	478,936.99
Child Development Reserve Fund No. 2	90,345.75
SUBTOTAL	**5,613,090.60**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(266,358.82)
EF&S	0.00
EFAP	(125,111.12)
USDA Commodities	(1,071.94)
County of Kern Food Distribution	(43,708.10)
FOOD BANK	(516,043.15)
FOOD BANK EXPANSION	(50,569.57)
FOOD BANK CAPACITY PROGRAM	(43,797.00)
FOOD BANK - STATE	1,461,162.99
WONDERFUL FOOD BANK EXPANSION	0.00
WONDERFUL FOUNDATION	38,163.36
CDFA Healthy Refrigeration Grant Program (HRGP)	(133,016.76)
SUBTOTAL	**319,649.89**
ENERGY	(2,691.73)
LIHEAP	(520,410.23)
DOE	(128,068.11)
LIWHAP	0.00
PG&E	(15,720.99)
PG&E Arrears Case Management Program	461,962.99
TRANSFER NEGATIVE BALANCE	204,928.07
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
CSBG	22,954.50
CSBG Discretionary 2025	(15,027.09)
WIC	(1,036,209.49)
City of Bakersfield Home Repair SLFRF	(464,135.36)
Local Purchase Assistance (LFPA) USDA	(114,488.86)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(134,242.92)
NEOPB CAL FRESH HEALTHY LIVING	(744,527.49)
IRS - VITA	(42,157.12)
SSVF 2025-26	(107,100.61)
Grant Per Diem	(140,468.37)
HUD-COORDINATED ENTRY SYSTEM	(20,429.40)
HOME ARP - City of Bakersfield	(20,836.60)
CAL FRESH	(15,623.42)
CalCAPA-Diaper Distribution Pilot	(5,297.15)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	75.16
KCCD CERF REGIONAL CONVENOR	(6,360.98)
KCCD CWDB High Road Training Partnership	34,199.72
City of Bakersfield Ramkabir Project HHAP 4	(145,568.74)
City of Bakersfield - FHCC Sports Field	(19,688.00)
California SGC - CRC	(84,846.43)
CALEITC	(5,831.02)
TCC Low Income Energy Efficiency Program	(27,999.58)
City of Bkfd-Cal VIP Outreach	(26,284.26)
CITY OF BAKERSFIELD CAL VIP	(49,591.44)
CA Farm to School Incubator Grant	(9,371.11)
HOME VISIT INITIATIVE (CO OF KERN)	(255,172.93)
POSITIVE YOUTH DEV SVC	(11,287.69)
POSITIVE YOUTH M	(1,319.65)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(385,755.23)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(102,272.09)
ARG III - Warm Handoff	(121,105.13)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(25,591.11)
FIRST 5 HELP ME GROW	762.57
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(32,769.35)
FIRST 5 KERN 211	0.00
BKRHC-Encampment Resolution	(11,137.82)
City of Bakersfield HHAP	(51,021.35)
BKRHC HHAP Youth Services (VSS)	(21,950.23)
Day 1 Families Housing Support	5,153,875.61
Kaiser	120,563.75
Kaiser 211 Kern	(340.49)
FEEDING AMERICA SERVICE INSIGHTS	20,000.00
Kaiser - Food Locker Pilot	0.00
UNITED WAY 211	0.00
Sustain Our Future - East Kern	100,000.00
SCE - 211 Access PSPS	(52,674.51)
California Veterans Assistance Foundation	(11,993.24)
GENERAL FUND	22,051.92
DISCRETIONARY FUND	2,747,889.90
SHAFTER YOUTH CENTER	48,987.35
FRIENDSHIP HOUSE	3,336.43
EAST KERN FAMILY RESOURCE CENTER	8,680.28
OASIS FAMILY RESOURCE CENTER	28,702.50
211	(84,041.03)
M ST NAVIGATION CENTER	13,284.23
TAX ASSISTANCE	21,969.02
CALAIM HOMELESS PREVENTION SERVICES	447,481.92
CalAIM Enhanced Case Management	(127,206.90)
CalAIM East Kern Family Resource Center	404,408.41
Veterans Services	(35,580.43)
CAPK FOUNDATION	(79,819.31)
GAAP FUND	0.22
INDIRECT FUND	1,952,099.15
COST POOLS	(90,532.72)
Facilities Cost Pools	215,573.03
LESS: ENERGY NEGATIVE BALANCE	(204,928.07)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**6,424,310.95**
TOTAL OPERATING CASH	17,270,781.20

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO & CITIZENS BUSINESS BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash in a restricted bank account.

2. Head Start Accrued Vacation: This is an interest-bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest-bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low-Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest-bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Childcare (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest-bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

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

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVE
ONTARIO, CA 91764

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X5933

BANK BALANCE AT 11/30/25		10,827,156.03
LESS: OUTSTANDING CHECKS	527,724.86	
ADJUSTED BANK BALANCE AT 11/30/25		10,299,431.17
GENERAL LEDGER BALANCE AT 10/31/25		11,822,877.55
ADD: DEPOSITS	4,296,047.19	
US TREAS DRAWDOWNS	4,221,116.86	
FUNDS FROM OTHER GRANTS	789,273.80	
TRANSFERS FROM WELLS FARGO	-	
ADP /HEALTH EQUITY REFUND	297.64	
REIMBURSEMENT OF ALTERED PAYEE	997,214.10	
LOAN	-	
LESS: CHECKS	1,198,820.58	
ADP PAYROLL 11/14/25	2,131,057.12	
ADP PAYROLL 11/26/25	2,102,765.81	
ADP PAYROLL	-	
EFTS FOR HRA/HSA/ STD/403B	375,278.71	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	91,821.97	
BANK FEES		
ACH VOUCHERS	5,927,651.78	
GENERAL LEDGER BALANCE AT 11/30/25		10,299,431.17
	DIFFERENCE:	-

PREPARED BY: YOLANDA NUNEZ TITLE: Accountant DATE: 01/08/2026

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 01/08/2026

Naomi Ibarra
Naomi Ibarra (Jan 8, 2026 12:38:26 PST)

01/08/2026

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5941

BANK BALANCE ENDING:	**11/30/25**		**1,378,145.30**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/25**		**1,378,145.30**

BALANCE PER G/L	**10/31/25**		**1,378,124.16**
ADD: DEPOSITS		0.00	
INTEREST		21.14	
WAIVE FEE		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**11/30/25**		**1,378,145.30**

DIFFERENCE: 0.00

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

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 12/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 12/05/2025

Naomi Ibarra
Naomi Ibarra (Dec 5, 2025 08:04:23 PST)

12/05/2025

Community Action Partnership of Kern

Journal Entries

11/30/25

Head Start Accrued Vacation

	Initials	Date
Prepared By:	Yolanda Nunez	12/3/2025
Approved By:		12/3/2025

Account Description	Account Code						Debit	Credit
Restricted Bank Account	1145	108000	1000	100	100	100	5.73	
Interest Income	4310	108000	1000	100	100	100		5.73
Restricted Bank Account	1145	109000	1000	100	100	100	10.57	
Interest Income	4310	109000	1000	100	100	100		10.57
Restricted Bank Account	1145	117000	1000	100	100	100	4.84	
Interest Income	4310	117000	1000	100	100	100		4.84

Explanation:

To record interest income for headstart accrued vac 11/30/25
acct. #4945066256 with Wells Fargo Bank, N.A.

Account Allocation:		
Fund - 108	373,641.99	27.11%
Fund - 109	688,773.36	49.98%
Fund - 117	315,708.81	22.91%
	1,378,124.16	100.00%

Current Month's Interest:		
Fund - 108	5.73	27.11%
Fund - 109	10.57	49.98%
Fund - 110	0.00	0.00%
Fund - 117	4.84	22.91%
TOTAL	21.14	100.00%

Current Month's Fees:		
Fund - 108	0.00	27.11%
Fund - 109	0.00	49.98%
Fund - 117	0.00	22.91%
TOTAL	0.00	100.00%
	0.00	

	Debit	Credit
Total	21.14	21.14
Batch Total		$ 42.28

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5968

BANK BALANCE ENDING:	**11/30/25**		**120,371.97**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/25**		**120,371.97**

BALANCE PER G/L	**10/31/25**		**120,370.12**
ADD: DEPOSITS		0.00	
INTEREST/WAIVE FEE		1.85	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**11/30/25**		**120,371.97**

DIFFERENCE: 0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 12/05/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 12/08/2025

Naomi Ibarra
Naomi Ibarra (Dec 8, 2025 09:14:15 PST) 12/08/2025

Community Action Partnership of Kern

		Initials		Date
Journal Entries	Prepared By:	Yolanda Nunez	#	12/05/25
#				
CSD ADVANCES ACCOUNT	Approved By:		#	

Account Description	Account Code	Debit	Credit
Restricted Bank Account	1125-103025-4000-100-400-100	-	
Interest Income	4310-103025-4000-100-400-100		-
Restricted Bank Account	1125-123022-3000-100-300-100	1.85	
Interest Income	4310-123022-3054-147-320-1130		1.85

Explanation:

To record the November 2025 interest income for CSD Advances Acct., acct. #521105968 with Citizens Business Bank.

Account Allocation:		
Fund - 103025	47.22	0%
Fund - 122093	12.22	0%
Fund - 122025	258.11	0%
Fund - 123022	120,052.57	100%
	120,370.12	1.00

Current Month's Interest:		
Fund - 103025	-	0%
Fund - 122093	-	0%
Fund - 122025	-	0%
Fund - 123022	1.85	100%
TOTAL	1.85	1

Total	1.85	1.85
Batch Total		$ 3.70

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5976

BANK BALANCE ENDING:	**11/30/25**		**25,116.89**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/25**		**25,116.89**
BALANCE PER GENERAL LEDGER	**10/31/25**		**25,116.50**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST/ WAIVE FEE		0.39	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO CITIZENS BUSINESS		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**11/30/25**		**25,116.89**

Difference: **0.00**

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 12/04/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 12/05/2025

Community Action Partnership of Kern Naomi Ibarra 12/05/2025
Naomi Ibarra (Dec 5, 2025 08:07:58 PST)

Journal Entries
11/30/2025

Initiated By Yolanda Nunez 12/4/2025

Approved By 12/4/2025

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	11/30/2025	1125-410023-4000-100-400-100	0.39	
Interest Income	11/30/2025	4310-410023-4000-100-400-100		0.39
Client Analysis Charge	11/30/2025	6695-410023-4000-100-400-100	877.44	
Restricted Bank Account	11/30/2025	1155-410023-4000-100-400-100		877.44
Restricted Bank Account	11/30/2025	1155-410023-4000-100-400-100	17,491.64	
Donation	11/30/2025	4310-410023-4000-100-400-100		17,491.64
TO REC DAY 1 FAMILIES, INT, & FEES FOR November 2025			18,369.47	18,369.47

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5984

BANK BALANCE ENDING:	**11/30/25**		**244,022.89**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/25**		**244,022.89**
BALANCE PER G/L	**10/31/25**		**244,019.15**
ADD: DEPOSITS/WAIVE FEE		0.00	
INTEREST		3.74	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO CITIZENS BUSINESS		0.00	
BALANCE PER G/L	**11/30/25**		**244,022.89**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 12/03/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 12/05/2025

Naomi Ibarra
Naomi Ibarra (Dec 5, 2025 08:05:09 PST) 12/05/2025

Community Action Partnership of Kern
Journal Entries
11/30/2025
CDR #1 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	12/3/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	11/30/2025	1125-262000- 1000-100-100-100	3.74	
Interest Income	11/30/2025	4310-262000-1000-100-100-100		3.74
Interest Income	11/30/2025	6695-262000-1000-100-100-100	-	0.00
Restricted Bank Account	11/30/2025	1125-262000- 1000-100-100-100	0.00	-

Explanation:
To Rec Processing Fees, Int., and Trans. Fees for November 2025 — Total: Debit 3.74, Credit 3.74

ABILA DESCRIPTION

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

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2025

CITIZENS BUSINESS BANK
701 N HAVEN AVENUE
ONTARIO, CA 91764

ACCOUNT NO.: XXXXX-X5992

BANK BALANCE ENDING:	**11/30/25**		**55,269.15**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/25**		**55,269.15**
BALANCE PER G/L	**10/31/25**		**55,268.30**
ADD: DEPOSITS		0.00	
INTEREST		0.85	
BANK ACCOUNT TRANSFER		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER		0.00	
BALANCE PER G/L	**11/30/25**		**55,269.15**
		DIFFERENCE:	0.00

PREPARED BY: Yolanda Nunez TITLE: Accountant DATE: 12/04/25

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 12/05/2025

Naomi Ibarra
Naomi Ibarra (Dec 5, 2025 08:08:56 PST)
12/05/2025

Community Action Partnership of Kern

Journal Entries

11/30/2025

CDR #2 - Bank Charges

	Initials	Date
Prepared By:	Yolanda Nunez	12/4/2025
Approved By:		

Account Description	Date	Account Code	Debit	Credit
Restricted Bank Account	11/30/2025	1125-265000-1000-100-100-101	0.00	
Interest Income	11/30/2025	6695-265000-1000-101-100-101		0.00
Restricted Bank Account	11/30/2025	1125-265000-1000-100-100-100	0.85	
Interest Income	11/30/2025	4310-265000-1000-101-100-100		0.85

Explanation:

TO REC PROCESSING FEES, INT., AND TRANS. FEES FOR November 2025

	Debit	Credit
Total	0.85	0.85

COMMUNITY ACTION PARTNERSHIP OF KERN
ELAN (CBB) VISA SUMMARY
STATEMENTS DATED November 1, 2025 - November 30, 2025

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	4,991.68
Gloria Barbero	Administrator - EHS San Joaquin	1,221.94
Yolanda Gonzales	Director of Head Start/State Child Development Programs	13,604.43
Freddy Hernandez	Director of Youth and Community Services	12,155.80
Lisa McGranahan	Director of Human Resources	1,175.61
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	-
Pritika Ram	Chief Business Development Officer	9,090.80
Jeremy Tobias	Chief Executive Officer	12,807.40
Emilio Wagner	Chief Facilities and Technology Officer	11,261.79
Tracy Webster	Chief Financial Officer	4,552.60
Rebecca Moreno	Director of Housing Support Services	15,439.39
Susana Magana	Director of Nutrition Services	2,110.45
Sabrina Jones- Roberts	Administrator - 211	-
Deborah Johnson	Director Veteran's Services	385.00
Veterans (VSS)	Veterans - Food Service	2,691.59
Veterans (VSS)	Veterans - Fuel Card	333.49
Energy	Energy - Team 1	-
Energy	Energy - Team 2	-
Energy	Energy - Team 3	-
	Total	$ 91,821.97

Cardholder Activity

Name: ACCOUNTS PAYABLE **Account Number:** **2037 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

961

Cardholder Activity

Name: CATHERINE ANSPACH **Account Number:** **0997 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/23/2025 10/27/2025	WALGREENS #3294 BAKERSFIELD, CA	**($90.46)** ($90.46)	USD	(90.46)	Posters for Taste of Gratitude Event
10/24/2025 10/27/2025	RESTO RUNN* RESTO RUNN WWW.RESTAURAN, CA	**$301.77** $301.77	USD	301.77	Food for the October Food Bank Lunch and Learn
10/29/2025 10/31/2025	JAKES ORIGINAL TEX-MEX CA BAKERSFIELD, CA	**$211.85** $211.85	USD	211.85	Cake for the Friendship House Casino Night Fundraiser
10/30/2025 11/03/2025	TST*CENTRO CAL BREWING BAKERSFIELD, CA	**$67.20** $67.20	USD	67.20	Lunch meeting with Elaine Solan, event coordinator for Gourmet for Good
10/31/2025 11/03/2025	THE COLLEC* (1 OF 1 PA THECOLLECTIVE, CA	**$260.00** $260.00	USD	260.00	Venue Cost for the Friendship House Casino Night Fundraiser
11/03/2025 11/04/2025	CHEVRON 0210820 BAKERSFIELD, CA	**$39.62** $39.62	USD	39.62	Gas for rental car. CALCAPA Conference travel
11/05/2025 11/06/2025	EXXON CIRCLE K 09481 PALM DESERT, CA	**$42.17** $42.17	USD	42.17	Gas for rental car. CALCAPA Conference travel
11/05/2025 11/07/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$752.94** $752.94	USD	752.94	Hotel room for C.Anspach. CALCAPA Conference. Only stayed 2 days.

962

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/06/2025 11/06/2025	AMAZON MKTPL*BT64B6ZF1 AMZN.COM/BILL, WA	**$41.12** $41.12	USD	41.12	Bags for East Kern food distribution
11/06/2025 11/07/2025	ENTERPRISE RENT-A-CAR BAKERSFIELD, CA	**$151.67** $151.67	USD	151.67	Rental car for CALCAPA Conference travel
11/06/2025 11/07/2025	CIRCLE K 01270 BAKERSFIELD, CA	**$36.98** $36.98	USD	36.98	Gas for rental car. CALCAPA Conference travel
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS INDIAN WELLS, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel room for A.Perez. CALCAPA Conference.
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS INDIAN WELLS, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel room for L.Popkin. CALCAPA Conference.
11/13/2025 11/13/2025	AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA	**($41.12)** ($41.12)	USD	(41.12)	Returned bags for East Kern food distribution
11/13/2025 11/13/2025	AMAZON MKTPL*B838R7PV1 AMZN.COM/BILL, WA	**$20.56** $20.56	USD	20.56	Bags for East Kern food distribution
11/13/2025 11/13/2025	AMAZON MKTPL*B84N34PS0 AMZN.COM/BILL, WA	**$9.62** $9.62	USD	9.62	Accidental mischarge on the CC. Expense has been paid back to the agency.

963

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/14/2025 11/17/2025	AMAZON MKTPL*B84T80BX0 AMZN.COM/BILL, WA	**$472.88** $472.88	USD	472.88	Bags for East Kern food distribution
11/14/2025 11/17/2025	AMAZON MKTPL*B88QO3TK2 AMZN.COM/BILL, WA	**$411.20** $411.20	USD	411.20	Bags for East Kern food distribution
11/16/2025 11/17/2025	AMAZON MKTPL*B86W90WF1 AMZN.COM/BILL, WA	**$267.28** $267.28	USD	267.28	Bags for East Kern food distribution

Activity Totals	Purchases	Payments
$4,991.68	$4,991.68	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

964

Cardholder Activity

Name: GLORIA BARBERO **Account Number:** **2879 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
11/03/2025 11/05/2025	RESIDENCE INN SAN JOSE, CA	**$441.93** $441.93	USD	441.93	Residence INN - Hotel stay for Marisela Gonzalez attending 2025 Health Institute in San Jose CA Nov 3-5, 2025.
11/04/2025 11/06/2025	CITY OF STOCKTON 209-9378561, CA	**$183.00** $183.00	USD	183.00	236 W Fourth St - Annual Fire Permit
11/05/2025 11/07/2025	RESIDENCE INN SAN JOSE, CA	**$2.01** $2.01	USD	2.01	Additional charge from Residence INN for Marisela Gonzalez hotel stay Nov3-5. Vendor did not calculate the advance deposit correcly.
11/19/2025 11/21/2025	PY *ADVANCED MINI STORAGE 916-481-2600, CA	**$595.00** $595.00	USD	595.00	Missed Invoice payment for storage units L004 & L005 11/14/25-12/13/25

Activity Totals	Purchases	Payments
$1,221.94	$1,221.94	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

965

Cardholder Activity

Name: YOLANDA GONZALES **Account Number:** **7449 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/28/2025 10/29/2025	ZOOM.COM 888-799-9666 ZOOM.US, CA	**$12,093.51** $12,093.51	USD	12,093.51	108000@31%=$3,748.99/109000@56%=$6,772.37/ 117000@13%=$1,572.15 Zoom Software Support Services Yearly Renewal for Head Start.
11/05/2025 11/07/2025	RESIDENCE INN SAN JOSE, CA	**$443.94** $443.94	USD	443.94	108000@36%=$159.82/109000@64%=$284.12 Lodging for Head Start California 2025 Health Institute in San Jose, CA on Nov.3rd-5th for Rayjean Stone
11/05/2025 11/07/2025	RESIDENCE INN SAN JOSE, CA	**$443.94** $443.94	USD	443.94	108000@36%=$159.82/109000@64%=$284.12 Lodging for Head Start California 2025 Health Institute in San Jose, CA on Nov.3rd-5th for Maria Laura Gonzales
11/05/2025 11/07/2025	RESIDENCE INN SAN JOSE, CA	**$443.94** $443.94	USD	443.94	108000@36%=$159.82/109000@64%=$284.12 Lodging for Head Start California 2025 Health Institute in San Jose, CA on Nov.3rd-5th for Karen Rios
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	109000@100%=$4.85 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Aselida Del Toro @ Sunrise Villa
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	109000@1000%=$54.85 Regitsration for CDSS Community Care Licensing CCC Application Orientation for Aselida Del Toro @ Sunrise Villa
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	109000@100%=$4.85 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Jazmin De La Cruz Duarte @ California City
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	109000@100%=$54.85 Regitsration for CDSS Community Care Licensing CCC Application Orientation for Jazmin De La Cruz Duarte @ California City
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$54.85** $54.85	USD	54.85	108000@23%=$12.62/109000@77%=$42.23 Regitsration for CDSS Community Care Licensing CCC Application Orientation for Alia Dugum @ Angela Martinez

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/12/2025 11/13/2025	CPS HR CONSULTING 916-2633600, CA	**$4.85** $4.85	USD	4.85	108000@23%=$1.12/109000@77%=$3.73 Registration for CDSS Community Care Licensing CCC Operations & Record Keeping for Alia Dugum @ Angela Martinez

Activity Totals	Purchases	Payments
$13,604.43	$13,604.43	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: FREDDY HERNANDEZ **Account Number:** **5342 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/23/2025 10/27/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$476.46** $476.46	USD	476.46	DOE Training- 10/21/2025
10/23/2025 10/27/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$476.46** $476.46	USD	476.46	DOE Training- 10/21/2025
10/23/2025 10/27/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$476.46** $476.46	USD	476.46	DOE Training- 10/21/2025
10/23/2025 10/27/2025	HOLIDAY INN EXPRESS 2093843700, CA	**$476.46** $476.46	USD	476.46	DOE Training- 10/21/2025
10/29/2025 10/29/2025	SQ *LA COCINA DONA VERO GOSQ.COM, CA	**$700.00** $700.00	USD	700.00	CRC Community Meeting Expense
10/31/2025 11/03/2025	U-HAUL-CT-SOUTHSIDE #7097 BAKERSFIELD, CA	**$177.77** $177.77	USD	177.77	Equipment Rental for Holiday Bike delivery to EKFRC and OFRC
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,460.73** $1,460.73	USD	1,460.73	2025 CalCAPA Conference 11/3/2025- Adam Wage
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,475.76** $1,475.76	USD	1,475.76	2025 CalCAPA Conference 11/3/2025- Abran Gonzalez

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,048.23** $1,048.23	USD	1,048.23	2025 CalCAPA Conference 11/3/2025- Gary Steves
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	2025 CalCAPA Conference 11/3/2025- Jose Gomez
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,364.55** $1,364.55	USD	1,364.55	2025 CalCAPA Conference 11/3/2025- Michael Gage
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,588.52** $1,588.52	USD	1,588.52	2025 CalCAPA Conference 11/3/2025- Jacqueline Guerra
11/15/2025 11/17/2025	DOUBLETREE BAKERSFIELD BAKERSFIELD, CA	**$265.18** $265.18	USD	265.18	11/13/2025- Connecting Language & Literacy- Ada Harpster
11/15/2025 11/17/2025	HAMPTON INNS 916-9272222, CA	**$636.03** $636.03	USD	636.03	11-12-2025 BPI Mentoring- EA Field Exam- Andres Gonzalez
11/21/2025 11/24/2025	PREVENT CHILD ABUSE CA THECAPCENTER., CA	**$500.00** $500.00	USD	500.00	CFRA Membership Renewal- Oasis FRC and EKFRC Split payment

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/24/2025 11/25/2025	SP BABY BUCKLE BUDDY MYBUCKLEBUDDY, TX	**$14.99** $14.99	USD	14.99	Oasis FRC supplies for Car seat installation

Activity Totals	Purchases	Payments
$12,155.80	$12,155.80	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

970

Cardholder Activity

Name: LISA MC GRANAHAN **Account Number: **7461**

Cycle End Date: 11/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
11/11/25	Biometrics4All	**$12.00**	Relay Fees for New Hire Fingerprints
11/17/2025	Safety Holdings	**$1,163.61**	Driving Monitoring Service
		$1,175.61	**Total Expenses for Cycle with End Date of 11/25/2025**

Account Number : 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
Lisa Mcgranahan
Statement Date : 11-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$1,175.61
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$0.00 CR
Payments	$0.00 PY
Total Activity	**$1,175.61**
Disputed Amount	$0.00

General Information

Total Activity $1,175.61

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-11	11-10	24755425314273144856671	BIOMETRICS4ALL 714-5689888 CA	12.00
11-17	11-15	24906415319243351027955	SAFETY HOLDINGS 888-9472622 NM	1,163.61

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9501 2963 7461
Unique ID: XXXX XXXX XXXX 0236
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481622126792 S

LISA MCGRANAHAN
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: JERRY MEADE **Account Number:** **9143 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

974

Cardholder Activity

Name: PRITIKA RAM **Account Number:** **2500 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/24/2025 10/27/2025	COSTCO WHSE #0688 BAKERSFIELD, CA	**$248.89** $248.89	USD	248.89	Halloween candy for outreach team to distribute at community fairs and booth events
11/06/2025 RESOURCE PR 11/07/2025	IN *COMMUNITY 916-5675220, CA	**$2,000.00** $2,000.00	USD	2,000.00	Training expense for Energy Department.
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,114.38** $1,114.38	USD	1,114.38	Hotel stay for P. Ram CalCAPA Conference Nov. 3-6.
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel stay for Savannah O. CalCAPA Conference Nov. 3-6.
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel stay for Karen V. CalCAPA Conference Nov. 3-6.
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel stay for Bradley Ryan F. CalCAPA Conference Nov. 3-6.
11/07/2025 11/10/2025	PAYPAL *BPI 877-274-1274, NY	**$600.00** $600.00	USD	600.00	Training expense for Energy Department
11/14/2025 11/17/2025	CALCAPA* CALCAPA SACRAMENTO, CA	**($151.00)** ($151.00)	USD	(151.00)	CalCAPA registration refund for P.Ram for presenting a session.

975

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/14/2025 11/17/2025	CALCAPA* CALCAPA SACRAMENTO, CA	**($151.00)** ($151.00)	USD	(151.00)	CalCAPA Registration Refund for Savannah O for presenting a session
11/14/2025 11/17/2025	AMAZON MKTPL*B85CZ0J82 AMZN.COM/BILL, WA	**$411.20** $411.20	USD	411.20	Insulated tote bags for East Kern FRC Thanksgiving Food Distribution
11/15/2025 11/17/2025	ALBERTSONS.COM #0336 877-505-4040, CA	**$179.46** $179.46	USD	179.46	Outreach and Marketing Cohort graduation snacks.
11/16/2025 11/17/2025	AMAZON MKTPL*B85AN98L2 AMZN.COM/BILL, WA	**$472.88** $472.88	USD	472.88	Insulated tote bags for East Kern FRC Thanksgiving Food Distribution
11/18/2025 11/19/2025	AMERICAN AIR0012291566498 FORT WORTH, TX	**$488.57** $488.57	USD	488.57	Savannah O. flight for NCAP Retreat in Dallas, TX
11/18/2025 11/19/2025	RESTO RUNN* RESTO RUNN WWW.RESTAURAN, CA	**$337.54** $337.54	USD	337.54	Foundation Board Meeting lunch on 11.18.2025
11/19/2025 11/21/2025	GG *GREATER 503-5970395, CA	**$30.00**	USD	30.00 $30.00	Registration for Bakersfield Chamber Holiday MixerBAKERSFIEL
11/20/2025 11/21/2025	FACEBK *MS9M38HEM2 650-5434800, DE	**$360.24** $360.24	USD	360.24	Boosted Social Media posts for Friendship House Casino Night & Feed the need

976

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/22/2025 11/24/2025	DUNKIN #357749 949-800-8342, CA	**$95.04** $95.04	USD	95.04	Donuts for Food Bank Box Building day Volunteers on 11.22.2025

Activity Totals	Purchases	Payments
$9,090.80	$9,090.80	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

977

Account Number : 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Jeremy T Tobias
Statement Date : 11-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$12,831.40
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$24.00 CR
Payments	$0.00 PY
Total Activity	**$12,807.40**
Disputed Amount	$0.00

General Information

Total Activity $12,807.40

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE **1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-27	10-25	74692165298101903759807	PANERA BREAD #601790 O 661-395-9300 CA	24.00 CR
10-27	10-23	24692165297101427160728	MGM GRAND - ADV DEP 877-880-0880 NV	1,931.06
			CONCESSION ARRIVAL:10-23-25	
10-27	10-24	24692165298101858835730	STOCKDALE MKT #2 BAKERSFIELD CA	70.57
10-27	10-25	24692165298101903759729	PANERA BREAD #601790 O 661-395-9300 CA	71.11
10-30	10-29	24492165302100064276602	RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA	758.55
11-03	10-30	24941665304229270000235	JIM BURKE FORD BAKERSFIELD CA	100.63
11-10	11-07	24492165311100071429623	RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA	266.86
11-10	11-06	24943005311321618934841	GRAND HYATT INDIAN WELLS 7607761234 CA	1,018.20
			0324757607761234 ARRIVAL:11-03-25	
11-10	11-06	24943005311321618935004	GRAND HYATT INDIAN WELLS INDIAN WELLS CA	1,018.20
			45327848 ARRIVAL:11-03-25	
11-10	11-06	24943005311321618935012	GRAND HYATT INDIAN WELLS INDIAN WELLS CA	1,018.20
			45328271 ARRIVAL:11-03-25	
11-10	11-06	24943005311321618935350	GRAND HYATT INDIAN WELLS INDIAN WELLS CA	1,018.20
			45327846 ARRIVAL:11-03-25	
11-10	11-06	24943005311321618936317	GRAND HYATT INDIAN WELLS INDIAN WELLS CA	1,364.55
			45345427 ARRIVAL:11-03-25	
11-10	11-06	24943005311321618936515	GRAND HYATT INDIAN WELLS INDIAN WELLS CA	1,644.44
			45081660 ARRIVAL:11-02-25	

(New Activity continued on next page)

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481622129066 S

JEREMY T TOBIAS
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Jeremy T Tobias
Account Number : 4807 9510 0000 8558
Unique ID: XXXX XXXX XXXX 2222
Statement Date : 11-25-2025

New Activity - Continued

Post Date	Tran Date	Reference Number	Transaction Description	Amount
11-10	11-07	2494300531232231213750 8	GRAND HYATT INDIAN WELLS INDIAN WELLS CA 45151483 ARRIVAL:11-03-25	1,357.60
11-10	11-08	2494300531332288013082 7	GRAND HYATT INDIAN WELLS 7607761234 CA 0741337607761234 ARRIVAL:11-03-25	37.07
11-11	11-10	2403629531471687148747 2	EZCATER*FIREHOUSE SUBS 800-488-1803 MA	201.84
11-13	11-12	2403629531671817693937 9	EZCATER*BAJA FRESH MEX 800-488-1803 MA	198.84
11-24	11-20	2431605532555646231598 9	SHELL OIL12822045014 BAKERSFIELD CA	70.86
11-25	11-24	2449216532810006229725 3	RESTO RUNN* RESTO RUNN WWW.RESTAURAN CA	684.62

Cardholder Activity

Name: JEREMY T TOBIAS **Account Number: **8558**

Statement Date: 11/25/2025

Transaction Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/25/25	Panera Bread	**-$24.00**	Credit Issued for Coffee that was pre-purchased for special Executive Committee meeting on 2/24/25
10/23/2025	MGM Grand Las Vegas	**$1931.06**	Hotel fee for IS Manager, Mohamed Ahmed to attend Power Platform Conf. in Las Vegas, NV. Charged to CEO card as CFTO's card was at limit.
10/24/2025	Stockdale Market Bakersfield	**$70.57**	Gasoline for CEO's agency vehicle
10/25/2025	Panera Bread	**$71.11**	Coffee & Danish for Special Executive Committee meeting on 2/24/25
10/29/2025	Restaurant Runner (Food-Ex)	**$758.55**	Lunch for Board Meeting on 10/29/25
10/30/2025	Jim Burke Ford	**$100.63**	Oil Change / Routine Maintenance on CEO's agency vehicle.
11/07/2025	Restaurant Runner (Food-Ex)	**$266.86**	Lunch for Kern County Food Policy Council Meeting on 11/3/25
11/06/2025	Grand Hyatt Indian Wells	**$1,018.20**	Hotel Fee for Board Member Jonathan Mullings to attend the CalCAPA Conference in Indian Wells, CA
11/06/2025	Grand Hyatt Indian Wells	**$1018.20**	Hotel Fee for Energy Staff Rosa Mungia to attend the CalCAPA Conference in Indian Wells, CA
11/06/2025	Grand Hyatt Indian Wells	**$1018.20**	Hotel Fee for Energy Staff Vipassana Chawla to attend the CalCAPA Conference in Indian Wells, CA
11/06/2025	Grand Hyatt Indian Wells	**$1018.20**	Hotel Fee for Energy Staff Vivian Hernandez to attend the CalCAPA Conference in Indian Wells, CA
11/06/2025	Grand Hyatt Indian Wells	**$1364.55**	Hotel Fee for Energy Staff Lon Anderson to attend the CalCAPA Conference in Indian Wells, CA (Higher hotel fee due to late registration)
11/06/2025	Grand Hyatt Indian Wells	**$1644.44**	Hotel fee for Jeremy Tobias to attend the CalCAPA Annual Conference in Indian Wells, CA
11/07/2025	Grand Hyatt Indian Wells	**$1357.60**	Hotel Fee for Freddy Hernandez to attend the CalCAPA Annual Conference in Indian Wells, CA
11/08/2025	Grand Hyatt Indian Wells	**$37.07**	Misc. Valet Parking Fee at the CalCAPA Conference in Indian Wells, CA
11/10/2025	EzCater - Firehouse Subs	**$201.84**	Lunch for Personnel Committee Meeting on 11/10/25
11/12/2025	EzCater - Baja Fresh Mex	**$198.84**	Lunch for PRE Committee Meeting on 11/12/25
11/20/2025	Shell Oil	**$70.86**	Gasoline for CEO's agency vehicle
11/24/2025	Restaurant Runner (Food-Ex)	**$684.62**	Lunch for Board Meeting on 11/24/25
		$12,807.40	**Total Expenses for Statement Date of 11/25/2025**

Account Number : 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
Emilio Wagner
Statement Date : 11-25-2025

elan

Account Summary

Previous Balance	$0.00
Purchases and Other Charges	$15,123.91
Cash Advances	$0.00
Cash Advance Fees	$0.00
Late Payment Charges	$0.00
Credits	$3,862.12 CR
Payments	$0.00 PY
Total Activity	**$11,261.79**
Disputed Amount	$0.00

General Information

Total Activity $11,261.79

QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE**1-800-393-3526**

New Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount		
10-27	10-23	74692165297101427162968	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-23-25	1,931.06	CR	credit for duplicate charge
10-27	10-23	74692165297101427162976	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-23-25	1,931.06	CR	credit for duplicate charge
10-27	10-23	24692165297101427162369	MGM GRAND - ADV DEP 877-880-0880 NV CONCESSION ARRIVAL:10-23-25	1,931.06		Jose Figueroa PowerPlatform conference Hotel Room 10/25-11/01
10-29	10-28	24692165301105214423391	MGM GRAND - FRONT DESK LAS VEGAS NV 192264 ARRIVAL:10-25-25	1,931.06		duplicate charge
10-29	10-28	24692165301105214423441	MGM GRAND - FRONT DESK LAS VEGAS NV 392264 ARRIVAL:10-25-25	1,931.06		duplicate charge
10-29	10-28	2474455530100111451945 5	ARC STOCKTON 209-4648724 CA	198.02		scanning fee for Stockton
11-04	11-03	2416407530709101748216 0	TARGET 00025247 BAKERSFIELD CA	26.99		supplies FB EBT distribution
11-05	11-05	2443099530953855809992 3	APPLE.COM/US 800-692-7753 CA	2,704.74		iPads Food Bank EBT Dist
11-05	11-05	24692165309102203010406	APPLE.COM/US 800-676-2775 CA	2,704.74		iPads FB EBT distribution
11-10	11-09	2401134531310007393727 4	MICROSOFT#G123724339 MICROSOFT.COM WA	1,825.66		Microsoft Azure Standard
11-13	11-12	2475542531626316304393 7	SIMON SOLUTIONS 256-7640633 AL	300.00		Database import Food Bank
11-13	11-12	2475542531626316304394 5	SIMON SOLUTIONS 256-7640633 AL	450.00		Database import Food Bank
11-19	11-19	2401134532310006708266 3	MINDBODY, INC. WWW.MINDBODYO CA	578.65		Monthly subscription
11-21	11-21	2401134532510002520956 2	MSFT * E0400XS6T8 MICROSOFT.COM WA	541.93		Microsoft Azure monthly usage charge

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

Account Number: 4807 9501 3467 0150
Unique ID: XXXX XXXX XXXX 0243
Amount Due: $0.00

****MEMO STATEMENT ONLY****
DO NOT REMIT PAYMENT

106481622126991 S

EMILIO WAGNER
CAPK
1300 18TH STREET, SUITE 200
BAKERSFIELD CA 93301-4510

Cardholder Activity

Name: TRACY WEBSTER **Account Number:** **9950 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/20/2025 10/27/2025	SQ *SEQUOIA SANDWICH COMP GOSQ.COM, CA	**$65.50** $65.50	USD	65.50	Housing business lunch with Rebecca, Tracy, Martin & Glyn
10/29/2025 10/31/2025	HODEL'S COUNTRY DINING BAKERSFIELD, CA	**$200.00** $200.00	USD	200.00	Deposit for Holiday Event for Finance
11/04/2025 11/04/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$1,200.00** $1,200.00	USD	1,200.00	Online Gift Cards for Policy Council - Credit will go towards Finance The Charges didn't go towards this credit but the card instead. We'll use this credit in the future.
11/05/2025 11/06/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$683.56** $683.56	USD	683.56	Policy Council Year End Gift Cards
11/06/2025 11/07/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$227.32** $227.32	USD	227.32	Policy Council Year End Gift Cards
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,287.57** $1,287.57	USD	1,287.57	Hotel for CALCAPPA - Lili Solorio Accounting Administrator for Energy
11/10/2025 11/12/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$227.32** $227.32	USD	227.32	Policy Council Year End Gift Cards
11/14/2025 11/17/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$113.66** $113.66	USD	113.66	Policy Council Year End Gift Cards

983

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/14/2025 11/17/2025	SQ *SEQUOIA SANDWICH COMP GOSQ.COM, CA	**$200.95** $200.95	USD	200.95	Lunch order for Audit & Pension Committee Mtg
11/18/2025 11/18/2025	GOODY TECHNOLOGIES INC ONGOODY.COM, OR	**$113.66** $113.66	USD	113.66	Policy Council Year End Gift Cards
11/19/2025 11/20/2025	EZCATER*WABA GRILL 800-488-1803, MA	**$233.06** $233.06	USD	233.06	Lunch order for Budget & Finance Committee Mtg.

Activity Totals	Purchases	Payments
$4,552.60	$4,552.60	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: REBECCA MORENO **Account Number:** **9741 **Cycle End Date:** 11/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
10/23/2025 10/27/2025	TRAVELODGE 661-3250772, CA	**$1,512.00** $1,512.00	USD	1,512.00	Motel cost for CalAim Client
10/23/2025 10/27/2025	TRAVELODGE 661-3250772, CA	**$43.19** $43.19	USD	43.19	Motel cost for CalAim Client
10/24/2025 10/27/2025	STUDIO 6 BAKERSFIELD 5312 BAKERSFIELD, CA	**$1,190.00** $1,190.00	USD	1,190.00	Motel cost for CalAim Client
10/27/2025 10/28/2025	PAYPAL *UPCSINSPECT 402-935-7733, TX	**$450.00** $450.00	USD	450.00	Online Training cost for Gloria Nevel
10/27/2025 10/29/2025	2300 SAHARA HOTEL OPERA 702-7617000, NV	**$435.36** $435.36	USD	435.36	Hotel cost for Joseph Aguilar while attending Clarity Connect Conference in Las Vegas
11/03/2025 11/05/2025	INDIAN WELLS RESORT HOTEL INDIAN WELLS, CA	**($44.15)** ($44.15)	USD	(44.15)	Credit for hotel cost for Laurie Hughey while volunteering to set-up for CalCAPA conference
11/03/2025 11/05/2025	INDIAN WELLS RESORT HOTEL INDIAN WELLS, CA	**($69.15)** ($69.15)	USD	(69.15)	Credit for hotel cost for Angelica Daniels while volunteering set-up CalCAPA Conference
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,775.91** $1,775.91	USD	1,775.91	Hotel cost for Joseph Aguilar while attending CalCAPA (room block price was no longer available)

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS INDIAN WELLS, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel Cost for Laurie Hughey attending CalCAPA in Indian Wells, CA
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel cost for Angelica Daniels attending CalCAPA Conference in Indian Wells, CA
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel Cost for Rebecca Moreno attending CalCAPA conference in Indian Wells, CA
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel cost for Jamie Lujan while attending CalCAPA conf in Indian Wells, CA
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel cost for Andres Gonzalez, Energy. Rebecca's card was used in error CalCAPA Conference in Indian Wells, CA used energy Coding in Sage system
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,114.38** $1,114.38	USD	1,114.38	Hotel cost for Raul Jimenez attending CalCAPA conference in Indian Wells, CA
11/06/2025 11/10/2025	GRAND HYATT INDIAN WELLS 7607761234, CA	**$1,018.20** $1,018.20	USD	1,018.20	Hotel Cost for Christopher Ortega, Energy Rebecca's card was used in error CalCAPA Conf in Indian Wells - used Energy Coding in Sage system
11/07/2025 11/10/2025	SUPER 8 MOTELS 661-8331000, CA	**$763.84** $763.84	USD	763.84	Motel cost for CalAim Client
11/07/2025 11/10/2025	TRAVELODGE 661-3250772, CA	**$1,300.00** $1,300.00	USD	1,300.00	Motel Cost for CalAim Client

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/09/2025 11/11/2025	SECURCARE SELF STORAGE 661-3227834, CA	**$337.00** $337.00	USD	337.00	Storage unit for Housing & Supported Services
11/14/2025 11/17/2025	CALCAPA* CALCAPA SACRAMENTO, CA	**($151.00)** ($151.00)	USD	(151.00)	Credit for Rebecca Moreno's conference registration - she was a presenter at the conf
11/20/2025 11/25/2025	TRAVELODGE 661-3250772, CA	**($32.79)** ($32.79)	USD	(32.79)	Motel cost for CalAim Client
11/21/2025 11/24/2025	TRAVELODGE 661-3250772, CA	**$705.60** $705.60	USD	705.60	Motel Cost for CalAim client

Activity Totals	Purchases	Payments
$15,439.39	$15,439.39	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

Cardholder Activity

Name: SUSANA MAGANA **Account Number:** **4027 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount	
10/24/2025 10/27/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$106.99** $106.99	USD	106.99	Purchase of Special Diet Foods/Milk
10/25/2025 10/27/2025	WALMART.COM 800-925-6278, AR	**$35.95** $35.95	USD	35.95	Purchase of Special Diet Foods/Milk
10/27/2025 10/29/2025	HOBBY LOBBY #556 BAKERSFIELD, CA	**$10.77** $10.77	USD	10.77	Purchase of cookie bags for Policy Council Meeting
10/29/2025 10/30/2025	TEXTEDLY TEXTEDLY.COM, CA	**$317.00** $317.00	USD	317.00	Monthly Text Service Subscription for CSFP
10/31/2025 11/03/2025	WALMART.COM 800-925-6278, AR	**$101.76** $101.76	USD	101.76	Purchase of Special Diet Foods/Milk
10/31/2025 11/03/2025	WALMART.COM 800-925-6278, AR	**$106.86** $106.86	USD	106.86	Purchase of Special Diet Foods/Milk
10/31/2025 11/03/2025	PAPA JOHN'S #4370 951-343-7272, CA	**$327.85** $327.85	USD	327.85	Lunch cost for staff development meeting
11/10/2025 11/11/2025	USPS PO 0504620528 BAKERSFIELD, CA	**$46.40** $46.40	USD	46.40	Postage/shipping to mail breast pumps to other locations
11/10/2025 11/11/2025	USPS PO 0504620528 BAKERSFIELD, CA	**$17.25** $17.25	USD	17.25	Postage to mail WIC Supplies to Needles, CA office

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/13/2025 11/14/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$19.66** $19.66	USD	19.66	Purchase of Special Diet Foods/Milk
11/19/2025 11/20/2025	NTLREST SERVSAFE 312-7151010, IL	**$71.94** $71.94	USD	71.94	Purchase of six ServSafe Food Handler California Online Course & Assessment and certificates
11/19/2025 11/20/2025	LASSENS NATURAL FOODS-BK BAKERSFIELD, CA	**$40.72** $40.72	USD	40.72	Purchase of Special Diet Foods/Milk
11/19/2025 11/21/2025	LA QUINTA MOTOR INNS 559-8310730, CA	**$185.41** $185.41	USD	185.41	Hotel Cost for MCAP Travel to Merced
11/19/2025 11/21/2025	LA QUINTA MOTOR INNS 559-8310730, CA	**$185.41** $185.41	USD	185.41	Hotel Cost for MCAP Travel to Merced
11/19/2025 11/21/2025	LA QUINTA MOTOR INNS 559-8310730, CA	**$185.41** $185.41	USD	185.41	Hotel Cost for MCAP Travel to Merced
11/19/2025 11/21/2025	LA QUINTA MOTOR INNS 559-8310730, CA	**$185.41** $185.41	USD	185.41	Hotel Cost for MCAP Travel to Merced

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount	
11/19/2025 11/21/2025	LA QUINTA MOTOR INNS 559-8310730, CA	**$165.66** $165.66	USD	165.66	Hotel Cost for MCAP Travel to Merced

Activity Totals	Purchases	Payments
$2,110.45	$2,110.45	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

066

Cardholder Activity

Name: SABRINA JONES-ROBERTS **Account Number:** **6725 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

991

Cardholder Activity

Name: DEBORAH A JOHNSON **Account Number:** **2145 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount
11/10/2025 11/11/2025	INTUIT *QBOOKS ONLINE CL.INTUIT.COM, CA	**$275.00** $275.00	USD	275.00
11/12/2025 11/13/2025	APF*CLEMMER AND COMPANY 661-3302253, CA	**$55.00** $55.00	USD	55.00
11/12/2025 11/13/2025	APF*CLEMMER AND COMPANY 661-3302253, CA	**$55.00** $55.00	USD	55.00

Activity Totals	Purchases	Payments
$385.00	$385.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

992

Cardholder Activity

Name: DEBORAH A JOHNSON **Account Number: **2145**

Cycle End Date: 11/30/25

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
11/10/25	Quickbooks Online	**$137.50**	Monthly Subscription to Quickbooks Online for CVAF paid from GPD Program
11/10/2025	Quickbooks Online	**$137.50**	monthly Subscription to Quickbooks Online for CVAF paid from SSVF Program
11/12/2025	Clemmer and Company	**$55.00**	Temporary Financial Assistance for an application fee for a SSVF Client
11/12/2025	Clemmer and Company	**$55.00**	Temporary Financial Assistance for an application fee for a SSVF Client
		$385.00	**Total Expenses for Cycle with End Date of 11/30/25**

Cardholder Activity

Name: VETERANS A FOOD SERVICES **Account Number:** **2152 **Cycle End Date:** 11/25/2025

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
10/29/2025 10/30/2025	IC* INSTACART 888-246-7822, CA	**$37.53** $37.53	USD	37.53
10/29/2025 10/30/2025	IC* INSTACART 888-246-7822, CA	**$40.00** $40.00	USD	40.00
10/29/2025 10/30/2025	IC* INSTACART 888-246-7822, CA	**$582.02** $582.02	USD	582.02
10/29/2025 10/30/2025	IC* INSTACART 888-246-7822, CA	**$40.00** $40.00	USD	40.00
11/05/2025 11/06/2025	IC* INSTACART INSTACART.COM, CA	**$435.45** $435.45	USD	435.45
11/06/2025 11/07/2025	IC* INSTACART 888-246-7822, CA	**$427.45** $427.45	USD	427.45
11/12/2025 11/13/2025	IC* INSTACART 888-246-7822, CA	**$221.23** $221.23	USD	221.23
11/19/2025 11/20/2025	IC* INSTACART 888-246-7822, CA	**$579.12** $579.12	USD	579.12

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
11/24/2025 11/25/2025	IC* INSTACART 888-246-7822, CA	**$328.79** $328.79	USD	328.79

Activity Totals	Purchases	Payments
$2,691.59	$2,691.59	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

995

Cardholder Activity

Name: DEBORAH A JOHNSON (Food Card) Account Number: **2152
Cycle End Date: 11/25/25

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/29/25	Instacart	$37.53	Food purchased for the Grant & Per Diem Program
10/29/2025	Instacart	$40.00	Food purchased for the Grant & Per Diem Program
10/29/2025	Instacart	$582.02	Food purchased for the Grant & Per Diem Program
10/29/2025	Instacart	$40.00	Food purchased for the Grant & Per Diem Program
11/05/2025	Instacart	$435.45	Food purchased for the Grant & Per Diem Program
11/06/2025	Instacart	$427.45	Food purchased for the Grant & Per Diem Program
11/12/2025	Instacart	$221.23	Food purchased for the Grant & Per Diem Program
11/19/2025	Instacart	$579.12	Food purchased for the Grant & Per Diem Program
11/24/2025	Instacart	$328.79	Food purchased for the Grant & Per Diem Program
		$2,691.59	**Total Expenses for Cycle with End Date of 11/25/25**

Cardholder Activity

Name: VETERANS SVC FUEL CARD **Account Number:** **2335 **Cycle End Date:** 11/25/2025

Trans Date / Posting Date	Merchant Name / City, State/Prov.	Transaction Total / Allocation Amount	Source Currency / Accounting Code	Currency Amount
10/31/2025 11/03/2025	GOLDEN STATE FOOD & FUEL BAKERSFIELD, CA	**$60.02** $60.02	USD	60.02
11/04/2025 11/05/2025	EXXON OAK STREET MOBIL BAKERSFIELD, CA	**$58.33** $58.33	USD	58.33
11/04/2025 11/05/2025	EXXON OAK STREET MOBIL BAKERSFIELD, CA	**$64.63** $64.63	USD	64.63
11/05/2025 11/06/2025	CHEVRON 0358476 BAKERSFIELD, CA	**$61.64** $61.64	USD	61.64
11/12/2025 11/13/2025	CHEVRON 0358476 BAKERSFIELD, CA	**$40.00** $40.00	USD	40.00
11/12/2025 11/13/2025	CHEVRON 0358476 BAKERSFIELD, CA	**$48.87** $48.87	USD	48.87

Activity Totals	Purchases	Payments
$333.49	$333.49	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

997

Cardholder Activity

Name: DEBORAH A JOHNSON (Fuel Card) Account Number: **2335
Cycle End Date: 11/25/25

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Explanation of Expense
10/31/2025	Golden State Food & Fuel	**$60.02**	Fuel for Grant & Per Diem Program
11/04/2025	Mobil	**$58.33**	Fuel for Grant & Per Diem Program
11/04/2025	Mobil	**$64.63**	Fuel for Grant & Per Diem Program
11/05/2025	Chevron	**$61.64**	Fuel for HHAP Youth Shelter Program
11/12/2025	Chevron	**$48.87**	Fuel for SSVF Program
11/12/2025	Chevron	**$40.00**	Fuel for SSVF Program
$333.49			**Total Expenses for Cycle with End Date of 11/25/25**

Cardholder Activity

Name: TEAM 1 ENERGY **Account Number:** **7425 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

666

Cardholder Activity

Name: TEAM 2 ENERGY **Account Number:** **7433 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

1000

Cardholder Activity

Name: TEAM 3 ENERGY **Account Number:** **7441 **Cycle End Date:** 11/25/2025

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

Activity Totals	Purchases	Payments
$0.00	$0.00	$0.00

Cardholder Name: _____ **Signature:** _____

Supervisor Name: _____ **Signature:** _____

1001

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2025 TO FEBRUARY 28, 2026 (9 OF 12 MONTHS OR 75.0%)

Line Item	2025/26 Budget	3/1/25 - 2/28/26 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,630,185	1,033,087	63.4%	597,098
Head Start Subsidy	1,405,385	1,243,230	88.5%	162,155
Total Revenue	3,035,570	2,276,318	75.0%	759,252
Expenditures (Note B)				
Salaries	923,953	634,667	68.7%	289,286
Benefits	319,677	217,758	68.1%	101,919
Vehicle Gasoline, Repair/Maintenance	51,300	47,297	92.2%	4,003
Space Costs	121,700	149,354	122.7%	(27,654)
Supplies - Office & Food Service	156,000	42,602	27.3%	113,398
Equipment Repair/Maintenance & Lease	11,000	4,985	45.3%	6,015
Communication	13,000	6,169	47.5%	6,831
Risk Insurance	12,700	25,747	202.7%	(13,047)
Printing	1,000	108	10.8%	892
Hiring & Employee Costs	100	286	285.5%	(186)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,147,647	904,457	78.8%	243,190
Sub Total	2,758,577	2,033,429	73.7%	725,148
Adult Meals Prepared	128,794	144,100	111.9%	(15,306)
Indirect	148,199	98,789	66.7%	49,410
Total Expenditures	3,035,570	2,276,318	75.0%	759,252

	Prior Period	NOVEMBER 2025	Cumulative
Total Meals Prepared and Vended (Note C)	469,319	56,767	526,086
Total Meals Claimed	318,359	36,801	355,160
Difference	150,960	19,966	170,926

Percentage Claimed to Prepared/Vended		64.8%	67.5%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/25 - 6/30/26 (5 OF 12 MONTHS = 41.67%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5068)														
Adjusted Days of Enrollment - Certified	10,499	10,062	10,269	11,125	8,452	-	-	-	-	-	-	-	50,406	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 541,202	$ 518,703	$ 529,367	$ 573,470	$ 435,703	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,598,445	**65.02%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.09%	99.54%	99.49%	99.32%	98.90%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**99.09%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5118)														
Adjusted Days of Enrollment - Certified	7,002	9,193	12,691	16,025	13,443	-	-	-	-	-	-	-	58,355	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 387,028	$ 508,094	$ 701,455	$ 885,716	$ 742,969	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,225,262	**42.37%**
Maximum Reimburseable Amount (MRA)													**$7,612,170**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.35%	99.07%	98.95%	98.82%	99.18%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.35%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
MIGRANT CHILD CARE (CMIG-5004)														
Adjusted Days of Enrollment - Certified	-	-	-	-	19	-	-	-	-	-	-	-	19	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ -	$ -	$ -	$ -	$ 964	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 964	**0.33%**
Maximum Reimburseable Amount (MRA)													**$293,823**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	5.00%	5.00%	5.00%	5.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 State contracts.

1003

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2025/26 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/25 - 6/30/26 (5 OF 12 MONTHS = 41.67%)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-5XXX)														
Adjusted Days of Enrollment - Certified	4,676	5,001	5,052	5,193	3,798	-	-	-	-	-	-	-	23,720	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 228,392	$ 244,230	$ 246,762	$ 253,634	$ 185,471	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,158,489	**38.51%**
Maximum Reimburseable Amount (MRA)													**$3,008,544**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	98.58%	99.18%	99.38%	98.90%	99.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		**98.58%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-5XXX)														
Adjusted Days of Enrollment - Certified	-	52	384	749	784	-	-	-	-				1,969	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ 2,541	$ 18,889	$ 36,796	$ 38,518	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 96,744	**4.30%**
Maximum Reimburseable Amount (MRA)													**$2,250,612**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	0.00%	86.11%	93.95%	96.87%	99.34%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Five Percent Flexibility, Maximum = 100 Percent	5.00%	91.11%	98.95%	100.00%	100.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%		

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2025/26 Cooperative Agreement with the San Joaquin County Office of Education

1004

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/25 - 6/30/26 (5 OF 12 MONTHS = 41.67%)

Contract CMAP-5000	July 2025	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Total	%	% Earned to MRA
Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,249,253	$ 2,113,959	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,200,292		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	$ -		
Net Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,249,253	$ 2,113,959	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,200,292	79.66%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**34.70%**
Administration & Support Services Revenue															
Provider Payments	$ 1,799,376	$ 1,954,453	$ 2,083,251	$ 2,249,253	$ 2,113,959	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,200,292		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 478,315	$ 519,539	$ 553,776	$ 597,903	$ 561,939	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,711,472		
Program Administration/Support Services Costs	211,659	256,121	402,034	268,598	312,938	-	-	-	-	-	-	-	1,451,351	11.33%	
Indirect (10% x MTDC) Costs	198,873	218,903	246,368	249,516	239,759	-	-	-	-	-	-	-	1,153,420	9.01%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 410,533	$ 475,024	$ 648,402	$ 518,114	$ 552,697	$ -	$ -	$ -	$ -	$ -	$ -	$ -	2,604,771	20.34%	
Revenue Earned Over/(Under) Costs	$ 67,783	$ 44,515	$ (94,626)	$ 79,789	$ 9,242	$ -	$ -	$ -	$ -	$ -	$ -	$ -	106,701		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,209,908	$ 2,429,477	$ 2,731,653	$ 2,767,367	$ 2,666,657	$ -	$ -	$ -	$ -	$ -	$ -	$ -	12,805,063	100.00%	

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

Provider payments	10,200,292
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	2,711,472

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%			
Administration	6,642,643	17.85%			
Support Services	1,172,231	3.15%			
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%		9,584,682	388%

1005

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

Services: Overall financial and accounting functions of the organization

Activities	November 2025		Year to Date 03/1/25 - 11/30/25	
Description	Number	Amount		Amount
Bank/Wire Deposits	59	10,303,950	629	81,369,835
Vendor Checks Issued	1,525	6,186,587	15,244	63,166,090
Payroll Disbursed		4,233,823		41,998,635
Grant Reports Prepared	40		360	
2-1-1				
ARG III - Warm Handoff				
BKRHC Encampment Resolution				
BCSD California Community School Partnership				
BKRHC - HHAP)				
CAL EITC				
CalCAPA Diaper Distribution Pilot				
California State Preschool				
CalVIP (CA Violence Intervention and Prevention)				
CFDA - Healthy Refrigeration Program Grant				
Child and Adult Care Food				
City of Bakersfield FHCC Sports Field				
County of Kern Low Barrier Homeless Shelter				
CSBG (Community Services Block Grant)				
CSFP (Commodity Supplemental Food Program)				
DOE BIL				
E Kern Family Resource Center				
Early Head Start (EHS)/Head Start - Kern & San Joaquin				
EFAP				
Food Bank Capacity Program				
Help Me Grow				
Home Visit Initiative				
HOME-ARP City of Bakersfield 2024-25				
Housing and Urban Development				
HUD CPF Food Bank Expansion				
Internal Revenue Servicie - VITA				
KCCD CERF Regional Convener				
KCCD CWDB High Road Training Partnership				
LIHEAP				
Local Purchase Assistance (LFPA) USDA				
Migrant Alternative Payment				
NEOPB Cal Fresh Healthy Living				
Oasis FRC				
Positive Youth Development Services				
QRIS San Joaquin				
Safe Camping				
San Joaquin COE General Child Care (CCTR)				
San Joaquin QRIS				
SJCOE COE Headstart				
State Disaster Food Boxes				
SNAP (Cal Fresh Outreach)				
WIC (Women, Infants & Children)				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	575	57	517	2,511
Contracts	40	4	36	166
Leases	8	1	8	35
Requests for Proposals	17	2	15	67

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 Positions

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

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 28, 2025

ASSETS	
Cash in Bank	25,377,207
Cash - Vacation Reserve	1,107,758
Petty Cash	-
Accounts Receivable	9,329,530
Travel Advance	6,910
Prepaid Expense	895,466
Inventory	4,851,792
Net Fixed Assets - Unrestricted	9,556,452
Net Fixed Assets - Restricted	41,042,599
Operating lease ROU	4,493,179
Total Assets	96,660,894
LIABILITES AND NET ASSETS	
Accounts Payable	6,164,310
Accrued Expenses	4,101,294
Accrued Vacation	2,201,945
Line of Credit	-
Note Payable	7,629,178
Advance Payable	3,890,350
Deferred Revenue	16,523,054
Operating Lease Liability	4,511,411
Total Liabilites	45,021,542
Total Net Assets	51,639,353
Total Liabilities and Net Assets	96,660,895

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025

REVENUE	
Grant Revenue	137,819,710
Donations	41,364,481
Other Revenue	2,026,996
In-Kind	65,488
Total Revenue	181,276,675
EXPENDITURES	
Salaries	47,593,937
Benefits	15,542,023
Travel	734,942
Space Costs	10,553,941
Supplies	4,715,779
Consultant/Contract Services	4,883,791
Other Costs	3,655,427
Program Costs	76,420,042
Capital Expenditures	-
Indirect	11,588,968
In-Kind	65,488
Total Expenditures	175,754,338
Net Change in Assets	5,522,337
Net Assets, beginning	46,117,016
Net Assets, ending	51,639,353

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF NOVEMBER 30, 2025

ASSETS	
Cash in Bank	15,892,657
Cash - Vacation Reserve	1,378,124
Petty Cash	-
Accounts Receivable	8,309,486
Travel Advance	1,900
Prepaid Expense	789,414
Inventory	4,697,480
Net Fixed Assets - Unrestricted	9,106,614
Net Fixed Assets - Restricted	38,917,872
Operating lease ROU	4,493,179
Total Assets	83,586,726
LIABILITES AND NET ASSETS	
Accounts Payable	5,961,695
Accrued Expenses	54,577
Accrued Vacation	1,836,155
Line of Credit	-
Note Payable	7,354,426
Advance Payable	1,011,092
Deferred Revenue	10,494,182
Operating Lease Liability	4,511,411
Total Liabilites	31,223,539
Total Net Assets	52,363,188
Total Liabilities and Net Assets	83,586,727

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2025 TO NOVEMBER 30, 2025

REVENUE	
Grant Revenue	102,139,654
Donations	509,914
Other Revenue	10,122,234
In-Kind	12,466,194
Total Revenue	125,237,996
EXPENDITURES	
Salaries	39,690,202
Benefits	13,630,535
Travel	802,402
Space Costs	10,492,530
Supplies	3,524,527
Consultant/Contract Services	4,098,316
Other Costs	3,574,703
Program Costs	27,317,309
Capital Expenditures	56,894
Indirect	8,860,548
In-Kind	12,466,194
Total Expenditures	124,514,161
Net Change in Assets	723,835
Net Assets, beginning	51,639,353
Net Assets, ending	52,363,188

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	52,648,986	35,975,767	16,673,219	68%
BENEFITS	16,057,706	12,355,956	3,701,750	77%
TRAVEL	1,169,206	684,502	484,704	59%
SPACE COST	8,189,839	7,296,777	893,062	89%
SUPPLIES	2,243,864	2,927,036	(683,172)	130%
EQUIPMENT	-	41,248	(41,248)	Not budgeted
CONSULTANT/CONTRACT SERVICES	4,721,997	2,672,346	2,049,651	57%
OTHER COSTS	3,481,549	2,641,898	839,651	76%
PROGRAM COSTS	32,585,152	27,088,408	5,496,744	83%
INDIRECT	11,637,040	8,860,541	2,776,499	76%
TOTAL	132,735,339	100,544,479	32,190,860	76%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,999,924	26,752,802	12,247,122	69%
BENEFITS	11,690,857	9,207,020	2,483,837	79%
TRAVEL	836,996	360,021	476,975	43%
SPACE COST	3,757,138	4,037,469	(280,331)	107%
SUPPLIES	1,649,146	1,954,751	(305,605)	119%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,407,736	1,171,534	236,202	83%
OTHER COSTS	1,688,881	1,068,944	619,937	63%
PROGRAM COSTS	28,405,475	23,425,525	4,979,950	82%
INDIRECT	8,755,735	6,698,469	2,057,266	77%
TOTAL	97,191,888	74,676,534	22,515,354	77%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,086,849	2,968,870	2,117,979	58%
BENEFITS	1,666,602	1,061,951	604,651	64%
TRAVEL	115,667	174,669	(59,002)	151%
SPACE COST	733,727	1,206,249	(472,522)	164%
SUPPLIES	199,399	462,488	(263,089)	232%
EQUIPMENT	-	18,922	(18,922)	Not budgeted
CONSULTANT/CONTRACT SERVICES	952,904	574,596	378,308	60%
OTHER COSTS	614,558	487,451	127,107	79%
PROGRAM COSTS	3,061,030	2,714,430	346,600	89%
INDIRECT	1,067,671	841,159	226,512	79%
TOTAL	13,498,407	10,510,784	2,987,623	78%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,026,630	1,839,842	1,186,788	61%
BENEFITS	966,559	617,891	348,669	64%
TRAVEL	80,650	40,528	40,122	50%
SPACE COST	253,000	240,859	12,141	95%
SUPPLIES	136,000	59,077	76,923	43%
EQUIPMENT	-	10,142	(10,142)	0%
CONSULTANT/CONTRACT SERVICES	2,078,131	645,851	1,432,280	31%
OTHER COSTS	563,693	450,772	112,921	80%
PROGRAM COSTS	302,662	275,955	26,707	91%
INDIRECT	740,732	417,314	323,418	56%
TOTAL	8,148,057	4,598,230	3,549,827	56%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,282,110	3,751,148	530,962	88%
BENEFITS	1,347,365	1,253,522	93,843	93%
TRAVEL	66,742	84,749	(18,007)	127%
SPACE COST	3,195,293	1,602,975	1,592,318	50%
SUPPLIES	208,638	424,846	(216,208)	204%
EQUIPMENT	-	12,184	(12,184)	0%
CONSULTANT/CONTRACT SERVICES	277,476	255,989	21,487	92%
OTHER COSTS	447,277	383,346	63,931	86%
PROGRAM COSTS	812,985	660,347	152,638	81%
INDIRECT	852,469	761,850	90,619	89%
TOTAL	11,490,355	9,190,955	2,299,400	80%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	950,312	420,044	530,268	44%
BENEFITS	282,380	158,333	124,047	56%
TRAVEL	43,851	19,470	24,381	44%
SPACE COST	253,681	134,492	119,189	53%
SUPPLIES	31,831	10,369	21,462	33%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,750	2,785	2,965	48%
OTHER COSTS	51,480	43,595	7,885	85%
PROGRAM COSTS	3,000	11,217	(8,217)	374%
INDIRECT	169,042	112,865	56,177	67%
TOTAL	1,791,327	913,172	878,155	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-25 TO 11-30-25 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	303,161	243,061	60,100	80%
BENEFITS	103,943	57,238	46,705	55%
TRAVEL	25,300	5,066	20,234	20%
SPACE COST	(3,000)	74,733	(77,733)	-2491%
SUPPLIES	18,850	15,506	3,344	82%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	-	21,592	(21,592)	Not budgeted
OTHER COSTS	115,660	207,790	(92,130)	180%
PROGRAM COSTS	-	934	(934)	0%
INDIRECT	51,391	28,884	22,507	56%
TOTAL	615,305	654,804	(39,499)	106%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2025/26
BUDGET TO ACTUAL - 03/01/25 TO 11/30/25 (8 OF 12 MONTHS = 66.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 11,637,040**	**$ 8,860,549**	**76.1%**	**$ 2,776,491**
Expenditures				
Salaries	6,185,191	3,815,058	61.7%	2,370,133
Benefits @ 23.6% actual	1,946,896	1,186,653	61.0%	760,243
Total Personnel Costs	8,132,087	5,001,711	61.5%	3,130,376
Operating Costs				
Travel	113,200	114,412	101.1%	(1,212)
Space Costs	459,000	469,122	102.2%	(10,122)
Supplies	270,486	239,799	88.7%	30,687
Equipment	-	16,121	0.0%	(16,121)
Consultant/Contract	1,254,700	1,360,248	108.4%	(105,548)
Other Operating Costs	713,015	640,815	89.9%	72,200
Total Operating Costs	2,810,401	2,840,518	101.1%	(30,117)
Total Expenditures	**$ 10,942,488**	**$ 7,842,228**	**71.7%**	**$ 3,100,260**
Excess (Deficit) Indirect Revenue	**$ 694,552**	**$ 1,018,321**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,682,171	$ 921,294	54.8%	$ 760,877
Operations	3,779,805	2,881,496	76.2%	898,309
Executive	749,484	611,739	81.6%	137,745
Finance	3,354,458	2,533,170	75.5%	821,288
Community Development	1,376,570	893,045	64.9%	483,525
	$ 10,942,488	$ 7,842,228	71.7%	$ 3,100,260

Prepared Date: 01/13/26

Company name:	Community Action Partnership of Kern (CAPK)
Report name:	Check register
Created on:	1/13/2026

Bank	Date	Vendor	Document no.	Amount
CBB - Operating Acct - Citizens Business Bank				
	11/1/2025	V04544--ELAN	45931	56,467.29
	11/3/2025	V04853--VIPASSANA CHAWLA	Voided - 305755	-111.00
	11/3/2025	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLAB	Voided - 304627	-500.00
	11/3/2025	V04929--KRISTIN GAMBOA	306110	2,012.73
	11/3/2025	V03769--MANUEL LOPEZ	306111	20,886.69
	11/4/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	306214	4,579.12
	11/4/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	306145	10,443.06
	11/4/2025	V04043--ALONDRA MURILLO	306116	1,362.13
	11/4/2025	V03426--MAYRA GARCIA	306166	99.40
	11/4/2025	V03182--PARENTS AS TEACHERS NATIONAL CENTER	306177	750.00
	11/4/2025	V01907--HOMES R US REALTY INC	306146	2,660.00
	11/4/2025	V04160--MOUNTAINSIDE DISPOSAL, INC.	306168	392.55
	11/4/2025	V00597--LAMONT SANITATION INC	306157	1,597.61
	11/4/2025	V01026--VARNER & SON INC	306203	691.69
	11/4/2025	V04777--OILDALE MUTUAL WATER COMPANY	306173	427.35
	11/4/2025	V00799--PRICE DISPOSAL	306180	539.76
	11/4/2025	V03063--VILLALOBOS CONCRETE INC	306207	4,411.00
	11/4/2025	V03977--WINDI WALKER	306210	163.80
	11/4/2025	V04185--Laura Padilla	306159	70.00
	11/4/2025	V04577--INTERSTATE 2010-1 LLC	306148	1,183.00
	11/4/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306136	717.00
	11/4/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	306208	1,015.07
	11/4/2025	V04786--VERONICA RAMOS	306205	243.60
	11/4/2025	V00207--CINTAS CORPORATION #668	306128	353.78
	11/4/2025	V00562--KEITH C PFEFFER	306153	50.88
	11/4/2025	V04955--OLEANDER GARDENS LLC	306174	1,120.00
	11/4/2025	V00801--PRODUCERS DAIRY FOODS INC	306181	3,641.21
	11/4/2025	V03172--OFFICE1 LEASING	306172	216.05
	11/4/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	306154	26,077.46
	11/4/2025	V04093--AT&T	306119	93.11
	11/4/2025	V04285--FLORENTINA ARANA	306139	65.00
	11/4/2025	V03554--CHRISTINA BUSTAMANTE	306126	518.40
	11/4/2025	V03138--KEENAN & ASSOCIATES	306152	990.91
	11/4/2025	V03430--SPECTRUM/CHARTER	306195	170.00
	11/4/2025	V00919--SPECTRUM	306194	346.25
	11/4/2025	V04963--LYNDA WILSON	306163	1,500.00
	11/4/2025	V00370--FEDEX	306138	115.31
	11/4/2025	V00787--PG&E	306178	14,646.78
	11/4/2025	V04696--BAKERSFIELD ROOFING, INC.	306120	9,000.00
	11/4/2025	V00886--SERDA'S PLUMBING, INC	306188	6,760.00
	11/4/2025	V02773--MANJIT KAUR GHUMAN	306165	65.00
	11/4/2025	V03736--LAVAR NEWSOME	306160	65.00
	11/4/2025	V03988--YOSHIRA PEREZ	306211	70.00
	11/4/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	306167	990.00
	11/4/2025	V03172--OFFICE1 LEASING	306171	1,403.14
	11/4/2025	V03172--OFFICE1 LEASING	306170	545.26
	11/4/2025	V00907--SOCALGAS	306189	117.24
	11/4/2025	V00919--SPECTRUM	306193	90.00
	11/4/2025	V04237--ARELY RODRIGUEZ MERCADO	306117	70.00
	11/4/2025	V00914--SOUTHERN CALIFORNIA EDISON	306190	83.54
	11/4/2025	V00594--LAMONT ELEMENTARY SCHOOL DISTRICT	306156	36,463.53
	11/4/2025	V00252--COUNTY OF KERN PUBLIC WORKS	306131	23.54
	11/4/2025	V03172--OFFICE1 LEASING	306169	487.98
	11/4/2025	V03989--YVONNE SALDANA	306212	460.00
	11/4/2025	V03157--KERN ISLAND INVESTORS, GP	306155	735.64
	11/4/2025	V00212--CITY OF DELANO	306129	361.71
	11/4/2025	V00919--SPECTRUM	306192	226.24
	11/4/2025	V00854--SAFEWAY INC VONS DIVISION	306186	188.90
	11/4/2025	V02935--COUNTRY CLUB SERVICE (DBA BOB'S LUBE & OIL, '	306130	71.35
	11/4/2025	V00919--SPECTRUM	306191	166.25

Bank	Date	Vendor	Document no.	Amount
	11/4/2025	V00601--LASTAND, INC	306158	22.00
	11/4/2025	V00806--PROTECTION 1/ADT	306182	107.51
	11/4/2025	V04917--LUIS D ALAMILLO	306162	734.00
	11/4/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306135	181.00
	11/4/2025	V00295--DEPARTMENT OF MOTOR VEHICLES	306134	181.00
	11/4/2025	V03646--GLYNIEL CAMPBELL	306142	207.25
	11/4/2025	V04602--SEQUOIA PEST SOLUTIONS	306187	1,596.00
	11/4/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	306209	14,770.36
	11/4/2025	V04956--BENNY BANKSTER	306121	800.00
	11/4/2025	V00169--CALIFORNIA WATER SERVICE	306123	2,039.42
	11/4/2025	V04867--GRETTA SMALL	306143	575.00
	11/4/2025	V03114--FS FORTIETH STREET LP	306140	570.50
	11/4/2025	V03117--IGNACIO VALDOVINOS OCHOA	306147	525.00
	11/4/2025	V04866--EAST HILLS ASSOCIATES LP	306137	392.00
	11/4/2025	V04863--ALMA THE LIGHTHOUSE INC	306115	930.00
	11/4/2025	V04964--PHOUNANG KEOVONGSACK	306179	1,190.99
	11/4/2025	V04965--MAGDALENA PACHECO	306164	90.00
	11/4/2025	V04651--ALICIA HERNANDEZ	306114	1,297.32
	11/4/2025	V04859--BETA PROPERTY INVESTMENTS, LLC	306122	1,961.00
	11/4/2025	V00960--TEHACHAPI UNIFIED SCHOOL DISTRICT	306199	855.00
	11/4/2025	V00952--T.D. PRODUCE SALES	306198	3,720.00
	11/4/2025	V00947--SUNRISE VILLA PARTNERS	306197	700.00
	11/4/2025	V04824--A-1 PLUMBING SERVICE, INC.	306113	2,925.00
	11/4/2025	V04804--VERDANT COMMERCIAL CAPITAL LLC	306204	558.79
	11/4/2025	V04968--GARRY L. NOEL	306141	1,500.00
	11/4/2025	V00092--AT&T	306118	1,256.15
	11/4/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	306213	1,185.20
	11/4/2025	V04792--CARL ELIJAH	306125	185.00
	11/4/2025	V03280--JEREMY MARRS	306151	886.00
	11/4/2025	V04111--JAYLEEN VEGA	306149	166.65
	11/4/2025	V03680--JENNY CHAU RIVERO	306150	414.00
	11/4/2025	V03891--ROBERT ESPINOSA	306185	216.70
	11/4/2025	V03881--RAYJEAN STONE	306183	186.75
	11/4/2025	V00436--H & B GROUP INC.	306144	1,033.29
	11/4/2025	V01022--VALLEY PROPANE SERVICE	306202	272.83
	11/4/2025	V01022--VALLEY PROPANE SERVICE	306201	205.13
	11/4/2025	V00926--STANDARD PLUMBING SUPPLY COMPANY, INC	306196	24.85
	11/4/2025	V03356--CYNTHIA RODRIGUEZ	306132	326.90
	11/4/2025	V00282--DELANO UNION SCHOOL DISTRICT	306133	4,131.00
	11/4/2025	V04835--LOS BROTHERS KITCHEN	306161	487.13
	11/4/2025	V04430--CALIFORNIA WATER SERVICE COMPANY	306124	696.67
	11/4/2025	V00206--CHRISTOPHER PERCIVAL	306127	1,975.35
	11/4/2025	V03314--VESTIS GROUP, INC	306206	288.80
	11/4/2025	V01003--TRES HOMBRES FENCE COMPANY	306200	1,860.00
	11/4/2025	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY	306176	382.60
	11/4/2025	V03192--ROBERT D. STANE - AMERICAN TERMITE SOLUTION	306184	475.00
	11/4/2025	V00760--PACIFIC STORAGE COMPANY	306175	190.00
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010504	104.71
	11/4/2025	V01044--W W GRAINGER INC	122234140010503	714.71
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010502	306.30
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010501	7.49
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010500	16.97
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010499	43.14
	11/4/2025	V00578--KERN VALLEY PRINTING, INC	122234140010498	2,144.43
	11/4/2025	V00286--DELL TECHNOLOGIES, INC.	122234140010497	2,712.03
	11/4/2025	V00478--INDOFF INCORPORATED	122234140010496	14,964.65
	11/4/2025	V00478--INDOFF INCORPORATED	122234140010495	3,995.00
	11/4/2025	V04718--HARC, INC.	122234140010494	17,231.79
	11/4/2025	V00992--TOKAY PRESS INC	122234140010493	499.88
	11/4/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140010492	846.81
	11/4/2025	V00285--DELL FINANCIAL SERVICES LLC	122234140010491	247.55
	11/4/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140010490	252.23
	11/4/2025	V03096--PUBLIC AGENCY COALITION ENTERPRISE	122234140010489	909,152.91
	11/4/2025	V00883--SEIU LOCAL 521	122234140010488	29,838.61

Bank	Date	Vendor	Document no.	Amount
	11/4/2025	V00937--STINSON STATIONERS	122234140010487	1,011.88
	11/4/2025	V00812--QUADIENT FINANCE USA INC	122234140010486	2,500.00
	11/4/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010485	48.06
	11/4/2025	V00057--AMERICAN REFUSE, INC.	122234140010484	631.39
	11/4/2025	P02479--ORALIA QUIROZ	122234140010483	4,571.49
	11/4/2025	V03415--STACY MERRIFIELD	122234140010482	2.10
	11/4/2025	V03255--CYNTHIA BORJON-COSBY	122234140010481	4,500.00
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010480	21,088.77
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010479	1,381.09
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010478	844.31
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010477	637.74
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010476	8.95
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010475	341.28
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010474	283.96
	11/4/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010473	187.11
	11/4/2025	V00683--MCWILLIAMS & WALDEN INC	122234140010472	140.03
	11/4/2025	V00770--KERN PRINT SERVICES, INC	122234140010471	113.52
	11/4/2025	V00580--KERNVILLE UNION SCHOOL DISTRICT	122234140010470	56,186.32
	11/4/2025	V00284--DELK PEST CONTROL	122234140010469	90.00
	11/4/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140010468	544.00
	11/4/2025	V00182--CDW LLC	122234140010467	1,114.23
	11/4/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140010466	1,167.62
	11/4/2025	V00770--KERN PRINT SERVICES, INC	122234140010465	1,285.32
	11/4/2025	V00937--STINSON STATIONERS	122234140010464	314.93
	11/4/2025	V03301--COLLETTE ROYAL	122234140010463	138.00
	11/4/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140010462	102.46
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010461	64.68
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010460	1,184.35
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010459	776.85
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010458	431.74
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010457	415.00
	11/4/2025	V02042--PLAYA AZUL PROPERTY MANAGEMENT, LLC	122234140010456	590.00
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010455	242.75
	11/4/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010454	366.73
	11/4/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140010453	331.64
	11/4/2025	V03228--IMPERIAL BAG & PAPER CO, LLC	122234140010452	135.21
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010451	215.51
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010450	57.10
	11/4/2025	V02504--SUSANA R MAGANA	122234140010449	306.60
	11/4/2025	V01064--WIPFLI LLP	122234140010448	1,440.00
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010447	365.50
	11/4/2025	V04034--RINGCENTRAL INC.	122234140010446	17,343.17
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010445	172.90
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010444	216.92
	11/4/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010443	231.58
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010442	154.73
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010441	118.05
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010440	109.80
	11/4/2025	V03174--OFFICE IMAGING, INC	122234140010439	27.96
	11/4/2025	V00312--DONAHUE TRUCK CENTERS	122234140010438	1,648.82
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010437	14.98
	11/4/2025	V03175--RACE TELECOMMUNICATIONS INC	122234140010436	238.69
	11/4/2025	V00128--BRADY INDUSTRIES	122234140010435	1,011.99
	11/4/2025	V03723--KEVIN GOUDGE	122234140010434	320.60
	11/4/2025	V01064--WIPFLI LLP	122234140010433	14,840.00
	11/4/2025	V00905--SMART & FINAL	122234140010432	457.43
	11/4/2025	V03583--DELORES PATRICIO	122234140010431	102.65
	11/4/2025	V01080--YOUNG INNOVATIONS	122234140010430	1,444.66
	11/4/2025	V00997--TRAFFIC MANAGEMENT, INC.	122234140010429	26.23
	11/4/2025	V00384--FIVE9 INC	122234140010428	3,743.92
	11/4/2025	V03191--VAL-PRO, INC	122234140010427	387.30
	11/4/2025	V03888--RITA ANN SOTO	122234140010426	92.00
	11/4/2025	V00358--EXACT STAFF, INC	122234140010425	2,520.00
	11/4/2025	V03191--VAL-PRO, INC	122234140010424	264.90

Bank	Date	Vendor	Document no.	Amount
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010423	22.88
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010422	41.12
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010421	37.88
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010420	5.38
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010419	5.38
	11/4/2025	V00711--MOLLY & BRUCE BUSACCA INC	122234140010418	89.00
	11/4/2025	V03328--Hometown Plumbing	122234140010417	175.00
	11/4/2025	V03171--HANSEN'S MOVING AND STORAGE, INC	122234140010416	12,390.00
	11/4/2025	V03159--JOHN REY	122234140010415	140.10
	11/4/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140010414	7,080.00
	11/4/2025	V01033--VERNON SORENSON MD INC	122234140010413	25.00
	11/4/2025	V03082--IDEAL SPECIALTIES INC	122234140010412	177,400.00
	11/4/2025	V00182--CDW LLC	122234140010411	1,616.75
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010410	171.07
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010409	125.93
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010408	124.64
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010407	120.24
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010406	92.27
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010405	81.68
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010404	49.95
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010403	45.45
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010402	45.45
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010401	44.37
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010400	41.12
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010399	40.74
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010398	38.37
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010397	29.29
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010396	28.37
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010395	22.88
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010394	5.40
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010393	5.40
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010392	5.40
	11/4/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010391	64.95
	11/4/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010390	147.19
	11/4/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010389	51.94
	11/4/2025	V00182--CDW LLC	122234140010388	224.92
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010387	355.02
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010386	300.12
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010385	237.07
	11/4/2025	V03186--BLUETRITON BRANDS INC	122234140010384	207.29
	11/4/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010383	192.06
	11/4/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010382	150.00
	11/4/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010381	450.00
	11/4/2025	V00087--ARVIN COMMUNITY SERVICE DISTRICT	122234140010380	627.65
	11/4/2025	V03551--CHASE RANGEL	122234140010379	473.40
	11/4/2025	V00592--LAKESHORE PARENT, LLC	122234140010378	2,606.69
	11/4/2025	V03987--YOLANDA LOPEZ	122234140010377	493.40
	11/4/2025	V03328--Hometown Plumbing	122234140010376	160.00
	11/4/2025	V03438--LIZETTE BRAVO	122234140010375	393.40
	11/4/2025	V03328--Hometown Plumbing	122234140010374	165.00
	11/4/2025	V03328--Hometown Plumbing	122234140010373	135.00
	11/4/2025	V04180--DIESEL DIRECT LLC	122234140010372	1,300.66
	11/4/2025	V01064--WIPFLI LLP	122234140010371	640.00
	11/4/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140010370	11,916.96
	11/4/2025	V00874--SAVE MART SUPERMARKETS	122234140010369	826.48
	11/4/2025	V03328--Hometown Plumbing	122234140010368	245.00
	11/4/2025	V04180--DIESEL DIRECT LLC	122234140010367	1,311.17
	11/4/2025	V04678--GRUPE HUBER COMPANY	122234140010366	4,257.30
	11/4/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JC	122234140010365	6,066.24
	11/4/2025	V04820--RUPINDER GILL	122234140010364	2,295.00
	11/4/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140010363	4,529.88
	11/4/2025	V03278--LODI MUSLIM MOSQUE	122234140010362	5,700.00
	11/4/2025	V03236--UNITED WAY OF CENTRAL EASTERN CALIFORNIA	122234140010361	2,500.00
	11/4/2025	V03328--Hometown Plumbing	122234140010360	135.00

Bank	Date	Vendor	Document no.	Amount
	11/4/2025	V03328--Hometown Plumbing	122234140010359	195.00
	11/4/2025	V03328--Hometown Plumbing	122234140010358	235.00
	11/4/2025	V03328--Hometown Plumbing	122234140010357	285.00
	11/4/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140010356	18,533.96
	11/4/2025	V04799--SIXTH AND UNION LLC	122234140010355	400.00
	11/4/2025	V00683--MCWILLIAMS & WALDEN INC	122234140010354	334.80
	11/4/2025	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLAB	122234140010353	1,763.19
	11/4/2025	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLAB	122234140010352	2,634.42
	11/4/2025	V01032--VERIZON WIRELESS	122234140010351	3,608.97
	11/4/2025	P02138--JACOBA C DE ANDRACA	122234140010350	7,778.86
	11/4/2025	V03437--LETISHA BROOKS	122234140010349	326.90
	11/4/2025	V03328--Hometown Plumbing	122234140010348	135.00
	11/4/2025	V00407--GARDEN PATHWAYS INC	122234140010347	7,520.37
	11/4/2025	V00029--ADVANCED DATA STORAGE, INC	122234140010346	88.90
	11/4/2025	V03328--Hometown Plumbing	122234140010345	270.00
	11/4/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140010344	11,612.23
	11/4/2025	V02411--MARISELA P. GONZALEZ	122234140010343	186.75
	11/4/2025	V04556--SPRITE HEALTH, INC.	122234140010342	6,808.64
	11/4/2025	V03388--KAREN RIOS	122234140010341	186.75
	11/4/2025	V03328--Hometown Plumbing	122234140010340	585.00
	11/4/2025	V00683--MCWILLIAMS & WALDEN INC	122234140010339	1,267.42
	11/4/2025	V04575--LOWE'S COMPANIES, INC.	122234140010338	198.50
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010337	60.36
	11/4/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010336	120.00
	11/4/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010335	180.00
	11/4/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010334	1,145.71
	11/4/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010333	960.00
	11/4/2025	V04853--VIPASSANA CHAWLA	122234140010332	111.00
	11/4/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010331	300.00
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010330	581.82
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010329	1,265.09
	11/4/2025	V01020--VALLEY GARBAGE SERVICE	122234140010328	507.74
	11/4/2025	V03292--MICHAEL MOURKOS	122234140010327	99.95
	11/4/2025	V00107--BAKERSFIELD-KERN REGIONAL HOMELESS COLLAB	122234140010326	500.00
	11/4/2025	V00704--MISSION LINEN SUPPLY	122234140010325	50.64
	11/4/2025	V04976--XINIA MARIA CORDERO LAZO	306112	1,254.74
	11/5/2025	V03957--VALERIA BEDOLLA GARCIA	306217	603.20
	11/5/2025	V04266--DELANEY CAVAZOS	306215	1,605.90
	11/5/2025	V04979--PATRICIA MEDINA	306216	89.11
	11/7/2025	V04989--D Law, Inc	306219	5,000.00
	11/7/2025	V04986--KARINA HERNANDEZ GALVAN	306218	297.64
	11/10/2025	V03191--VAL-PRO, INC	122234140010628	197.10
	11/10/2025	V03191--VAL-PRO, INC	122234140010627	562.15
	11/10/2025	V03191--VAL-PRO, INC	122234140010626	410.60
	11/10/2025	V03191--VAL-PRO, INC	122234140010625	512.26
	11/10/2025	V01966--LA MIRAGE CONDOS LLC	306252	1,095.00
	11/10/2025	V03098--GEAHI GREEN GARDENS LP	306246	550.00
	11/10/2025	V04130--ANA HERNANDEZ ZARATE	306225	74.20
	11/10/2025	V03810--MARTHA ORDUNA	306258	127.40
	11/10/2025	V00801--PRODUCERS DAIRY FOODS INC	306271	451.93
	11/10/2025	V01049--WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	306290	1,132.84
	11/10/2025	V00806--PROTECTION 1/ADT	306272	272.69
	11/10/2025	V03840--NALLELY SANCHEZ	306261	249.90
	11/10/2025	V04095--KATERINA GONZALEZ-ROSARIO	306250	222.60
	11/10/2025	V01009--ULINE	306285	576.49
	11/10/2025	V00207--CINTAS CORPORATION #668	306238	356.60
	11/10/2025	V04043--ALONDRA MURILLO	306223	6.30
	11/10/2025	V00957--UTJ HOLD CO, INC.	306287	27,737.50
	11/10/2025	V04604--PEGBOARD	306268	4,344.13
	11/10/2025	V04094--ANA MARTINEZ	306226	151.20
	11/10/2025	V03745--LISA MORENO	306255	69.30
	11/10/2025	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	306275	385.00
	11/10/2025	V00035--ALAMO ALARM CO INC	306220	203.50
	11/10/2025	V00788--PHILADELPHIA INSURANCE COMPANIES	306270	447.00

Bank	Date	Vendor	Document no.	Amount
	11/10/2025	V04046--MICHELLE ADILENE RUIZ	306260	98.70
	11/10/2025	V03427--LANEISHA HAMMOND	306253	84.00
	11/10/2025	V03654--HANNIA I ACEVEDO	306248	70.00
	11/10/2025	V03486--ANA CARRENO	306224	43.40
	11/10/2025	V03546--CAROLINA MORALES	306235	26.60
	11/10/2025	V03736--LAVAR NEWSOME	306254	18.90
	11/10/2025	V03520--AURORA GALLEGOS ORDONEZ	306231	13.30
	11/10/2025	V04043--ALONDRA MURILLO	306222	386.40
	11/10/2025	V02597--CATHARYN LAURIE SPROULE	306236	179.20
	11/10/2025	V04042--ASHLEY LAUREN McALLISTER	306229	161.00
	11/10/2025	V03886--RIGOBERTO REYES	306274	160.30
	11/10/2025	V00787--PG&E	306269	4,531.61
	11/10/2025	V04977--CARLA ESPINOZA	306234	102.65
	11/10/2025	V00389--FLYERS ENERGY LLC	306244	666.72
	11/10/2025	V03172--OFFICE1 LEASING	306267	395.61
	11/10/2025	V03172--OFFICE1 LEASING	306266	361.93
	11/10/2025	V03172--OFFICE1 LEASING	306265	302.78
	11/10/2025	V01012--UNITED RENTALS INC	306286	204.70
	11/10/2025	V03172--OFFICE1 LEASING	306264	1,933.40
	11/10/2025	V04653--MARITZA CAMACHO	306257	121.80
	11/10/2025	V00114--BERKSHIRE HATHAWAY HOMESTATE CO	306232	177,087.73
	11/10/2025	V00215--CITY OF SHAFTER	306239	665.22
	11/10/2025	V04586--DFT HOTELS, INC.	306242	1,084.32
	11/10/2025	V00919--SPECTRUM	306281	206.25
	11/10/2025	V03172--OFFICE1 LEASING	306263	598.52
	11/10/2025	V00914--SOUTHERN CALIFORNIA EDISON	306279	3,254.21
	11/10/2025	V00659--Maria Ornelas	306256	12.00
	11/10/2025	V03496--ANDREW CHAVEZ	306228	726.60
	11/10/2025	V04052--DIABLO FENCE COMPANY	306243	21,525.00
	11/10/2025	V00206--CHRISTOPHER PERCIVAL	306237	100.98
	11/10/2025	V00912--SOUTH TULARE RICHGROVE REFUSE INC	306278	460.88
	11/10/2025	V00220--CITY OF WASCO	306240	571.68
	11/10/2025	V04467--ALL PROPERTY MANAGEMENT & SALES INC	306221	728.00
	11/10/2025	V00092--AT&T	306230	523.18
	11/10/2025	V00169--CALIFORNIA WATER SERVICE	306233	3,009.66
	11/10/2025	V00255--COVERALL NORTH AMERICA INC	306241	1,025.00
	11/10/2025	V03495--ANDRES GONZALEZ	306227	301.00
	11/10/2025	V03314--VESTIS GROUP, INC	306288	72.20
	11/10/2025	V04980--SCHULMAN INDUSTRIES LLC	306276	675.00
	11/10/2025	V03430--SPECTRUM/CHARTER	306282	20.00
	11/10/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	306249	548.80
	11/10/2025	V00562--KEITH C PFEFFER	306251	2,279.41
	11/10/2025	V00919--SPECTRUM	306280	180.56
	11/10/2025	V04969--GUADALUPE CONTRERAS HERNANDEZ	306247	65.00
	11/10/2025	V04971--NISSAN NORTH AMERICA, INC.	306262	949.85
	11/10/2025	V04978--WASH MULTIFAMILY ACQUISITION INC.	306289	115.86
	11/10/2025	V04103--GABRIELA MORENO	306245	92.40
	11/10/2025	V02092--SPRINGWOOD COURT APARTMENTS	306283	50.00
	11/10/2025	V03881--RAYJEAN STONE	306273	30.80
	11/10/2025	V04602--SEQUOIA PEST SOLUTIONS	306277	110.00
	11/10/2025	V01003--TRES HOMBRES FENCE COMPANY	306284	4,750.00
	11/10/2025	V00681--MB APPRAISALS, INC.	306259	2,750.00
	11/10/2025	V00937--STINSON STATIONERS	122234140010624	12.31
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010623	1,379.69
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010622	181.41
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010621	205.78
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010620	1,089.01
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010619	22,756.44
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010618	12,171.15
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010617	5,892.26
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010616	5,892.26
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010615	5,705.86
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010614	2,121.41
	11/10/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140010613	1,282.88

Bank	Date	Vendor	Document no.	Amount
	11/10/2025	V00286--DELL TECHNOLOGIES, INC.	122234140010612	3,738.10
	11/10/2025	V00286--DELL TECHNOLOGIES, INC.	122234140010611	934.51
	11/10/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140010610	4,948.98
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010609	900.26
	11/10/2025	V00905--SMART & FINAL	122234140010608	135.96
	11/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010607	225.00
	11/10/2025	V00683--MCWILLIAMS & WALDEN INC	122234140010606	119.81
	11/10/2025	V04587--HT SYSTEMS, INC.	122234140010605	452.00
	11/10/2025	V03493--ANDREA MARQUEZ	122234140010604	198.80
	11/10/2025	V02955--LOANA LUGO	122234140010603	63.00
	11/10/2025	V00937--STINSON STATIONERS	122234140010602	811.09
	11/10/2025	V00874--SAVE MART SUPERMARKETS	122234140010601	1,350.08
	11/10/2025	V00704--MISSION LINEN SUPPLY	122234140010600	1,297.66
	11/10/2025	V00704--MISSION LINEN SUPPLY	122234140010599	905.24
	11/10/2025	V00704--MISSION LINEN SUPPLY	122234140010598	821.91
	11/10/2025	V00704--MISSION LINEN SUPPLY	122234140010597	84.18
	11/10/2025	V04066--NICOLE ROBERSON	122234140010596	105.70
	11/10/2025	V04587--HT SYSTEMS, INC.	122234140010595	3,032.50
	11/10/2025	V03295--RANCHO DE STINE LLC	122234140010594	1,000.00
	11/10/2025	V03174--OFFICE IMAGING, INC	122234140010593	3,445.73
	11/10/2025	V03174--OFFICE IMAGING, INC	122234140010592	285.30
	11/10/2025	V03174--OFFICE IMAGING, INC	122234140010591	56.65
	11/10/2025	V00992--TOKAY PRESS INC	122234140010590	331.41
	11/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010589	307.56
	11/10/2025	V00704--MISSION LINEN SUPPLY	122234140010588	65.22
	11/10/2025	V03295--RANCHO DE STINE LLC	122234140010587	1,000.00
	11/10/2025	V00226--RLH FIRE PROTECTION, INC.	122234140010586	1,023.00
	11/10/2025	V00108--BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	122234140010585	1,127.58
	11/10/2025	V03290--PLANTS FOR YOUR SOLIE	122234140010584	200.00
	11/10/2025	V03283--CHUNTE' L. MELVIN dba NITENITE OVERNIGHT CHII	122234140010583	6,000.00
	11/10/2025	V00201--CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	122234140010582	10,493.00
	11/10/2025	V00349--ERIE CUSTOM COMPUTER APPLICATIONS	122234140010581	2,940.00
	11/10/2025	V03239--AMAROK, LLC	122234140010580	6,031.76
	11/10/2025	V04727--ALEXIS SAVEDRA	122234140010579	6,000.00
	11/10/2025	V03353--Cynthia Magdaleno	122234140010578	12.60
	11/10/2025	V03784--MARIA MORALES	122234140010577	28.00
	11/10/2025	V03849--NELLY MENDOZA	122234140010576	64.40
	11/10/2025	V04041--STEPHANIE CORONEL	122234140010575	375.20
	11/10/2025	V04045--NATALIE BEATRIZ RODRIGUEZ	122234140010574	67.20
	11/10/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140010573	1,233.09
	11/10/2025	V04525--BRENDA ORTIZ	122234140010572	58.10
	11/10/2025	V03508--ANTHONY CONRAD CHAVEZ	122234140010571	153.30
	11/10/2025	V03441--JANEY FELSOCI	122234140010570	121.80
	11/10/2025	V03440--LUZVIMINDA ADAMS	122234140010569	82.60
	11/10/2025	V03439--MARY ANN MOONEY	122234140010568	178.50
	11/10/2025	V03438--LIZETTE BRAVO	122234140010567	72.10
	11/10/2025	V03423--Jessica Reyes Gonzalez	122234140010566	140.00
	11/10/2025	V00029--ADVANCED DATA STORAGE, INC	122234140010565	837.17
	11/10/2025	V03344--ANNELISA PEREZ	122234140010564	228.00
	11/10/2025	V04699--FYLE, INC.	122234140010563	19.99
	11/10/2025	V00312--DONAHUE TRUCK CENTERS	122234140010562	2,211.04
	11/10/2025	V00988--THERMO KING OF CENTRAL CALIFORNIA, INC	122234140010561	6,582.37
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010560	19.52
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010559	84.26
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010558	1,361.62
	11/10/2025	V00043--ALLIED UNIVERSAL SECURITY SERVICES	122234140010557	99,522.03
	11/10/2025	V04974--BECKY LYNN AYALA	122234140010556	11.90
	11/10/2025	V04970--CHERISE N LOPEZ	122234140010555	11.90
	11/10/2025	V04647--TRISHA LOR	122234140010554	39.20
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010553	41.11
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010552	27.63
	11/10/2025	V03852--NICOLE NINO	122234140010551	98.70
	11/10/2025	V03667--JANELLE ANDRES	122234140010550	152.60
	11/10/2025	V03584--DENISE COOPER	122234140010549	84.00

Bank	Date	Vendor	Document no.	Amount
	11/10/2025	V00005--A-1 BATTERY COMPANY	122234140010548	2,993.72
	11/10/2025	V00128--BRADY INDUSTRIES	122234140010547	10,269.03
	11/10/2025	V01044--W W GRAINGER INC	122234140010546	866.12
	11/10/2025	V03080--AZUGA, INC.	122234140010545	495.00
	11/10/2025	V03186--BLUETRITON BRANDS INC	122234140010544	49.84
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010543	42.77
	11/10/2025	V03186--BLUETRITON BRANDS INC	122234140010542	22.88
	11/10/2025	V03186--BLUETRITON BRANDS INC	122234140010541	41.31
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010540	197.32
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010539	19.51
	11/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010538	239.20
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010537	123.34
	11/10/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE C	122234140010536	1,650.00
	11/10/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010535	664.29
	11/10/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE C	122234140010534	311.76
	11/10/2025	V03641--GLORIA BARBERO	122234140010533	162.60
	11/10/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010532	4,895.83
	11/10/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE C	122234140010531	1,685.00
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010530	21.56
	11/10/2025	V04180--DIESEL DIRECT LLC	122234140010529	1,160.25
	11/10/2025	V03328--Hometown Plumbing	122234140010528	135.00
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010527	9.75
	11/10/2025	V04036--NANCY COSTA	122234140010526	267.40
	11/10/2025	V00227--COFER & OBERLIES INC	122234140010525	300.00
	11/10/2025	V03186--BLUETRITON BRANDS INC	122234140010524	184.05
	11/10/2025	V03692--JOSEPH AGUILAR	122234140010523	252.00
	11/10/2025	V04180--DIESEL DIRECT LLC	122234140010522	1,148.98
	11/10/2025	V03450--ADA HARPSTER	122234140010521	185.00
	11/10/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140010520	14,532.87
	11/10/2025	V04865--CHRISTIAN F. VARGAS	122234140010519	700.00
	11/10/2025	V00794--PLC SYSTEM SERVICES LLC	122234140010518	240.00
	11/10/2025	V03388--KAREN RIOS	122234140010517	518.40
	11/10/2025	V00938--STOCKTON COMMUNITY KITCHEN	122234140010516	40,354.60
	11/10/2025	V02868--SAFIYA PRICE	122234140010515	42.70
	11/10/2025	V03331--TINA MOUA	122234140010514	37.10
	11/10/2025	V03681--JERRY MEADE	122234140010513	118.80
	11/10/2025	V00592--LAKESHORE PARENT, LLC	122234140010512	3,931.94
	11/10/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140010511	595.00
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010510	82.25
	11/10/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140010509	3,711.35
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010508	377.15
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010507	725.99
	11/10/2025	V04575--LOWE'S COMPANIES, INC.	122234140010506	152.05
	11/10/2025	V04958--UDEMY INC.	122234140010505	6,804.00
	11/12/2025	V04993--CAREY ANN ROSALES	306291	640.59
	11/14/2025	V03619--ESMERALDA GONZALES	306292	2,041.80
	11/18/2025	V03688--JESSICA RIVERA	306543	1,580.36
	11/18/2025	V00312--DONAHUE TRUCK CENTERS	Voided - 1222341400110	0.00
	11/18/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	Voided - 1222341400110	0.00
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 1222341400110	0.00
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 1222341400110	0.00
	11/18/2025	V00478--INDOFF INCORPORATED	Voided - 1222341400110	0.00
	11/18/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	Voided - 1222341400110	0.00
	11/18/2025	V00053--AMERICAN BUSINESS MACHINES	Voided - 1222341400110	0.00
	11/18/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	Voided - 1222341400110	0.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	Voided - 1222341400110	0.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	Voided - 1222341400110	0.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	Voided - 1222341400110	0.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	Voided - 1222341400110	0.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	Voided - 1222341400110	0.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	Voided - 1222341400110	0.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	Voided - 1222341400110	0.00
	11/18/2025	V00770--KERN PRINT SERVICES, INC	Voided - 1222341400110	0.00
	11/18/2025	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	Voided - 1222341400110	0.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V01064--WIPFLI LLP	Voided - 1222341400110	0.00
	11/18/2025	V00753--ORKIN PEST CONTROL	Voided - 1222341400110	0.00
	11/18/2025	V01033--VERNON SORENSON MD INC	Voided - 1222341400110	0.00
	11/18/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	Voided - 1222341400110	0.00
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	Voided - 1222341400110	0.00
	11/18/2025	V03191--VAL-PRO, INC	Voided - 1222341400110	0.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	Voided - 1222341400110	0.00
	11/18/2025	V00744--ODP BUSINESS SOLUTIONS LLC	Voided - 1222341400110	0.00
	11/18/2025	V00744--ODP BUSINESS SOLUTIONS LLC	Voided - 1222341400110	0.00
	11/18/2025	V00475--INDEPENDENT FIRE & SAFETY	Voided - 1222341400110	0.00
	11/18/2025	V03191--VAL-PRO, INC	Voided - 1222341400110	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400110	0.00
	11/18/2025	V00813--QUADIENT LEASING USA, INC	Voided - 1222341400110	0.00
	11/18/2025	V04755--CITIGUARD, INC	Voided - 1222341400110	0.00
	11/18/2025	V03186--BLUETRITON BRANDS INC	Voided - 1222341400110	0.00
	11/18/2025	V00358--EXACT STAFF, INC	Voided - 1222341400110	0.00
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	Voided - 1222341400110	0.00
	11/18/2025	V03186--BLUETRITON BRANDS INC	Voided - 1222341400110	0.00
	11/18/2025	V03186--BLUETRITON BRANDS INC	Voided - 1222341400110	0.00
	11/18/2025	V03326--CLEMMER AND COMPANY	Voided - 1222341400110	0.00
	11/18/2025	V00384--FIVE9 INC	Voided - 1222341400110	0.00
	11/18/2025	V00384--FIVE9 INC	Voided - 1222341400110	0.00
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	Voided - 1222341400110	0.00
	11/18/2025	V03191--VAL-PRO, INC	Voided - 1222341400110	0.00
	11/18/2025	V04733--GARCIA ELECTRIC	Voided - 1222341400110	0.00
	11/18/2025	V04549--THUY TRANG TRAN	Voided - 1222341400110	0.00
	11/18/2025	V04123--AYLEEN CERNAS	Voided - 1222341400110	0.00
	11/18/2025	V04096--JUANA CAMACHO	Voided - 1222341400110	0.00
	11/18/2025	V04060--HELEN VILLARINO-WRIGHT	Voided - 1222341400110	0.00
	11/18/2025	V04023--SILVIA HULSEY	Voided - 1222341400110	0.00
	11/18/2025	V03987--YOLANDA LOPEZ	Voided - 1222341400110	0.00
	11/18/2025	V03927--SHARON BRIGGS	Voided - 1222341400110	0.00
	11/18/2025	V03925--SAVANNAH FLORES	Voided - 1222341400110	0.00
	11/18/2025	V03898--ROSA RABAGO	Voided - 1222341400110	0.00
	11/18/2025	V03867--PATRICIA ROBLES WESLEY	Voided - 1222341400110	0.00
	11/18/2025	V03866--PATRICIA MEXICANO	Voided - 1222341400110	0.00
	11/18/2025	V03832--MONICA CASTANEDA	Voided - 1222341400110	0.00
	11/18/2025	V03822--MELISSA DELA GARZA	Voided - 1222341400110	0.00
	11/18/2025	V03788--MARIA RAMOS	Voided - 1222341400110	0.00
	11/18/2025	V03780--MARIA GUADIAN	Voided - 1222341400110	0.00
	11/18/2025	V03688--JESSICA RIVERA	Voided - 1222341400110	0.00
	11/18/2025	V03641--GLORIA BARBERO	Voided - 1222341400110	0.00
	11/18/2025	V03637--GIRLHENE SORIANO	Voided - 1222341400110	0.00
	11/18/2025	V03636--GIOVANNI ARAGON	Voided - 1222341400110	0.00
	11/18/2025	V03603--ELIZABETH CISNEROS	Voided - 1222341400110	0.00
	11/18/2025	V03586--DESIREE JACKSON	Voided - 1222341400110	0.00
	11/18/2025	V03540--CARLEEN BENCOMA	Voided - 1222341400110	0.00
	11/18/2025	V03484--AMBER PUMPHREY	Voided - 1222341400110	0.00
	11/18/2025	V03429--TiYONNA MITCHELL	Voided - 1222341400110	0.00
	11/18/2025	V03414--ALMA SANCHEZ	Voided - 1222341400110	0.00
	11/18/2025	V03407--CINDY RUIZ	Voided - 1222341400110	0.00
	11/18/2025	V03402--VERLINDA DENWITTY	Voided - 1222341400110	0.00
	11/18/2025	V03398--OLGA CASTRO	Voided - 1222341400110	0.00
	11/18/2025	V03397--MAEGAN ROUSE	Voided - 1222341400110	0.00
	11/18/2025	V03395--MARIA FLORES TORRES	Voided - 1222341400110	0.00
	11/18/2025	V03394--MARIA DIAZ CORNEJO	Voided - 1222341400110	0.00
	11/18/2025	V03387--JAZMYN REDICK	Voided - 1222341400110	0.00
	11/18/2025	V03385--GABRIELA PADILLA	Voided - 1222341400110	0.00
	11/18/2025	V03384--GLORIA GONZALEZ	Voided - 1222341400110	0.00
	11/18/2025	V03382--DENA WALKER	Voided - 1222341400110	0.00
	11/18/2025	V03380--CARITINA PEREZ	Voided - 1222341400110	0.00
	11/18/2025	V03376--ANGELICA PALMA	Voided - 1222341400110	0.00
	11/18/2025	V03375--ANDREA LOPEZ	Voided - 1222341400110	0.00
	11/18/2025	V03374--ADRIANA LOPEZ	Voided - 1222341400110	0.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V03371--LUCERO GONZALEZ	Voided - 1222341400110	0.00
	11/18/2025	V03366--RHINA PEREZ	Voided - 1222341400110	0.00
	11/18/2025	V03365--MANUEL BALTIER	Voided - 1222341400110	0.00
	11/18/2025	V03359--RACHEL LECKKIRK	Voided - 1222341400110	0.00
	11/18/2025	V03357--LORENA PALOMO	Voided - 1222341400110	0.00
	11/18/2025	V03301--COLLETTE ROYAL	Voided - 1222341400110	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400110	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400110	0.00
	11/18/2025	V03084--SUNRISE GARDENING SERVICE, LLC	Voided - 1222341400110	0.00
	11/18/2025	V03057--CSG-NAM, LLC	Voided - 1222341400110	0.00
	11/18/2025	V03006--GRACE COMMUNITY CHURCH	Voided - 1222341400110	0.00
	11/18/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE C	Voided - 1222341400110	0.00
	11/18/2025	V02778--MARIA C VARELA	Voided - 1222341400110	0.00
	11/18/2025	V02699--IRIS M GONZALEZ	Voided - 1222341400110	0.00
	11/18/2025	V02496--SONIA N PALOMARES	Voided - 1222341400110	0.00
	11/18/2025	V02411--MARISELA P. GONZALEZ	Voided - 1222341400110	0.00
	11/18/2025	V00920--SSD ALARM, INC	Voided - 1222341400110	0.00
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 1222341400110	0.00
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 1222341400109	0.00
	11/18/2025	V00407--GARDEN PATHWAYS INC	Voided - 1222341400109	0.00
	11/18/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	Voided - 1222341400109	0.00
	11/18/2025	P02978--MARIA DE JESUS LEON	Voided - 1222341400109	0.00
	11/18/2025	P02975--DAISY RUBI SUAREZ HUERTA	Voided - 1222341400109	0.00
	11/18/2025	P02974--BERENICE RAMOS QUEVEDO	Voided - 1222341400109	0.00
	11/18/2025	P02972--MARIA GUADALUPE RAMIREZ DE MENDOZA	Voided - 1222341400109	0.00
	11/18/2025	P02971--ANGELICA MOLINA SANCHEZ	Voided - 1222341400109	0.00
	11/18/2025	P02970--TEODORA LANDEROS RAMIREZ	Voided - 1222341400109	0.00
	11/18/2025	P02966--BRENDA CERVANTES GARCIA	Voided - 1222341400109	0.00
	11/18/2025	P02965--VALERIA P DIAZ	Voided - 1222341400109	0.00
	11/18/2025	P02964--ROSA OROZCO IBARRA	Voided - 1222341400109	0.00
	11/18/2025	P02962--MARIA ALEJANDRA MEJIA RUIZ	Voided - 1222341400109	0.00
	11/18/2025	P02959--IMELDA TORRES RANGEL	Voided - 1222341400109	0.00
	11/18/2025	P02958--LESLIE ESPINOZA MOSQUEDA	Voided - 1222341400109	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	P02957--LETICIA VARGAS	Voided - 1222341400109	0.00
	11/18/2025	P02956--DANIA URBINA MALDONADO	Voided - 1222341400109	0.00
	11/18/2025	P02955--CELIA MARTINEZ	Voided - 1222341400109	0.00
	11/18/2025	P02949--ANDREA MEDRANO MANDUJANO	Voided - 1222341400109	0.00
	11/18/2025	P02946--GLADY RABANALES MORALES	Voided - 1222341400109	0.00
	11/18/2025	P02944--ELEAZAR VALENZUELA	Voided - 1222341400109	0.00
	11/18/2025	P02941--NANCY M GUILLEN CORTES	Voided - 1222341400109	0.00
	11/18/2025	P02939--GRISELDA PALMERIN	Voided - 1222341400109	0.00
	11/18/2025	P02936--ERICKA PEREZ SAUCEDO	Voided - 1222341400109	0.00
	11/18/2025	P02935--MAYRA PATRICIA LOPEZ BARRAZA	Voided - 1222341400109	0.00
	11/18/2025	P02934--ESTELA CHAVEZ ANTONIO	Voided - 1222341400109	0.00
	11/18/2025	P02931--ALICIA KARINA VENEGAS BRAVO	Voided - 1222341400109	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	Voided - 1222341400111	0.00
	11/18/2025	V00286--DELL TECHNOLOGIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V00979--THE MARCOM GROUP, INC.	Voided - 1222341400111	0.00
	11/18/2025	P02929--ELOISA E RAMIREZ GARCIA	Voided - 1222341400109	0.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P02922--ROSAURA MARTINEZ GARCIA	Voided - 1222341400109	0.00
	11/18/2025	P02920--SOFIA ALONSO ALVARADO	Voided - 1222341400109	0.00
	11/18/2025	P02918A--LITTLE DREAMERS CHILD CARE LLC	Voided - 1222341400109	0.00
	11/18/2025	P02915--SANDRA VEGA HERNANDEZ	Voided - 1222341400109	0.00
	11/18/2025	P02913--ANA MARIA RODRIGUEZ	Voided - 1222341400109	0.00
	11/18/2025	P02912--ELENA GONZALEZ	Voided - 1222341400109	0.00
	11/18/2025	P02911--KIDZ R US CHILDCARE	Voided - 1222341400109	0.00
	11/18/2025	P02909--MAYRA ALEJANDR GONZALEZ GOMEZ	Voided - 1222341400109	0.00
	11/18/2025	P02907--MARIA MENDEZ DE CASTRO	Voided - 1222341400109	0.00
	11/18/2025	P02904--MAYRA ESTHER MENDOZA	Voided - 1222341400109	0.00
	11/18/2025	P02901--MARIA D REYES-SOTO	Voided - 1222341400109	0.00
	11/18/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	Voided - 1222341400111	0.00
	11/18/2025	V00905--SMART & FINAL	Voided - 1222341400111	0.00
	11/18/2025	V04720--GRC PLUMBING	Voided - 1222341400111	0.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 1222341400111	0.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 1222341400111	0.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 1222341400111	0.00
	11/18/2025	V03245--TIMOTHY SEXTON	Voided - 1222341400111	0.00
	11/18/2025	V03742--LILLIAN URREA	Voided - 1222341400111	0.00
	11/18/2025	V04435--CORPORATE TRADITIONS INC	Voided - 1222341400111	0.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	Voided - 1222341400111	0.00
	11/18/2025	V00005--A-1 BATTERY COMPANY	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	P02900--FABIOLA LEDEZMA DE NAVARRO	Voided - 1222341400109	0.00
	11/18/2025	P02898--JASMIN HERRERA	Voided - 1222341400109	0.00
	11/18/2025	P02897--MARTHA ALICIA CEJA	Voided - 1222341400109	0.00
	11/18/2025	P02894--MARIBEL GARCIA RAMIREZ	Voided - 1222341400109	0.00
	11/18/2025	P02893--GABRIELA OLIVA LOPEZ	Voided - 1222341400109	0.00
	11/18/2025	P02892--SANDRA GABRIELA ARMENDARIZ	Voided - 1222341400109	0.00
	11/18/2025	P02885--ANA RIOS	Voided - 1222341400109	0.00
	11/18/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	Voided - 1222341400109	0.00
	11/18/2025	P02879--MAYRA A. RAMIREZ	Voided - 1222341400109	0.00
	11/18/2025	P02877--GRISELDA FERNANDEZ SALGADO	Voided - 1222341400109	0.00
	11/18/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	Voided - 1222341400109	0.00
	11/18/2025	P02871--MIRIAM ELIZABETH JAIME	Voided - 1222341400109	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V00128--BRADY INDUSTRIES	Voided - 1222341400111	0.00
	11/18/2025	V04699--FYLE, INC.	Voided - 1222341400111	0.00
	11/18/2025	V00704--MISSION LINEN SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	P02870--ANA MARIA MARTINEZ	Voided - 1222341400109	0.00
	11/18/2025	P02869--DINA GONZALEZ	Voided - 1222341400109	0.00
	11/18/2025	P02857--IRMA VILLA DE OLIVARES	Voided - 1222341400109	0.00
	11/18/2025	P02856--CONSUELO LIRA DE LEMUS	Voided - 1222341400109	0.00
	11/18/2025	P02849--LUCERO AMAIRANI VILLASENOR BOTELLO	Voided - 1222341400109	0.00
	11/18/2025	P02848--ANA LAURA RODRIGUEZ	Voided - 1222341400109	0.00
	11/18/2025	P02847--ELSA LARREYNAGA BATRES	Voided - 1222341400109	0.00
	11/18/2025	P02845--CARLOS ESTEVAN GARCIA	Voided - 1222341400109	0.00
	11/18/2025	P02842--ELIA SANCHEZ	Voided - 1222341400109	0.00
	11/18/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	Voided - 1222341400109	0.00
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V00704--MISSION LINEN SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	Voided - 1222341400111	0.00
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V00704--MISSION LINEN SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V00704--MISSION LINEN SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V00704--MISSION LINEN SUPPLY	Voided - 1222341400111	0.00
	11/18/2025	V01040--VILLATORO POWER WASHING	Voided - 1222341400111	0.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V00874--SAVE MART SUPERMARKETS	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	V03174--OFFICE IMAGING, INC	Voided - 1222341400111	0.00
	11/18/2025	P02839--CARLAANGELA RUIZ	Voided - 1222341400109	0.00
	11/18/2025	P02835--LORENA QUINTERO	Voided - 1222341400109	0.00
	11/18/2025	P02828--MARIA FERNANDA GARIBAY	Voided - 1222341400109	0.00
	11/18/2025	P02813--YESENIA CAYETANO HERNANDEZ	Voided - 1222341400109	0.00
	11/18/2025	P02810--MARIA R LEMUS OROZCO	Voided - 1222341400109	0.00
	11/18/2025	P02808--MARIELA SANCHEZ	Voided - 1222341400109	0.00
	11/18/2025	P02803--JAQUELINE MATURINO MONARREZ	Voided - 1222341400109	0.00
	11/18/2025	P02802--GUADALUPE DURAN	Voided - 1222341400109	0.00
	11/18/2025	P02799--ARACELI CASTRO BARRAZA	Voided - 1222341400109	0.00
	11/18/2025	P02798--MARGARITA VALENCIA AVILA	Voided - 1222341400109	0.00
	11/18/2025	P02796--NEREYDA LIRA LOPEZ	Voided - 1222341400109	0.00
	11/18/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	Voided - 1222341400109	0.00
	11/18/2025	V04631--Arnoldo Galindo Castro	Voided - 1222341400111	0.00
	11/18/2025	V04614--BRANDON NGUYEN	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	Voided - 1222341400111	0.00
	11/18/2025	V03326--CLEMMER AND COMPANY	Voided - 1222341400111	0.00
	11/18/2025	V03191--VAL-PRO, INC	Voided - 1222341400111	0.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	Voided - 1222341400111	0.00
	11/18/2025	V03326--CLEMMER AND COMPANY	Voided - 1222341400111	0.00
	11/18/2025	V03326--CLEMMER AND COMPANY	Voided - 1222341400111	0.00
	11/18/2025	V03191--VAL-PRO, INC	Voided - 1222341400111	0.00
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	Voided - 1222341400110	0.00
	11/18/2025	P02788--SILVIA MAGALLON DE REYES	Voided - 1222341400109	0.00
	11/18/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	Voided - 1222341400109	0.00
	11/18/2025	P02779--REBECCA MENDOZA VAZQUEZ	Voided - 1222341400109	0.00
	11/18/2025	P02775--NORA E LEMUS	Voided - 1222341400109	0.00
	11/18/2025	P02771--MARIA T HERNANDEZ	Voided - 1222341400109	0.00
	11/18/2025	P02769--BEATRIZ BUENO	Voided - 1222341400109	0.00
	11/18/2025	P02768--ALICIA MONTEJANO PENA	Voided - 1222341400109	0.00
	11/18/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	Voided - 1222341400109	0.00
	11/18/2025	P02764--MARGARITA GARIBAY CORTES	Voided - 1222341400109	0.00
	11/18/2025	V00458--HOME DEPOT COMMERCIAL CREDIT	306405	4,745.79
	11/18/2025	V00864--SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CO	306490	1,643.31
	11/18/2025	V04866--EAST HILLS ASSOCIATES LP	306388	392.00
	11/18/2025	V05008--FABIOLA OROZCO	306396	2,033.26
	11/18/2025	V04627--THE RIDGE APARTMENTS LP	306520	728.00
	11/18/2025	V03964--VANESSA MUNOZ	306535	27.30
	11/18/2025	V04963--LYNDA WILSON	306434	750.00
	11/18/2025	V01704--RICHARD EUGENE	306481	1,500.00
	11/18/2025	V01777--AMERICAN REAL ESTATE & PROPERTY MANAGEMEN	306348	971.00
	11/18/2025	V04990--ULYSSES AARON VILLANUEVA	306526	935.00
	11/18/2025	V04917--LUIS D ALAMILLO	306432	850.00
	11/18/2025	V02107--TEHACHAPI HOUSING INVESTORS, LP	306518	844.53
	11/18/2025	V04602--SEQUOIA PEST SOLUTIONS	306493	110.00
	11/18/2025	V00886--SERDA'S PLUMBING, INC	306494	1,867.54
	11/18/2025	V00207--CINTAS CORPORATION #668	306371	402.84
	11/18/2025	V04935--MERCED COUNTY COMMUNITY ACTION BOARD	306449	6,840.00
	11/18/2025	V00194--CHARTER COMMUNICATIONS	306369	126.25
	11/18/2025	V03430--SPECTRUM/CHARTER	306511	180.00
	11/18/2025	V00801--PRODUCERS DAIRY FOODS INC	306473	4,763.71
	11/18/2025	V00288--DELTA BAY BUILDERS & ROOFING	306385	1,975.00
	11/18/2025	V03156--PROLIFIC PKG, LLC	306474	28,188.30
	11/18/2025	V00907--SOCALGAS	306495	162.58
	11/18/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	306515	156.25
	11/18/2025	V04956--BENNY BANKSTER	306360	800.00
	11/18/2025	V04859--BETA PROPERTY INVESTMENTS, LLC	306362	612.00
	11/18/2025	V03172--OFFICE1 LEASING	306465	260.22
	11/18/2025	V04859--BETA PROPERTY INVESTMENTS, LLC	306361	1,349.00
	11/18/2025	V04863--ALMA THE LIGHTHOUSE INC	306347	930.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V00252--COUNTY OF KERN PUBLIC WORKS	306381	19.50
	11/18/2025	V00192--CHARLIE'S DAY & NITE, INC.	306368	16.35
	11/18/2025	V03430--SPECTRUM/CHARTER	306510	229.99
	11/18/2025	V03430--SPECTRUM/CHARTER	306509	219.99
	11/18/2025	V03430--SPECTRUM/CHARTER	306508	200.00
	11/18/2025	V03172--OFFICE1 LEASING	306464	138.58
	11/18/2025	V00800--PROACTIVE WORK HEALTH SERVICES	306472	85.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306507	499.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306506	301.11
	11/18/2025	V00370--FEDEX	306397	220.33
	11/18/2025	V02786--MARIA LAURA GONZALEZ	306439	109.90
	11/18/2025	V00290--DELTA LIQUID ENERGY	306386	1,509.60
	11/18/2025	V00058--AMERIGAS LAKE ISABELLA	306349	652.00
	11/18/2025	V00229--COMCAST CORPORATION	306378	337.20
	11/18/2025	V04966--LILIANA SOLORIO	306429	328.30
	11/18/2025	V00215--CITY OF SHAFTER	306374	230.00
	11/18/2025	V03172--OFFICE1 LEASING	306463	824.56
	11/18/2025	V03870--PAULINO CRUZ	306469	63.70
	11/18/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	306514	156.25
	11/18/2025	V04104--LUZ YOUNG	306433	138.60
	11/18/2025	V04161--LORENA ORTIZ IBARRA	306431	107.10
	11/18/2025	V03404--MARITZA LARA MARTINEZ	306444	289.10
	11/18/2025	V03862--OSCAR W MARTINEZ	306466	265.30
	11/18/2025	V01009--ULINE	306525	6,685.19
	11/18/2025	V02935--COUNTRY CLUB SERVICE (DBA BOB'S LUBE & OIL, '	306379	32.27
	11/18/2025	V00919--SPECTRUM	306498	206.25
	11/18/2025	V00093--AT&T	306359	102.21
	11/18/2025	V00914--SOUTHERN CALIFORNIA EDISON	306496	343.16
	11/18/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	306513	246.25
	11/18/2025	V00251--COUNTY OF KERN GENERAL SERVICES, 3RD FLOOR	306380	12,149.89
	11/18/2025	V01027--VARNER BROS INC	306536	8.00
	11/18/2025	V00596--LAMONT PUBLIC UTILITY DISTRICT	306422	1,245.20
	11/18/2025	V00282--DELANO UNION SCHOOL DISTRICT	306384	5,355.00
	11/18/2025	V00091--AT&T	306358	26.55
	11/18/2025	V00091--AT&T	306357	15.63
	11/18/2025	V00216--CITY OF STOCKTON	306375	301.64
	11/18/2025	V03430--SPECTRUM/CHARTER	306505	214.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306504	214.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306503	214.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306502	214.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306501	170.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306500	150.00
	11/18/2025	V03430--SPECTRUM/CHARTER	306499	420.00
	11/18/2025	V04938--PINNACLE RECRUITING SERVICES LLC	306471	1,524.19
	11/18/2025	V04765--COMCAST CORPORATION	306377	1,280.35
	11/18/2025	V00149--CAL FOODS LOGISTICS	306364	121,251.84
	11/18/2025	V01060--WEST KERN COMMUNITY COLLEGE DISTRICT	306540	15,441.74
	11/18/2025	P00053--GLORIA GARCIA DE MADERA	306310	12,872.73
	11/18/2025	P01870--MARCELA G NUNEZ DE GUTIERREZ	306322	11,635.89
	11/18/2025	P00444--LUZ E VENEGAS	306319	9,004.39
	11/18/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	306418	8,148.25
	11/18/2025	P02783A--CELENY FLORES	306304	6,822.17
	11/18/2025	P02766A--MIREYA GUZMAN CRISTOBAL	306332	6,658.46
	11/18/2025	P01754--VERONICA L ESCOBAR	306338	6,627.19
	11/18/2025	P02626--YULISA OROZCO LEMUS	306342	5,964.67
	11/18/2025	P01663--MARCELA CHAVEZ OSEGUERA	306321	5,878.51
	11/18/2025	P02770--GUADALUPE AYON DE MENDOZA	306312	5,364.86
	11/18/2025	P01593--MANUELA P MEDINA	306320	4,912.54
	11/18/2025	P02910--VIRGINIA OSORIO ARANDA	306339	4,616.54
	11/18/2025	P00383--PATRICIA H MARTINEZ	306334	4,364.61
	11/18/2025	P02180--SANDRA ELIZABETH SAMAYOA	306336	3,869.98
	11/18/2025	P02855--CLAUDIA OROZCO CORONA	306307	3,829.27
	11/18/2025	P00823--MARIA EUGENIA GARCIA DE VEGA	306325	3,564.02
	11/18/2025	P02943--YOLANDA GARCIA SABINO	306341	3,218.72

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P01884--BLANCA NELLY VERA	306301	3,032.23
	11/18/2025	P02981--ANA M PORTILLO DE SERRANO	306297	2,945.48
	11/18/2025	P02903--MARIA GUADALUPE LEMUS ORTIZ	306326	2,851.46
	11/18/2025	P00039--GUILLERMINA RAMIREZ	306315	2,440.17
	11/18/2025	P02948--MARIA T SANCHEZ SANDOVAL	306329	2,220.04
	11/18/2025	P02876--ESPERANZA GALLEGOS-RUIZ	306309	2,077.85
	11/18/2025	P00705--AMPARO MAGANA	306296	1,994.82
	11/18/2025	P02407--GUADALUPE ELIZABETH PENUELAS	306313	1,974.67
	11/18/2025	P00833--GLORIA LEMUS DE LEMUS	306311	1,904.56
	11/18/2025	P02820--ROCIO GARDUNO MAGO	306335	1,796.50
	11/18/2025	P02861--GUADALUPE LARA GONZALEZ	306314	1,776.23
	11/18/2025	P01229--MARIA PICOS DE GARCIA	306327	1,764.05
	11/18/2025	P02831--CINDY G CORONA	306305	1,763.60
	11/18/2025	P02777--BELEN IZAZAGA MERCADO	306300	1,732.28
	11/18/2025	P02617--SONIA C LOPEZ DE JUAREZ	306337	1,679.35
	11/18/2025	P02523--MARCELINA PERALTA	306323	1,577.75
	11/18/2025	P02709--ANA MARIA ACOSTA DE ARIZAGA	306298	1,575.28
	11/18/2025	P02791--LUZ A ESQUIVEL MORENO	306318	1,297.28
	11/18/2025	P02643--MARIA V SOSA	306330	1,292.98
	11/18/2025	P02614--ORELLANA RODIGUEZ TOMASA MARISOL	306333	1,244.76
	11/18/2025	P02528--MARIA SOFIA MENDOZA DE ORTIZ	306328	1,243.60
	11/18/2025	P02961--ALEJANDRA AGUILAR TOLEDO	306295	1,227.83
	11/18/2025	P02895--MARIA D LEPE DE CURIEL	306324	1,184.39
	11/18/2025	P02938--ANGELICA IBARRA DE ALVAREZ	306299	1,152.15
	11/18/2025	P02954--CLAUDIA ALEJANDRA MONTES GUDINO	306306	983.27
	11/18/2025	P01775--CECILIA GAYTAN DE ZARATE	306303	961.40
	11/18/2025	P00716--ELIZABETH MARTINEZ	306308	952.28
	11/18/2025	P02580--MAYRA PONCE GARIBAY	306331	942.92
	11/18/2025	V00948--SUPERIOR SANITATION SERVICE INC	306516	893.06
	11/18/2025	P02171--IRMA DIAZ ALVAREZ	306316	889.11
	11/18/2025	V04229--ANGELICA COBIAN	306353	756.00
	11/18/2025	P02967--YOLANDA CASTRO	306340	745.73
	11/18/2025	P02976--KATRINA MARIE CEJA	306317	669.64
	11/18/2025	V03367--VALERIE CAMACHO	306529	660.80
	11/18/2025	V03370--ROSLYN TORRES	306485	494.20
	11/18/2025	V04396--SANDRA MEJIA ESPARZA	306491	392.00
	11/18/2025	P02986--BRENDA ALCAZAR MAGANA	306302	374.65
	11/18/2025	V03386--JAZMIN LEON	306409	326.20
	11/18/2025	V03712--KATHY VALDIVIA	306416	294.00
	11/18/2025	V03453--ADILENE NAVA	306343	291.20
	11/18/2025	V03740--Liliana Altamirano	306428	266.70
	11/18/2025	V02777--MARIA ALICIA HUIZAR	306437	252.00
	11/18/2025	V00599--LANGUAGE LINE SERVICES INC	306423	246.10
	11/18/2025	V00657--MARIA MARTINEZ	306440	217.00
	11/18/2025	V04097--VICTORIA FLORES	306538	212.80
	11/18/2025	V03615--ERIKA VENTURA	306393	210.00
	11/18/2025	V03886--RIGOBERTO REYES	306482	198.80
	11/18/2025	V03823--MELISSA DEWITT	306448	175.70
	11/18/2025	V03403--VALERIA VALDEZ LOPEZ	306528	163.10
	11/18/2025	V03383--ESTHER REYES-GARZA	306394	161.00
	11/18/2025	V03614--ERIKA SALAZAR	306392	154.00
	11/18/2025	V04550--JENNIFER WONNACOTT	306410	151.20
	11/18/2025	V04102--IRIS LOPEZ	306407	149.80
	11/18/2025	V03624--EVA RODRIGUEZ	306395	142.80
	11/18/2025	V04983--JENNY RIVERO	306411	141.40
	11/18/2025	V03496--ANDREW CHAVEZ	306351	134.40
	11/18/2025	V03157--KERN ISLAND INVESTORS, GP	306420	130.50
	11/18/2025	V03157--KERN ISLAND INVESTORS, GP	306419	130.50
	11/18/2025	V02742--KIMBERLY D FREIBERG	306421	117.60
	11/18/2025	V03391--MARISELA GONZALEZ	306443	113.40
	11/18/2025	V03405--NICOLE CALLAHAN	306458	106.40
	11/18/2025	V03656--HEIDY ESPINOZA	306404	105.00
	11/18/2025	V03379--CITLALY MARQUEZ	306372	100.10
	11/18/2025	V03628--FRANCIS VEGA	306398	99.40

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V03770--MANUELA CASTILLO	306435	98.00
	11/18/2025	V02549--AMY A JIMENEZ	306350	96.60
	11/18/2025	V03564--CLAUDIA VALENCIA PRECIADO	306376	95.90
	11/18/2025	V03950--TINA NUNEZ	306521	86.80
	11/18/2025	V03629--GABRIELA MCCAULEY	306399	86.80
	11/18/2025	V03396--MICHELLE OLIVEROS	306451	83.30
	11/18/2025	V03951--TOMMIE SUE CORDOVA	306523	81.90
	11/18/2025	V03568--CRISEL AVELAR	306382	81.90
	11/18/2025	V04390--ROSA GUERRERO	306484	75.60
	11/18/2025	V02687--GUADALUPE A VILLASANA	306402	70.70
	11/18/2025	V04024--MARIA CERVANTES	306438	61.60
	11/18/2025	V04937--LEAH GREEN	306424	60.20
	11/18/2025	V03355--CHANTAL QUINO	306367	57.40
	11/18/2025	V03785--MARIA MORENO GOMEZ	306441	57.40
	11/18/2025	V03685--JESSICA HERNANDEZ	306413	53.20
	11/18/2025	V03360--TERESA LARA	306519	51.10
	11/18/2025	V02946--ICELA GUTIERREZ CUEVAS	306406	50.40
	11/18/2025	V04834--MIRTHA ANDRADE	306453	50.40
	11/18/2025	V03377--ALEJANDRA BAHENA	306344	49.70
	11/18/2025	V03610--ENEDINA MARTINEZ	306390	47.60
	11/18/2025	V04384--RAUL GONZALEZ	306476	47.60
	11/18/2025	V04008--ARELYS EVANGELISTA	306354	37.80
	11/18/2025	V03498--ANGEL TEJEDA	306352	37.80
	11/18/2025	V02573--ARLEEN N ORNELAS	306355	33.60
	11/18/2025	V00720--NAOMI CARRILLO	306457	33.60
	11/18/2025	V03389--LIGIA JOHNSON	306427	26.60
	11/18/2025	V04047--DENISE LOZA	306387	26.60
	11/18/2025	V03833--MONICA LOPEZ	306454	25.90
	11/18/2025	V04000--MARI BARRIENTOS	306436	19.60
	11/18/2025	V00209--CITY OF BAKERSFIELD	306373	11,485.28
	11/18/2025	V04659--GLADIS CISNEROS	306400	15.40
	11/18/2025	V04984--SALUD NICASIO	306488	15.40
	11/18/2025	V04142--VANESSA ALVAREZ	306534	14.00
	11/18/2025	V03808--MARTHA LARA	306446	14.00
	11/18/2025	V03649--GUADALUPE ARELLANO	306403	12.60
	11/18/2025	V04025--NANCY PEREZ	306456	11.90
	11/18/2025	V03988--YOSHIRA PEREZ	306541	9.80
	11/18/2025	V04350--MARICELA PEREZ	306442	9.80
	11/18/2025	V04074--MONICA ZARAGOZA	306455	9.80
	11/18/2025	V03881--RAYJEAN STONE	306477	9.80
	11/18/2025	V04988--DANIELA DAVISON	306383	8.40
	11/18/2025	V04105--LETICIA MORENO	306426	7.00
	11/18/2025	V04650--KAILEE CHAVEZ ENCISO	306415	6.30
	11/18/2025	V04791--ALMA C MENDOZA	306346	2.80
	11/18/2025	V03172--OFFICE1 LEASING	306462	285.14
	11/18/2025	V03172--OFFICE1 LEASING	306461	169.83
	11/18/2025	V00854--SAFEWAY INC VONS DIVISION	306487	155.52
	11/18/2025	V03172--OFFICE1 LEASING	306460	651.95
	11/18/2025	V03894--ROSA CALLEJAS	306483	198.80
	11/18/2025	V04914--JOSE FIGUEROA	306414	128.46
	11/18/2025	V00919--SPECTRUM	306497	180.00
	11/18/2025	V03827--MICHAEL GAGE	306450	238.00
	11/18/2025	V04783--PARK PALACE ONE APTS LP	306468	3,500.00
	11/18/2025	V00169--CALIFORNIA WATER SERVICE	306365	1,825.09
	11/18/2025	V04959--SAN DIEGO CHAPTER OF THE AMERICAN PAYROLL /	306489	50.00
	11/18/2025	V04985--RSI ENTERPRISES, INC	306486	144.00
	11/18/2025	V04973--SARAHI RAMOS	306492	65.00
	11/18/2025	V00682--MCKESSON MEDICAL SURGICAL INC	306447	10,526.41
	11/18/2025	V02978--SPECTRUM/CHARTER COMMUNICATIONS	306512	156.25
	11/18/2025	V00206--CHRISTOPHER PERCIVAL	306370	339.23
	11/18/2025	V03280--JEREMY MARRS	306412	475.00
	11/18/2025	V00957--UTJ HOLD CO, INC.	306527	18,836.11
	11/18/2025	V03750--LORENA JUAREZ	306430	249.90
	11/18/2025	V04565--MILESTONE CHESTER	306452	550.00

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V01022--VALLEY PROPANE SERVICE	306533	305.65
	11/18/2025	V01022--VALLEY PROPANE SERVICE	306532	268.73
	11/18/2025	V01022--VALLEY PROPANE SERVICE	306531	260.51
	11/18/2025	V01022--VALLEY PROPANE SERVICE	306530	254.37
	11/18/2025	V00740--LEON DENWEED	306425	5,000.00
	11/18/2025	V04868--ELBA J HERNANDEZ	306389	2,200.00
	11/18/2025	V04999--REGINALD A JONES	306480	1,000.00
	11/18/2025	V04960--ISAAC IRELAND	306408	500.00
	11/18/2025	V00787--PG&E	306470	12,890.25
	11/18/2025	V00562--KEITH C PFEFFER	306417	162.89
	11/18/2025	V03314--VESTIS GROUP, INC	306537	75.38
	11/18/2025	V04774--CERTIFIED HVAC INCORPORATED	306366	9,404.22
	11/18/2025	V01003--TRES HOMBRES FENCE COMPANY	306524	5,700.00
	11/18/2025	V04516--ZIP APPLIANCE REPAIR & SERVICE LLC	306542	572.41
	11/18/2025	V04939--MARLENE VERDUZCO	306445	64.40
	11/18/2025	V03358--REBECCA ROCHA	306478	67.20
	11/18/2025	V03474--ALICIA GAMINO	306345	67.20
	11/18/2025	V03354--TOMASA JARA	306522	123.20
	11/18/2025	V03882--REGINA HINES	306479	233.10
	11/18/2025	V03172--OFFICE1 LEASING	306459	304.37
	11/18/2025	V00092--AT&T	306356	1,319.42
	11/18/2025	V04867--GRETTA SMALL	306401	1,150.00
	11/18/2025	V04972--BIOMEDICAL WASTE DISPOSAL INC.	306363	182.00
	11/18/2025	V00806--PROTECTION 1/ADT	306475	128.82
	11/18/2025	V04978--WASH MULTIFAMILY ACQUISITION INC.	306539	115.86
	11/18/2025	V00762--PACIFICA STOCKTON HOTEL LLC - COURTYARD BY	306467	1,575.68
	11/18/2025	V00953--TAFT CITY SCHOOL DISTRICT	306517	3,648.00
	11/18/2025	V04572--ERICA FRIAS	306391	623.70
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011406	27.40
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011405	151.96
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011404	141.53
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011403	41.03
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011402	237.77
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011401	358.18
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011400	149.36
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011399	1,196.10
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011398	13,237.48
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011397	35.04
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011396	455.05
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011395	871.85
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011394	1,002.26
	11/18/2025	V03263--FLOWERS BAKERIES SALES OF SOCAL, LLC	122234140011393	305.90
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011392	1,811.19
	11/18/2025	V00951--SYSCO FOOD SERVICES OF VENTURA INC	122234140011391	2,094.62
	11/18/2025	V00286--DELL TECHNOLOGIES, INC.	122234140011390	5,451.29
	11/18/2025	V00979--THE MARCOM GROUP, INC.	122234140011389	95.00
	11/18/2025	V04139--CUSTOMIZED CUSTODIAL - CCS ACQUISITION LLC	122234140011388	1,200.00
	11/18/2025	V00905--SMART & FINAL	122234140011387	394.55
	11/18/2025	V04720--GRC PLUMBING	122234140011386	3,200.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140011385	64.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140011384	129.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140011383	155.00
	11/18/2025	V03245--TIMOTHY SEXTON	122234140011382	11,531.13
	11/18/2025	V03742--LILLIAN URREA	122234140011381	144.20
	11/18/2025	V04435--CORPORATE TRADITIONS INC	122234140011380	8,979.00
	11/18/2025	V03205--CLARK PEST CONTROL OF STOCKTON, INC	122234140011379	286.00
	11/18/2025	V00005--A-1 BATTERY COMPANY	122234140011378	124.59
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011377	25.72
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011376	25.72
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011375	43.21
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011374	75.50
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011373	87.77
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011372	213.54
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011371	326.93

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011370	428.89
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011369	1,402.69
	11/18/2025	V00128--BRADY INDUSTRIES	122234140011368	6,233.76
	11/18/2025	V04699--FYLE, INC.	122234140011367	305.83
	11/18/2025	V00704--MISSION LINEN SUPPLY	122234140011366	74.94
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140011365	436.37
	11/18/2025	V00704--MISSION LINEN SUPPLY	122234140011364	1,164.07
	11/18/2025	V00321--ECOLAB FOOD SAFETY SPECIALTIES	122234140011363	179.40
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140011362	156.13
	11/18/2025	V00704--MISSION LINEN SUPPLY	122234140011361	708.05
	11/18/2025	V00704--MISSION LINEN SUPPLY	122234140011360	1,108.41
	11/18/2025	V00704--MISSION LINEN SUPPLY	122234140011359	4,325.30
	11/18/2025	V01040--VILLATORO POWER WASHING	122234140011358	325.00
	11/18/2025	V00874--SAVE MART SUPERMARKETS	122234140011357	814.11
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011356	23.00
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011355	21.26
	11/18/2025	V04631--Arnoldo Galindo Castro	122234140011354	77.00
	11/18/2025	V04614--BRANDON NGUYEN	122234140011353	83.30
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011352	692.13
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011351	565.66
	11/18/2025	V00257--CREATIVE FINANCIAL STAFFING LLC	122234140011350	4,900.44
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140011349	518.00
	11/18/2025	V03191--VAL-PRO, INC	122234140011348	832.75
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140011347	467.10
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140011346	990.00
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140011345	990.00
	11/18/2025	V03191--VAL-PRO, INC	122234140011344	886.65
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	122234140011343	166.86
	11/18/2025	V00312--DONAHUE TRUCK CENTERS	122234140011342	7,338.90
	11/18/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140011341	778.17
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	122234140011340	582.04
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	122234140011339	450.80
	11/18/2025	V00478--INDOFF INCORPORATED	122234140011338	375.18
	11/18/2025	V00198--CHEVRON AND TEXACO BUSINESS CARD SERVICES	122234140011337	8,900.88
	11/18/2025	V00053--AMERICAN BUSINESS MACHINES	122234140011336	222.37
	11/18/2025	V03213--FRESHPOINT CENTRAL CALIFORNIA, INC	122234140011335	4.80
	11/18/2025	V03082--IDEAL SPECIALTIES INC	122234140011334	38,754.34
	11/18/2025	V03082--IDEAL SPECIALTIES INC	122234140011333	36,420.28
	11/18/2025	V03082--IDEAL SPECIALTIES INC	122234140011332	23,100.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	122234140011331	23,100.00
	11/18/2025	V03082--IDEAL SPECIALTIES INC	122234140011330	15,283.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140011329	1,980.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140011328	1,240.00
	11/18/2025	V00770--KERN PRINT SERVICES, INC	122234140011327	1,486.87
	11/18/2025	V04589--HOMECARE SOFTWARE SOLUTIONS LLC	122234140011326	71.80
	11/18/2025	V01064--WIPFLI LLP	122234140011325	57,024.24
	11/18/2025	V00753--ORKIN PEST CONTROL	122234140011324	4,725.99
	11/18/2025	V01033--VERNON SORENSON MD INC	122234140011323	1,777.00
	11/18/2025	V00928--STAPLES CONTRACT & COMMERICAL, INC	122234140011322	670.24
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140011321	893.28
	11/18/2025	V03191--VAL-PRO, INC	122234140011320	99.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140011319	1,980.00
	11/18/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140011318	1,233.09
	11/18/2025	V00744--ODP BUSINESS SOLUTIONS LLC	122234140011317	33.43
	11/18/2025	V00475--INDEPENDENT FIRE & SAFETY	122234140011316	401.85
	11/18/2025	V03191--VAL-PRO, INC	122234140011315	738.30
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011314	162.18
	11/18/2025	V00813--QUADIENT LEASING USA, INC	122234140011313	1,541.10
	11/18/2025	V04755--CITIGUARD, INC	122234140011312	3,280.00
	11/18/2025	V03186--BLUETRITON BRANDS INC	122234140011311	195.11
	11/18/2025	V00358--EXACT STAFF, INC	122234140011310	2,520.00
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	122234140011309	2,630.87
	11/18/2025	V03186--BLUETRITON BRANDS INC	122234140011308	188.72
	11/18/2025	V03186--BLUETRITON BRANDS INC	122234140011307	10.81

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140011306	990.00
	11/18/2025	V00384--FIVE9 INC	122234140011305	5,428.62
	11/18/2025	V00384--FIVE9 INC	122234140011304	3,920.04
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140011303	83.07
	11/18/2025	V03191--VAL-PRO, INC	122234140011302	550.25
	11/18/2025	V04733--GARCIA ELECTRIC	122234140011301	4,525.00
	11/18/2025	V04549--THUY TRANG TRAN	122234140011300	17.50
	11/18/2025	V04123--AYLEEN CERNAS	122234140011299	7.00
	11/18/2025	V04096--JUANA CAMACHO	122234140011298	202.30
	11/18/2025	V04060--HELEN VILLARINO-WRIGHT	122234140011297	196.00
	11/18/2025	V04023--SILVIA HULSEY	122234140011296	35.00
	11/18/2025	V03987--YOLANDA LOPEZ	122234140011295	35.00
	11/18/2025	V03927--SHARON BRIGGS	122234140011294	39.90
	11/18/2025	V03925--SAVANNAH FLORES	122234140011293	315.00
	11/18/2025	V03898--ROSA RABAGO	122234140011292	194.60
	11/18/2025	V03867--PATRICIA ROBLES WESLEY	122234140011291	373.80
	11/18/2025	V03866--PATRICIA MEXICANO	122234140011290	182.70
	11/18/2025	V03832--MONICA CASTANEDA	122234140011289	73.50
	11/18/2025	V03822--MELISSA DELA GARZA	122234140011288	163.80
	11/18/2025	V03788--MARIA RAMOS	122234140011287	152.60
	11/18/2025	V03780--MARIA GUADIAN	122234140011286	106.40
	11/18/2025	V03641--GLORIA BARBERO	122234140011285	57.40
	11/18/2025	V03637--GIRLHENE SORIANO	122234140011284	102.20
	11/18/2025	V03636--GIOVANNI ARAGON	122234140011283	49.00
	11/18/2025	V03603--ELIZABETH CISNEROS	122234140011282	66.50
	11/18/2025	V03586--DESIREE JACKSON	122234140011281	215.60
	11/18/2025	V03540--CARLEEN BENCOMA	122234140011280	141.40
	11/18/2025	V03484--AMBER PUMPHREY	122234140011279	18.20
	11/18/2025	V03429--TiYONNA MITCHELL	122234140011278	32.90
	11/18/2025	V03414--ALMA SANCHEZ	122234140011277	2.10
	11/18/2025	V03407--CINDY RUIZ	122234140011276	50.40
	11/18/2025	V03402--VERLINDA DENWITTY	122234140011275	161.00
	11/18/2025	V03398--OLGA CASTRO	122234140011274	270.90
	11/18/2025	V03397--MAEGAN ROUSE	122234140011273	413.00
	11/18/2025	V03395--MARIA FLORES TORRES	122234140011272	520.10
	11/18/2025	V03394--MARIA DIAZ CORNEJO	122234140011271	85.40
	11/18/2025	V03387--JAZMYN REDICK	122234140011270	164.50
	11/18/2025	V03385--GABRIELA PADILLA	122234140011269	214.20
	11/18/2025	V03384--GLORIA GONZALEZ	122234140011268	376.60
	11/18/2025	V03382--DENA WALKER	122234140011267	136.50
	11/18/2025	V03380--CARITINA PEREZ	122234140011266	142.80
	11/18/2025	V03376--ANGELICA PALMA	122234140011265	100.10
	11/18/2025	V03375--ANDREA LOPEZ	122234140011264	112.00
	11/18/2025	V03374--ADRIANA LOPEZ	122234140011263	305.20
	11/18/2025	V03371--LUCERO GONZALEZ	122234140011262	11.20
	11/18/2025	V03366--RHINA PEREZ	122234140011261	142.80
	11/18/2025	V03365--MANUEL BALTIER	122234140011260	268.80
	11/18/2025	V03359--RACHEL LECKKIRK	122234140011259	98.00
	11/18/2025	V03357--LORENA PALOMO	122234140011258	57.40
	11/18/2025	V03301--COLLETTE ROYAL	122234140011257	8,250.00
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011256	238.44
	11/18/2025	V03174--OFFICE IMAGING, INC	122234140011255	121.92
	11/18/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140011254	1,850.00
	11/18/2025	V03057--CSG-NAM, LLC	122234140011253	976.54
	11/18/2025	V03006--GRACE COMMUNITY CHURCH	122234140011252	2,414.15
	11/18/2025	V02965--MICHAEL K BROWN LANDSCAPE & MAINTENANCE C	122234140011251	250.00
	11/18/2025	V02778--MARIA C VARELA	122234140011250	138.60
	11/18/2025	V02699--IRIS M GONZALEZ	122234140011249	121.80
	11/18/2025	V02496--SONIA N PALOMARES	122234140011248	35.00
	11/18/2025	V02411--MARISELA P. GONZALEZ	122234140011247	116.20
	11/18/2025	V00920--SSD ALARM, INC	122234140011246	5,099.52
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	122234140011245	1,589.57
	11/18/2025	V00683--MCWILLIAMS & WALDEN INC	122234140011244	216.65
	11/18/2025	V00407--GARDEN PATHWAYS INC	122234140011243	9,344.55

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V00350--ESCUELITA HERNANDEZ LITTLE SCHOOL	122234140011242	11,916.96
	11/18/2025	P02978--MARIA DE JESUS LEON	122234140011241	934.27
	11/18/2025	P02975--DAISY RUBI SUAREZ HUERTA	122234140011240	5,157.16
	11/18/2025	P02974--BERENICE RAMOS QUEVEDO	122234140011239	697.76
	11/18/2025	P02972--MARIA GUADALUPE RAMIREZ DE MENDOZA	122234140011238	927.23
	11/18/2025	P02971--ANGELICA MOLINA SANCHEZ	122234140011237	2,205.60
	11/18/2025	P02970--TEODORA LANDEROS RAMIREZ	122234140011236	4,109.87
	11/18/2025	P02966--BRENDA CERVANTES GARCIA	122234140011235	1,107.63
	11/18/2025	P02965--VALERIA P DIAZ	122234140011234	2,062.08
	11/18/2025	P02964--ROSA OROZCO IBARRA	122234140011233	1,326.33
	11/18/2025	P02962--MARIA ALEJANDRA MEJIA RUIZ	122234140011232	2,133.48
	11/18/2025	P02959--IMELDA TORRES RANGEL	122234140011231	1,047.10
	11/18/2025	P02958--LESLIE ESPINOZA MOSQUEDA	122234140011230	2,062.08
	11/18/2025	P02957--LETICIA VARGAS	122234140011229	5,651.12
	11/18/2025	P02956--DANIA URBINA MALDONADO	122234140011228	1,066.26
	11/18/2025	P02955--CELIA MARTINEZ	122234140011227	4,207.49
	11/18/2025	P02949--ANDREA MEDRANO MANDUJANO	122234140011226	3,593.87
	11/18/2025	P02946--GLADY RABANALES MORALES	122234140011225	426.88
	11/18/2025	P02944--ELEAZAR VALENZUELA	122234140011224	1,796.50
	11/18/2025	P02941--NANCY M GUILLEN CORTES	122234140011223	3,031.64
	11/18/2025	P02939--GRISELDA PALMERIN	122234140011222	1,075.33
	11/18/2025	P02936--ERICKA PEREZ SAUCEDO	122234140011221	1,122.84
	11/18/2025	P02935--MAYRA PATRICIA LOPEZ BARRAZA	122234140011220	3,138.22
	11/18/2025	P02934--ESTELA CHAVEZ ANTONIO	122234140011219	3,378.85
	11/18/2025	P02931--ALICIA KARINA VENEGAS BRAVO	122234140011218	1,185.25
	11/18/2025	P02929--ELOISA E RAMIREZ GARCIA	122234140011217	3,325.88
	11/18/2025	P02922--ROSAURA MARTINEZ GARCIA	122234140011216	2,621.10
	11/18/2025	P02920--SOFIA ALONSO ALVARADO	122234140011215	3,641.75
	11/18/2025	P02918A--LITTLE DREAMERS CHILD CARE LLC	122234140011214	3,704.98
	11/18/2025	P02915--SANDRA VEGA HERNANDEZ	122234140011213	2,713.31
	11/18/2025	P02913--ANA MARIA RODRIGUEZ	122234140011212	7,599.55
	11/18/2025	P02912--ELENA GONZALEZ	122234140011211	3,091.18
	11/18/2025	P02911--KIDZ R US CHILDCARE	122234140011210	670.63
	11/18/2025	P02909--MAYRA ALEJANDR GONZALEZ GOMEZ	122234140011209	3,196.93
	11/18/2025	P02907--MARIA MENDEZ DE CASTRO	122234140011208	4,165.69
	11/18/2025	P02904--MAYRA ESTHER MENDOZA	122234140011207	2,707.63
	11/18/2025	P02901--MARIA D REYES-SOTO	122234140011206	8,438.31
	11/18/2025	P02900--FABIOLA LEDEZMA DE NAVARRO	122234140011205	2,218.31
	11/18/2025	P02898--JASMIN HERRERA	122234140011204	3,855.22
	11/18/2025	P02897--MARTHA ALICIA CEJA	122234140011203	3,160.63
	11/18/2025	P02894--MARIBEL GARCIA RAMIREZ	122234140011202	1,832.88
	11/18/2025	P02893--GABRIELA OLIVA LOPEZ	122234140011201	5,101.49
	11/18/2025	P02892--SANDRA GABRIELA ARMENDARIZ	122234140011200	3,245.16
	11/18/2025	P02885--ANA RIOS	122234140011199	5,013.46
	11/18/2025	P02884--ALONDRA SESILIA MEZA ZUNIGA	122234140011198	2,090.40
	11/18/2025	P02879--MAYRA A. RAMIREZ	122234140011197	1,069.11
	11/18/2025	P02877--GRISELDA FERNANDEZ SALGADO	122234140011196	2,736.22
	11/18/2025	P02872--STEPHANIE GARIBAY ZARAGOZA	122234140011195	2,842.41
	11/18/2025	P02871--MIRIAM ELIZABETH JAIME	122234140011194	9,322.85
	11/18/2025	P02870--ANA MARIA MARTINEZ	122234140011193	1,387.68
	11/18/2025	P02869--DINA GONZALEZ	122234140011192	6,722.56
	11/18/2025	P02857--IRMA VILLA DE OLIVARES	122234140011191	7,082.72
	11/18/2025	P02856--CONSUELO LIRA DE LEMUS	122234140011190	3,949.34
	11/18/2025	P02849--LUCERO AMAIRANI VILLASENOR BOTELLO	122234140011189	1,443.48
	11/18/2025	P02848--ANA LAURA RODRIGUEZ	122234140011188	4,536.30
	11/18/2025	P02847--ELSA LARREYNAGA BATRES	122234140011187	7,900.93
	11/18/2025	P02845--CARLOS ESTEVAN GARCIA	122234140011186	3,173.35
	11/18/2025	P02842--ELIA SANCHEZ	122234140011185	1,948.76
	11/18/2025	P02841--LAURA LILIANA RAMIREZ ALCALA	122234140011184	4,189.21
	11/18/2025	P02839--CARLAANGELA RUIZ	122234140011183	1,798.60
	11/18/2025	P02835--LORENA QUINTERO	122234140011182	6,098.42
	11/18/2025	P02828--MARIA FERNANDA GARIBAY	122234140011181	2,986.78
	11/18/2025	P02813--YESENIA CAYETANO HERNANDEZ	122234140011180	3,483.50
	11/18/2025	P02810--MARIA R LEMUS OROZCO	122234140011179	4,305.31

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P02808--MARIELA SANCHEZ	122234140011178	1,078.81
	11/18/2025	P02803--JAQUELINE MATURINO MONARREZ	122234140011177	4,963.40
	11/18/2025	P02802--GUADALUPE DURAN	122234140011176	3,219.79
	11/18/2025	P02799--ARACELI CASTRO BARRAZA	122234140011175	7,280.70
	11/18/2025	P02798--MARGARITA VALENCIA AVILA	122234140011174	7,197.18
	11/18/2025	P02796--NEREYDA LIRA LOPEZ	122234140011173	8,878.27
	11/18/2025	P02793--JULISSIA LIZBETH RODRIGUEZ	122234140011172	1,843.64
	11/18/2025	P02788--SILVIA MAGALLON DE REYES	122234140011171	8,342.26
	11/18/2025	P02781--YESENIA GUADALUPE QUINTERO TAPIA	122234140011170	745.73
	11/18/2025	P02779--REBECCA MENDOZA VAZQUEZ	122234140011169	1,442.14
	11/18/2025	P02775--NORA E LEMUS	122234140011168	10,430.80
	11/18/2025	P02771--MARIA T HERNANDEZ	122234140011167	2,871.43
	11/18/2025	P02769--BEATRIZ BUENO	122234140011166	2,667.12
	11/18/2025	P02768--ALICIA MONTEJANO PENA	122234140011165	5,785.48
	11/18/2025	P02765--MARIA DEL CARMEN GUTIERREZ BRITO	122234140011164	6,269.54
	11/18/2025	P02764--MARGARITA GARIBAY CORTES	122234140011163	12,955.29
	11/18/2025	P02759--VIANEY VILLANUEVA MAGALLON	122234140010917	3,152.55
	11/18/2025	P02757--BERTHA CARAVES	122234140010916	1,133.46
	11/18/2025	P02754A--ANTONIO PERALTA DUQUE	122234140010915	4,684.96
	11/18/2025	P02750--ROSA HILDA NAVARRO	122234140010914	4,077.43
	11/18/2025	P02749--ROSALIA MARTINEZ DE MENDOZA	122234140010913	1,743.75
	11/18/2025	P02740A--LUCEROS DAYCARE	122234140010912	1,010.64
	11/18/2025	P02736--CLAUDIA ZAVALA CISNEROS	122234140010911	2,883.66
	11/18/2025	P02728--AMALIA BUENROSTRO	122234140010910	10,410.18
	11/18/2025	P02722--BRENDA SUJEY MARTINEZ	122234140010909	3,526.35
	11/18/2025	P02720--GUADALUPE LEMUS LEMUS	122234140010908	2,797.72
	11/18/2025	P02717--JOSELINE ARREDONDO	122234140010907	2,189.30
	11/18/2025	P02716--ESPERANZA RESENDEZ	122234140010906	1,928.46
	11/18/2025	P02713--MARIA ESTHER GONZALEZ AVALOS	122234140010905	4,691.01
	11/18/2025	P02711--MARIA ELIZABETH MARIN	122234140010904	2,243.44
	11/18/2025	P02707--MAGDALENA GUERRERO DE PARRA	122234140010903	8,338.15
	11/18/2025	P02704--JANETH G SARABIA	122234140010902	12,706.97
	11/18/2025	P02696--MARIA ASUSENA GONZALEZ-GUTIERREZ	122234140010901	1,188.39
	11/18/2025	P02692--KASANDRA LOPEZ-CORDERO	122234140010900	1,206.78
	11/18/2025	P02690--STEPHANIE VERDUGO	122234140010899	1,131.68
	11/18/2025	P02689--GUADALUPE OLAZABAL	122234140010898	1,021.49
	11/18/2025	P02687--ELIM RODRIGUEZ	122234140010897	4,977.79
	11/18/2025	P02683--MARIA GUADALUPE GONZALEZ	122234140010896	9,882.95
	11/18/2025	P02673--NANCY GARIBAY HERNANDEZ	122234140010895	1,631.55
	11/18/2025	P02666--LUCERO MILLAN GARCIA	122234140010894	2,871.48
	11/18/2025	P02659--ARACELI MORALES DE MARTINEZ	122234140010893	6,842.11
	11/18/2025	P02653--SILVIA LETICIA SANCHEZ DE GARCIA	122234140010892	1,832.98
	11/18/2025	P02650--MA BELEN RODRIGUEZ BRAVO	122234140010891	5,537.31
	11/18/2025	P02645--JANET IBARRA	122234140010890	2,012.33
	11/18/2025	P02640--TERESA MENDOZA	122234140010889	1,022.39
	11/18/2025	P02638--MARIA HAYDEE CRUZ DE SEGOVIA	122234140010888	10,389.43
	11/18/2025	P02636--YAZMIN ARACELI NAVARRO HERRERA	122234140010887	1,843.71
	11/18/2025	P02635--MARIA E CUARA	122234140010886	1,320.84
	11/18/2025	P02620--ARACELI JIMENEZ AVILA	122234140010885	2,448.78
	11/18/2025	P02615--NINFA E. RODRIGUEZ	122234140010884	4,517.87
	11/18/2025	P02613--MAYRA HERNANDEZ	122234140010883	3,046.50
	11/18/2025	P02602--ADRIANA GOMEZ	122234140010882	12,158.68
	11/18/2025	P02598--MIRIAM LOPEZ GUTIERREZ	122234140010881	10,881.22
	11/18/2025	P02597--INES MARISCAL MACIAS	122234140010880	622.38
	11/18/2025	P02594--GUILLERMINA HERNANDEZ GOMEZ	122234140010879	5,425.08
	11/18/2025	P02589--BEATRIZ GONZALEZ DUENAS	122234140010878	1,150.96
	11/18/2025	P02579--YOLANDA LIRA LEMUS	122234140010877	11,209.13
	11/18/2025	P02578--MARIA NANCY CRUZ	122234140010876	1,491.46
	11/18/2025	P02576--PRECIOSA ISABEL CHAMALE CASTRO	122234140010875	1,292.98
	11/18/2025	P02570--TINA MARIE LOPEZ	122234140010874	9,425.02
	11/18/2025	P02562--IRMA FLORES	122234140010873	1,788.90
	11/18/2025	P02560--VERONICA HERNANDEZ	122234140010872	3,764.67
	11/18/2025	P02557--MARIA A LOPEZ	122234140010871	961.40
	11/18/2025	P02555--OGARIDT ALCANZAR MAGANA	122234140010870	4,711.93

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P02553--ELENA OCHOA CONTRERAS	122234140010869	1,297.28
	11/18/2025	P02549--MARIA REINA OROZCO MORA	122234140010868	7,828.57
	11/18/2025	P02547--CLAUDIA GARCIA	122234140010867	3,064.93
	11/18/2025	P02545--ROCIO OROZCO IBARRA	122234140010866	8,417.61
	11/18/2025	P02542A--LA ESTACION CHILDCARE LLC	122234140010865	3,634.16
	11/18/2025	P02539--KASANDRA BASURTO	122234140010864	1,780.12
	11/18/2025	P02533--LIZET MONSERRAT PRECIADO	122234140010863	2,099.17
	11/18/2025	P02525--LETICIA HERNANDEZ PEREZ	122234140010862	1,550.33
	11/18/2025	P02519--ANDREA PIMENTEL DE DOMINGUEZ	122234140010861	13,314.02
	11/18/2025	P02510A--NUBIA IVETTE ACEVES RODRIGUEZ	122234140010860	1,656.28
	11/18/2025	P02505--YANELY GARCIA	122234140010859	1,523.02
	11/18/2025	P02483--JASMINE CANCHOLA	122234140010858	883.87
	11/18/2025	P02482--YOANA PEREZ	122234140010857	2,611.99
	11/18/2025	P02481--MARICELA MUNOZ SANCHEZ	122234140010856	1,979.42
	11/18/2025	P02477--MAGANA IRIS FCC LLC	122234140010855	7,376.00
	11/18/2025	P02476--DOLORES M PLATERO	122234140010854	3,574.72
	11/18/2025	P02468--DAVID PANTOJA	122234140010853	9,295.68
	11/18/2025	P02467--KARLA ELIZABETH HULING	122234140010852	3,110.82
	11/18/2025	P02466--ROSA ELENA ARELLANO	122234140010851	3,222.64
	11/18/2025	P02462--IRMA L IBARRA	122234140010850	9,139.42
	11/18/2025	P02455--LUCIA MENDOZA OCHOA	122234140010849	2,494.95
	11/18/2025	P02454--INOCENCIA SALAS ROJAS	122234140010848	7,431.46
	11/18/2025	P02453--LORENA TRUJILLO ESCOBEDO	122234140010847	2,924.30
	11/18/2025	P02450--RUBICEL RUIZ SOLORIO	122234140010846	8,519.92
	11/18/2025	P02448--JANET RODRIGUEZ	122234140010845	6,087.12
	11/18/2025	P02446--MARIA DOLORES GOMEZ	122234140010844	6,527.69
	11/18/2025	P02443--MONICA VEGA	122234140010843	6,050.19
	11/18/2025	P02438--GEORGINA CONCEPCION WARREN COSTALES	122234140010842	8,697.88
	11/18/2025	P02432--LILIANA SOLORIO	122234140010841	1,037.35
	11/18/2025	P02430--ALMA AYDE GOMEZ ALVAREZ	122234140010840	6,478.72
	11/18/2025	P02426--ANNA DELFINA REYES	122234140010839	13,000.17
	11/18/2025	P02424--DALILA J CAVAZOS	122234140010838	12,519.47
	11/18/2025	P02422--ELIZABETH DIAZ	122234140010837	3,566.78
	11/18/2025	P02415--TERESA DE LA LUZ SALAZAR MARTINEZ	122234140010836	7,172.34
	11/18/2025	P02413--MIGUEL ANGEL GARCIA JIMENEZ	122234140010835	2,543.54
	11/18/2025	P02397--ELVIRA GAMBOA	122234140010834	952.28
	11/18/2025	P02393--ADRIANA CEJA GONZALEZ	122234140010833	5,407.25
	11/18/2025	P02386--GREGORIA GALLEGOS	122234140010832	10,194.42
	11/18/2025	P02380--ZEFERINO GONZALEZ	122234140010831	1,266.88
	11/18/2025	P02375--MARTHA ESTHELA SANCHEZ	122234140010830	11,062.26
	11/18/2025	P02342--SANDRA PEREZ	122234140010829	11,005.30
	11/18/2025	P02336--PAULA GARCIA	122234140010828	6,717.37
	11/18/2025	P02334--SILVIA E ZUNIGA	122234140010827	10,176.34
	11/18/2025	P02333--MITZI G CHAVEZ MAGALLON	122234140010826	4,783.26
	11/18/2025	P02331--PAULA LARA VALDOVINOS	122234140010825	7,369.07
	11/18/2025	P02329--JULISSA MARIE ARAGON	122234140010824	2,079.31
	11/18/2025	P02327--REYNA TORRES DE CASTRO	122234140010823	6,577.80
	11/18/2025	P02325--ANDREA FRANCISCA SANTOS MENDOZA	122234140010822	11,903.76
	11/18/2025	P02323--SONIA PANTOJA	122234140010821	2,872.78
	11/18/2025	P02322--MARGARITA BUSTAMANTE DE FELIX	122234140010820	5,168.37
	11/18/2025	P02319--MARIA PERLA GARCIA DE ARCIGA	122234140010819	5,773.91
	11/18/2025	P02314--KENDAHL ROSE ROWE	122234140010818	9,997.10
	11/18/2025	P02313--MARIA GUADALUPE BARAJAS DE GARCIA	122234140010817	2,138.22
	11/18/2025	P02310--MARIA G RAMIREZ DE MARTINEZ	122234140010816	12,220.26
	11/18/2025	P02303--MARTHA A ANGUIANO REYES	122234140010815	1,819.85
	11/18/2025	P02280--NORMA MENDOZA	122234140010814	10,449.65
	11/18/2025	P02267--MARTHA SALGADO	122234140010813	13,195.42
	11/18/2025	P02266--ELIZABETH CHAVEZ	122234140010812	6,482.90
	11/18/2025	P02265--ELSA YANETH QUEVEDO ORTIZ	122234140010811	2,464.35
	11/18/2025	P02260--MARIA GUADALUPE ALVAREZ	122234140010810	6,590.68
	11/18/2025	P02259--MARIA GUADALUPE CONTRERAS VARGAS	122234140010809	1,642.90
	11/18/2025	P02258--MARISOL MEDINA	122234140010808	7,601.40
	11/18/2025	P02249--ADRIANA AGUIRRE GAONA	122234140010807	5,269.65
	11/18/2025	P02246--CAROLINA GIL	122234140010806	2,826.91

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P02241--ANA PATRICIA CAMARGO	122234140010805	4,642.22
	11/18/2025	P02240--MARIA SANTOS DE LOPEZ	122234140010804	9,442.60
	11/18/2025	P02238--MATILDE VILLAFAN DE MARAVILLA	122234140010803	8,624.11
	11/18/2025	P02237--IRMA SANDOVAL ROBLES	122234140010802	6,975.73
	11/18/2025	P02235--GABRIELA ARREGUIN	122234140010801	821.45
	11/18/2025	P02222--MARIA GARCIA	122234140010800	7,804.20
	11/18/2025	P02218--ADELA RUIZ	122234140010799	5,054.40
	11/18/2025	P02206--CECILIA ALONSO DE RODRIGUEZ	122234140010798	3,105.16
	11/18/2025	P02190--ESPERANZA TORRES	122234140010797	2,033.34
	11/18/2025	P02152--EDELMIRA L VIVEROS	122234140010796	2,860.13
	11/18/2025	P02147--MARIA GUADALUPE CHAVEZ	122234140010795	10,239.08
	11/18/2025	P02144--MARICELA SANDOVAL RODRIGUEZ	122234140010794	9,173.76
	11/18/2025	P02138--JACOBA C DE ANDRACA	122234140010793	7,948.33
	11/18/2025	P02122--JOANNA GONZALEZ	122234140010792	726.62
	11/18/2025	P02118--ODAIVA GUADALUPE CENTENO	122234140010791	9,521.16
	11/18/2025	P02109--JACLYN PRADO	122234140010790	1,804.72
	11/18/2025	P02093--SUSY I SANTACRUZ DE SAHAGUN	122234140010789	3,590.18
	11/18/2025	P02092--CATALINA RIVERA DE ESPINOZA	122234140010788	3,390.27
	11/18/2025	P02089--MARIA LAURA RAYA GOMEZ	122234140010787	6,644.21
	11/18/2025	P02078--GUADALUPE AVILES LEYVA	122234140010786	2,171.08
	11/18/2025	P02053--ANA BERTHA BALLESTEROS JAIME	122234140010785	5,814.67
	11/18/2025	P02051--ANA MARTINEZ	122234140010784	982.75
	11/18/2025	P02044--AYDE JAIME	122234140010783	4,732.58
	11/18/2025	P01999--BERENICE IBARRA	122234140010782	1,785.88
	11/18/2025	P01984--IRMA YOLANDA ARCINIEGA	122234140010781	3,881.32
	11/18/2025	P01975--MARIA GUADALUPE DIAZ DE RUIZ	122234140010780	2,052.90
	11/18/2025	P01968--LOURDES PEREZ DE GARCIA	122234140010779	7,824.45
	11/18/2025	P01954--MARIA GUADALUPE ZAMORA RODRIGUEZ	122234140010778	2,067.18
	11/18/2025	P01951--IRENE R SIXTOS	122234140010777	8,465.55
	11/18/2025	P01944A--JOSE FRANCISCO ALVARADO MENDEZ	122234140010776	1,656.09
	11/18/2025	P01934--MARIA A MAGALLON OROZCO	122234140010775	4,462.26
	11/18/2025	P01928--ANGELINA VASQUEZ	122234140010774	1,853.00
	11/18/2025	P01917--DAISY ALMIDA GONZALEZ	122234140010773	8,293.50
	11/18/2025	P01910--ANDREA BUENROSTRO	122234140010772	10,338.72
	11/18/2025	P01908A--JAIMES ADELA FAMILY CHILD CARE INC	122234140010771	8,952.49
	11/18/2025	P01901--XOCHITL QUIROZ DE ALCALA	122234140010770	1,727.57
	11/18/2025	P01877--ANTONIA PANIAGUA ROSALES	122234140010769	14,181.03
	11/18/2025	P01867--IRMA AYALA CONTRERAS	122234140010768	1,078.81
	11/18/2025	P01865--DINA BEATRIZ GONZALEZ	122234140010767	4,742.70
	11/18/2025	P01848--EDILIA GUTIERREZ DE GARCIA	122234140010766	3,816.43
	11/18/2025	P01843--MARIANELA G ORTIZ	122234140010765	4,872.85
	11/18/2025	P01809--CONSUELO PUGA	122234140010764	2,283.70
	11/18/2025	P01807--FELISITA GOMEZ DE GOMEZ	122234140010763	5,055.10
	11/18/2025	P01804--CECILIA ZAMORA	122234140010762	2,164.24
	11/18/2025	P01793--MARIA GUADALUPE BELTRAN SALCIDO	122234140010761	518.37
	11/18/2025	P01782--MONICA MARTINEZ	122234140010760	1,974.67
	11/18/2025	P01735--MARGARITA PADILLA BARAJAS	122234140010759	9,481.41
	11/18/2025	P01734--MARGARITA CORTES DE BARAJAS	122234140010758	13,923.10
	11/18/2025	P01724--HEIDY ESMERALDA SANDOVAL	122234140010757	4,651.89
	11/18/2025	P01718--ONOFRE ZAMORA	122234140010756	13,129.36
	11/18/2025	P01692--MARIA PAZ RUIZ	122234140010755	3,778.17
	11/18/2025	P01685--SILVIA PRECIADO	122234140010754	1,819.85
	11/18/2025	P01666--PATRICIA SANCHEZ	122234140010753	6,850.26
	11/18/2025	P01664--ELIDA CRUZ	122234140010752	3,998.48
	11/18/2025	P01654--HILDA ARACELI ARAMBULA MORENO	122234140010751	983.27
	11/18/2025	P01652--TRINIDAD TINOCO	122234140010750	4,364.61
	11/18/2025	P01638--ELIZABETH GONZALEZ	122234140010749	3,175.57
	11/18/2025	P01628--DORA LUZ RIVERA	122234140010748	9,255.52
	11/18/2025	P01570--MARIA SOCORRO GOMEZ CABRERA	122234140010747	1,122.84
	11/18/2025	P01522--ALIDA MERCADO DE GARNICA	122234140010746	1,635.74
	11/18/2025	P01507--MARIANA NAVA	122234140010745	4,606.27
	11/18/2025	P01493--NORMA LISA GUZMAN	122234140010744	1,711.23
	11/18/2025	P01460--MARILU GARZA	122234140010743	10,518.60
	11/18/2025	P01456--ESTHER MELENDREZ	122234140010742	1,560.66

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	P01431--CLAUDIA ZARAGOZA DE RODRIGUEZ	122234140010741	14,627.54
	11/18/2025	P01373--ELOISA LEMUS	122234140010740	5,783.79
	11/18/2025	P01366--MARIA R GARCIA DE ARAMBULA	122234140010739	3,031.64
	11/18/2025	P01318--MARIA CONCEPCION CEJA	122234140010738	4,272.17
	11/18/2025	P01307--MELANEA FIERROS HIDALGO	122234140010737	6,970.28
	11/18/2025	P01298--LETICIA MORALES	122234140010736	6,421.74
	11/18/2025	P01288--DOLORES PALACIOS DE GUZMAN	122234140010735	11,995.16
	11/18/2025	P01285--ADELA GARCIA DE SOSA	122234140010734	9,773.35
	11/18/2025	P01280--SILVIA MEJIA	122234140010733	10,424.44
	11/18/2025	P01266--MARIA CARRILLO DE GUTIERREZ	122234140010732	4,661.45
	11/18/2025	P01256--ALMA R RANGEL	122234140010731	4,079.10
	11/18/2025	P01189--RAQUEL POSADAS DE GIRON	122234140010730	11,109.24
	11/18/2025	P01187--MARIA LOURDES NIEVAS DE SALAZAR	122234140010729	1,452.76
	11/18/2025	P01177--SARA ESTELA POSADA	122234140010728	9,682.14
	11/18/2025	P01128--VIRGINIA RANGEL	122234140010727	4,831.51
	11/18/2025	P01122--MARIA DEL SOCORRO CARMONA	122234140010726	961.40
	11/18/2025	P01114--ROCIO SALAZAR	122234140010725	4,140.03
	11/18/2025	P01108--IMELDA MARIN DE JUAREZ	122234140010724	7,117.56
	11/18/2025	P01106--HILDA BARAJAS JUAREZ	122234140010723	2,138.22
	11/18/2025	P01105--ANGELICA MAGANA MARES	122234140010722	6,227.23
	11/18/2025	P01091--BIVIANA MANRIQUEZ	122234140010721	7,185.85
	11/18/2025	P01075--ROSALBA GONZALEZ	122234140010720	8,690.85
	11/18/2025	P01067--ANNA V MENDEZ	122234140010719	661.00
	11/18/2025	P01054--IRMA VERONICA OSEGUERA	122234140010718	1,983.70
	11/18/2025	P01050--LILIA YAZMIN JUAREZ	122234140010717	8,976.78
	11/18/2025	P01024--MACARMEN LUCATERO	122234140010716	1,374.70
	11/18/2025	P00966--ELIDIA O RANGEL	122234140010715	7,132.58
	11/18/2025	P00931--CARMEN MORALES DIAZ	122234140010714	9,843.46
	11/18/2025	P00903--PATRICIA HERNANDEZ	122234140010713	13,512.36
	11/18/2025	P00805--ELVA BORUNDA FLORES	122234140010712	8,409.26
	11/18/2025	P00773--ROSALINDA G. OCHOA	122234140010711	12,937.37
	11/18/2025	P00769--LETICIA MARIA BOTELLO	122234140010710	5,463.10
	11/18/2025	P00760--MARYPAZ ALVARADO PEREZ	122234140010709	1,287.04
	11/18/2025	P00735--LAURA A GUTIERREZ	122234140010708	12,333.86
	11/18/2025	P00718--JUANA CORTEZ DE PEREZ	122234140010707	7,723.11
	11/18/2025	P00699--BLANCA EVELIA RUIZ DE SOLORIO	122234140010706	11,537.91
	11/18/2025	P00661--SOCORRO A MENDOZA	122234140010705	4,079.10
	11/18/2025	P00635--ESTELA N. VEGA	122234140010704	1,738.76
	11/18/2025	P00608--ISABEL GARCIA	122234140010703	1,919.91
	11/18/2025	P00593--RITA GARCIA	122234140010702	5,498.43
	11/18/2025	P00582--JUANA H PIMENTEL	122234140010701	12,300.02
	11/18/2025	P00523--BEATRIZ TELLEZ DE TORRES	122234140010700	906.56
	11/18/2025	P00489--ESPERANZA B TOBAR	122234140010699	2,062.08
	11/18/2025	P00446--OLGA ZAMAGO	122234140010698	1,890.14
	11/18/2025	P00425--JUDITH ADRIANA PAREDES DE QUEZADA	122234140010697	1,848.93
	11/18/2025	P00402--YOLANDA MUNOZ	122234140010696	14,487.56
	11/18/2025	P00349--YOLANDA JUAREZ	122234140010695	4,639.31
	11/18/2025	P00329--MARIA GUADALUPE LOPEZ CORZA	122234140010694	8,562.75
	11/18/2025	P00251--EVANGELINA CERVANTES DE RAMOS	122234140010693	5,062.94
	11/18/2025	P00163--LETICIA G HERNANDEZ	122234140010692	8,298.69
	11/18/2025	P00161--ALICIA GARCIA DE LEYVA	122234140010691	3,403.91
	11/18/2025	P00147--JOSEFINA GARCIA	122234140010690	1,804.72
	11/18/2025	P00114--MARTHA ANGELICA SOLORIO DE ARCEO	122234140010689	5,416.15
	11/18/2025	P00090--MARIA ELENA CEJA	122234140010688	2,703.09
	11/18/2025	P00076--LILIA HORTENCIA OSEGUERA	122234140010687	5,955.85
	11/18/2025	P00021--ANA ROSA M SANCHEZ	122234140010686	11,721.99
	11/18/2025	P00019--TERESA CAROLINA OROPEZA	122234140010685	6,359.65
	11/18/2025	P00002--NORA ELIA JAIME	122234140010684	1,893.22
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140010683	1,640.00
	11/18/2025	V03064--CUSTOM L & A CONSTRUCTION INC	122234140010682	1,780.00
	11/18/2025	V02330--JEREMY T TOBIAS	122234140010681	150.00
	11/18/2025	V03186--BLUETRITON BRANDS INC	122234140010680	123.24
	11/18/2025	V03645--GLORIANA TEIXEIRA	122234140010679	275.80
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140010678	326.49

Bank	Date	Vendor	Document no.	Amount
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140010677	92.77
	11/18/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010676	150.00
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010675	15.67
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010674	162.34
	11/18/2025	V04180--DIESEL DIRECT LLC	122234140010673	1,804.02
	11/18/2025	V00358--EXACT STAFF, INC	122234140010672	2,520.00
	11/18/2025	V04556--SPRITE HEALTH, INC.	122234140010671	7,483.74
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010670	502.03
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010669	7.84
	11/18/2025	V04180--DIESEL DIRECT LLC	122234140010668	2,123.39
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010667	94.05
	11/18/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140010666	4,955.68
	11/18/2025	V03084--SUNRISE GARDENING SERVICE, LLC	122234140010665	5,800.00
	11/18/2025	V03095--AMERITAS LIFE INSURANCE CORP.	122234140010664	36,142.19
	11/18/2025	V00306--DISCOUNT SCHOOL SUPPLY	122234140010663	134.63
	11/18/2025	V00024--ADP, LLC.	122234140010662	25,497.01
	11/18/2025	V00961--TEL TEC SECURITY SYSTEMS INC	122234140010661	3,641.53
	11/18/2025	V00559--KAPLAN EARLY LEARNING CO	122234140010660	52,388.67
	11/18/2025	V00796--POWER MACHINERY CENTER	122234140010659	367.96
	11/18/2025	V04180--DIESEL DIRECT LLC	122234140010658	2,095.92
	11/18/2025	V00049--AMAZON CAPITAL SERVICES, INC	122234140010657	13,760.20
	11/18/2025	V04918--JAVIER ARREOLA	122234140010656	201.88
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140010655	349.87
	11/18/2025	V03939--SULEMA GARCIA	122234140010654	124.60
	11/18/2025	V01044--W W GRAINGER INC	122234140010653	567.47
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010652	7.84
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010651	141.07
	11/18/2025	V03986--YOLANDA GONZALES	122234140010650	185.00
	11/18/2025	V00592--LAKESHORE PARENT, LLC	122234140010649	2,580.61
	11/18/2025	V03492--Andrea Chavez	122234140010648	77.70
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010647	560.30
	11/18/2025	V04982--RICHARD HEATH & ASSOCIATES, INC.	122234140010646	2,000.00
	11/18/2025	V03671--JAYSHREE MADEKA	122234140010645	44.80
	11/18/2025	V00402--FRONTIER COMMUNICATIONS HOLDINGS LLC	122234140010644	251.05
	11/18/2025	V00060--AN ICON COMPANY, LLC - PRINTDIRTCHEAP	122234140010643	519.60
	11/18/2025	V00029--ADVANCED DATA STORAGE, INC	122234140010642	89.41
	11/18/2025	V00445--HD SUPPLY FACILITIES MAINTENANCE LTD	122234140010641	264.35
	11/18/2025	V04827--SAUL M CEDENO DBA MR CLEAN AUTO DETAILING	122234140010640	490.00
	11/18/2025	V04575--LOWE'S COMPANIES, INC.	122234140010639	1,661.28
	11/18/2025	V03526--BELVINDER BIRING	122234140010638	22.40
	11/18/2025	V00260--CROWN EQUIPMENT CORPORATION	122234140010637	5,032.55
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140010636	518.00
	11/18/2025	V03326--CLEMMER AND COMPANY	122234140010635	990.00
	11/18/2025	V04761--MIJOY STEPHENS	122234140010634	750.00
	11/18/2025	V03316--YESENIA MONTOYA	122234140010633	7,500.00
	11/18/2025	V00146--CA ASSOCIATION OF FOOD BANKS	122234140010632	15,678.79
	11/18/2025	V01064--WIPFLI LLP	122234140010631	537.60
	11/18/2025	V04748--ELD EXPERTS, LLC	122234140010630	12,447.83
	11/18/2025	V00721--NARAMA INC. - TREK IMAGING	122234140010629	2,850.67
	11/18/2025	V04836--KIWANIS CLUB OF MANTECA-SUNRISE	Voided - 305352	-150.00
	11/18/2025	V04467--ALL PROPERTY MANAGEMENT & SALES INC	Voided - 306221	-728.00
	11/18/2025	V04103--GABRIELA MORENO	Voided - 306245	-92.40
	11/18/2025	V04572--ERICA FRIAS	Voided - 305815	-128.80
	11/18/2025	V04572--ERICA FRIAS	Voided - 305686	-494.90
	11/18/2025	V04387--ROBIN JENNINGS	306294	508.51
	11/18/2025	V05005--FONDA DENISE MORLAND	306293	2,044.01
	11/25/2025	V04294--HEATHER WEST	306544	1,176.47
	11/25/2025	V03877--RAMIRO LOPEZ	306545	1,264.22
	11/25/2025	V03157--KERN ISLAND INVESTORS, GP	306557	7,647.00
	11/25/2025	V03157--KERN ISLAND INVESTORS, GP	306556	7,399.50
	11/25/2025	V03124--1020 CECIL LLC	306546	945.00
	11/25/2025	V02424--MCFARLAND UNIFIED SCHOOL DISTRICT	306591	100.00
	11/25/2025	V02973--OMNI FAMILY HEALTH	306561	6,337.00
	11/25/2025	V02967--MORE THAN ONE DIMENSION, INC.	306560	1,800.00

Bank	Date	Vendor	Document no.	Amount
	11/25/2025	V02227--CITY OF ARVIN	306550	671.95
	11/25/2025	V02966--MOJAVE UNIFIED SCHOOL DISTRICT	306559	450.00
	11/25/2025	V02949--KERN COUNTY SUPERINTENDENT OF SCHOOLS	306555	2,200.00
	11/25/2025	V02933--COMMUNITY SERVICES AND EMPLOYMENT TRAININ	306551	978.50
	11/25/2025	V00798--PREWITT FAMILY DECEDENTS TRUST	306562	925.00
	11/25/2025	V01041--VINELAND SCHOOL DISTRICT	306566	375.00
	11/25/2025	V02690--HEARTS & LIVES	306554	550.00
	11/25/2025	V01819--CENTRAL CAL MANAGEMENT, INC	306549	1,201.00
	11/25/2025	V01819--CENTRAL CAL MANAGEMENT, INC	306548	1,045.00
	11/25/2025	V01819--CENTRAL CAL MANAGEMENT, INC	306547	975.00
	11/25/2025	V02673--FIRST 5 MADERA COUNTY	306552	1,223.14
	11/25/2025	V01005--TULARE COUNTY OFFICE OF EDUCATION	306565	500.00
	11/25/2025	V03003--FIRST CONGREGATIONAL CHURCH BAKERSFIELD	306553	5,004.92
	11/25/2025	V00932--STELLAR PLAZA LLC	306564	3,253.61
	11/25/2025	V00689--MERCED COUNTY OFFICE OF EDUCATION	306558	253.67
	11/25/2025	V02479--RONALD SHELAN	306563	5,704.14
	11/25/2025	P02952--BASILIA GASGA VILLEGA	306570	483.96
	11/25/2025	P02945--GABRIELA FRANCO DE ALCANTAR	306576	3,665.70
	11/25/2025	P02968--GLORIA ROMAN	306578	4,230.92
	11/25/2025	P02908--ROSA ELVIA ROJAS DE LOPEZ	306596	2,142.28
	11/25/2025	P02979--VENUSTIANA P DURAN	306602	1,182.54
	11/25/2025	P00431--TERESA LOERA DE QUINTERO	306601	453.74
	11/25/2025	P02951--IRENE FUENTES-TAPIA	306580	2,806.29
	11/25/2025	P02326--MARIA J MARTINEZ DE GARCIA	306588	2,761.63
	11/25/2025	P01544--MARIA B CRUZ DE PULIDO	306586	12,683.57
	11/25/2025	P02315--CRISTINA SOTO DE MARTINEZ	306574	1,940.66
	11/25/2025	P01069--HERLINDA NOLASCO DE GONZALEZ	306579	1,016.12
	11/25/2025	P02252--ANDREA R RIVERA	306569	3,913.57
	11/25/2025	P00801--ROSAURA QUINTERO DE LOPEZ	306598	3,879.23
	11/25/2025	P02226--LILIA ESQUIVEL MONROY	306583	1,812.75
	11/25/2025	P00682--BERTHA MORENO	306571	10,033.96
	11/25/2025	P02224--ROCIO JOSEFINA HERNANDEZ	306594	6,083.49
	11/25/2025	P02160--ROSALBA CABRAL	306597	3,595.61
	11/25/2025	P02457--MARIA ELENA CORONA DE IBARRA	306587	7,898.68
	11/25/2025	P02100--SOCORRO LARA DE GOVEA	306600	1,511.72
	11/25/2025	P02431--ROCIO VERONICA MUNIZ CERECEDA	306595	3,147.88
	11/25/2025	P02414--BERTHA NERTO	306572	11,050.65
	11/25/2025	P02396--ANA MARIA RAMIREZ MEJIA	306567	4,540.46
	11/25/2025	P01849--LORI MACIAS CERNA	306584	6,527.45
	11/25/2025	P01805--CONSUELO RAMIREZ DE MAGDALENO	306573	3,117.64
	11/25/2025	P02819--JAQUILINA GARCIA OSORIO	306581	491.76
	11/25/2025	P02494A--MARIA LOURDES MORENO ESQUIVEL	306589	1,972.76
	11/25/2025	P02854--FERNANDO MARQUEZ ROMERO	306575	6,544.64
	11/25/2025	P00526--ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	306568	2,954.11
	11/25/2025	P00485--MARIA P COSIO	306590	9,287.86
	11/25/2025	P02881--PERLA GUADALUPE DIAZ MORENO	306593	1,299.24
	11/25/2025	P02887--LAURA IVETH ESQUIVEL	306582	7,522.12
	11/25/2025	P02950--NORA NOELIA LUCATERO MORENO	306592	2,971.79
	11/25/2025	P02702--MARCELINA ZARATE ZARATE	306585	1,349.31
	11/25/2025	P02662--SILVIA MENDEZ URIBE	306599	2,062.08
	11/25/2025	P02873--GABRIELA IBARRA	306577	941.78
	11/25/2025	V03071--COUNTY OF KERN - MORTGAGE PAYMENT ONLY	122234140011600	44,367.81
	11/25/2025	V03007--JANET Y YU	122234140011599	700.00
	11/25/2025	V03006--GRACE COMMUNITY CHURCH	122234140011598	5,690.37
	11/25/2025	V02796--MARK AND HELENE MCELYEA	122234140011597	4,000.00
	11/25/2025	V02263--DIVERSIFIED PROJECT SERVICES INTL., INC.	122234140011596	9,555.00
	11/25/2025	V02261--DIOCESE OF FRESNO EDUCATION CORPORATION	122234140011595	3,532.50
	11/25/2025	V02150--5905 NILES ST LLC	122234140011594	4,460.04
	11/25/2025	V01072--YABITO CORPORATION	122234140011593	1,598.00
	11/25/2025	V00808--PROTEUS INC	122234140011592	500.00
	11/25/2025	V00747--OLLIE SHANKLE TRUSTEE (LESSOR)	122234140011591	10,525.00
	11/25/2025	V00718--M-R PROPERTIES	122234140011590	7,291.00
	11/25/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JC	122234140011589	5,688.00
	11/25/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JC	122234140011588	2,022.08

Bank	Date	Vendor	Document no.	Amount
	11/25/2025	V04715--ASSOCIATED FILIPINO ORGANIZATIONS OF SAN JC	122234140011587	666.98
	11/25/2025	V04678--GRUPE HUBER COMPANY	122234140011586	7,787.70
	11/25/2025	V04640--NEEDLES FOR THE FUTURE	122234140011585	444.57
	11/25/2025	V04593--ORCHARD ALLIANCE - WAYSIDE CHAPEL	122234140011584	21,097.00
	11/25/2025	V04591--STAR 2 HOLDING LLC	122234140011583	1,123.20
	11/25/2025	V04143--NEORIA FAMILY REVOCABLE TRUST, PARAMPAL SIN	122234140011582	6,335.00
	11/25/2025	V03295--RANCHO DE STINE LLC	122234140011581	21,892.00
	11/25/2025	V03278--LODI MUSLIM MOSQUE	122234140011580	5,700.00
	11/25/2025	V03247--BKAT, INC	122234140011579	11,247.60
	11/25/2025	V03159--JOHN REY	122234140011578	1,875.00
	11/25/2025	V04773--EASTON BUSINESS COMPLEX	122234140011577	345.00
	11/25/2025	P02988--EULOGIA LEON MENDOZA	122234140011576	415.21
	11/25/2025	P02984--JULIETA GONZALEZ GONZALEZ	122234140011575	771.49
	11/25/2025	P02977--SUSANA SALAZAR CONTRERAS	122234140011574	1,366.79
	11/25/2025	P02969--MARIA ELENA CASTANEDA	122234140011573	1,112.51
	11/25/2025	P02963--NEREIDA PONCE	122234140011572	1,475.74
	11/25/2025	P02960--JUANA ESQUIVEL	122234140011571	3,917.48
	11/25/2025	P02942--CECILIA SANCHEZ	122234140011570	2,986.56
	11/25/2025	P02937--MAGDALENA MAGANA	122234140011569	3,776.62
	11/25/2025	P02933--MARIBEL RIVERA RAMIREZ	122234140011568	5,097.28
	11/25/2025	P02930--LUBI I RANGEL MAGANA	122234140011567	941.78
	11/25/2025	P02928--JOCELYN MARTEL	122234140011566	1,773.46
	11/25/2025	P02926--ELIA AYALA	122234140011565	1,966.54
	11/25/2025	P02925--SANTOS MIRIAM CRUZ	122234140011564	8,683.79
	11/25/2025	P02923--ARACELI SANTOS PACHECO	122234140011563	8,391.13
	11/25/2025	P02919--ANA KAREN VALENCIA TRUJILLO	122234140011562	5,324.07
	11/25/2025	P02907--MARIA MENDEZ DE CASTRO	122234140011561	1,768.69
	11/25/2025	P02905--ALICIA MORENO CISNEROS	122234140011560	1,853.83
	11/25/2025	P02896--MARTA CORONA DE TORRES	122234140011559	5,793.18
	11/25/2025	P02888--FANY J PEREZ DE RAMIREZ	122234140011558	1,134.12
	11/25/2025	P02874--DELMA CERVANTES CORTES	122234140011557	2,199.66
	11/25/2025	P02866--BIBIANA LIZETTE HUERTA ARIAS	122234140011556	1,741.22
	11/25/2025	P02865--JENNIFER REYES	122234140011555	1,047.10
	11/25/2025	P02864--REINA SANTIAGO PEREZ	122234140011554	2,544.36
	11/25/2025	P02863--LAURA ANDRADE	122234140011553	3,748.92
	11/25/2025	P02853--BERTHA LILIA RUELAS DEL TORO	122234140011552	1,779.05
	11/25/2025	P02846--ELIZABETH GUZMAN DE ARELLANO	122234140011551	1,057.87
	11/25/2025	P02843--ESMERALDA OSEGUERA HERRERA	122234140011550	2,828.26
	11/25/2025	P02838--MALVINA RAMIREZ LOPEZ	122234140011549	3,160.81
	11/25/2025	P02837--ADELINA BELTRAN	122234140011548	1,258.61
	11/25/2025	P02833--MANUEL VILLAGOMEZ	122234140011547	2,345.30
	11/25/2025	P02826--SILVIA LEMUS DE OROSCO	122234140011546	6,079.85
	11/25/2025	P02824--ODILIA ELIZABETH VALENCIA	122234140011545	2,047.24
	11/25/2025	P02823--DANIELA ALVAREZ	122234140011544	2,834.26
	11/25/2025	P02815--VICTORIA GOMEZ CRUZ	122234140011543	3,926.32
	11/25/2025	P02786--MARISOL PEREZ	122234140011542	2,076.92
	11/25/2025	P02780--MARISSA LOPEZ LOPEZ	122234140011541	4,534.15
	11/25/2025	P02776--BRENDA BENAVIDEZ	122234140011540	3,045.35
	11/25/2025	P02772--ROSA ELENA BUSTOS	122234140011539	1,974.67
	11/25/2025	P02755--LORRAINE DIAZ	122234140011538	6,041.82
	11/25/2025	P02744--CAROLINA HERNANDEZ DE SOLORIO	122234140011537	2,304.48
	11/25/2025	P02739--CELESTINA ANDREAH CONTRERAS	122234140011536	603.39
	11/25/2025	P02730--YANELA PLACIDO MEJIA	122234140011535	2,093.50
	11/25/2025	P02727--MARIBEL MAGANA	122234140011534	598.83
	11/25/2025	P02725--BAUDELINA SANTOS PACHECO	122234140011533	7,859.91
	11/25/2025	P02721--OLGA LIRA DE GALLARDO	122234140011532	4,901.62
	11/25/2025	P02670--GUADALUPE AVILA DE SEGOVIA	122234140011531	1,372.05
	11/25/2025	P02667--MARIA ANGELA DIAZ	122234140011530	5,185.51
	11/25/2025	P02663--DIANE LOMELI	122234140011529	5,009.20
	11/25/2025	P02648--ISABEL MARTINEZ-LOMELI	122234140011528	5,955.48
	11/25/2025	P02637--DEANNA RAMIREZ	122234140011527	4,820.28
	11/25/2025	P02634--EVA DILMA VARGAS	122234140011526	1,751.87
	11/25/2025	P02618--MARIA CHRISTINA RUBALCAVA	122234140011525	3,992.18
	11/25/2025	P02611--ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE	122234140011524	5,261.91

Bank	Date	Vendor	Document no.	Amount
	11/25/2025	P02609--ROSAURA IBARRA OROZCO	122234140011523	6,894.58
	11/25/2025	P02603--SILVIA DAVALOS DE ANGUIANO	122234140011522	2,172.92
	11/25/2025	P02592--ELDA KARINA IBARRA	122234140011521	9,417.67
	11/25/2025	P02584--NORMA PULIDO CRUZ	122234140011520	3,996.06
	11/25/2025	P02581--MARIA ELENA ESCOBAR	122234140011519	2,030.81
	11/25/2025	P02574--OLGA NOVELA DE HUERTA	122234140011518	6,148.23
	11/25/2025	P02572--ESTHER NAVARRO	122234140011517	5,096.86
	11/25/2025	P02567--LORENA PEREZ MELGOZA	122234140011516	10,015.40
	11/25/2025	P02561--JACINTA GLORIA CRUZ	122234140011515	3,080.80
	11/25/2025	P02554--YESICA SANCHEZ ARRIAGA	122234140011514	9,745.61
	11/25/2025	P02551--ANGELICA VALIENTE DE BARRAGAN	122234140011513	6,122.29
	11/25/2025	P02544--ANABEL A MARTINEZ	122234140011512	1,868.46
	11/25/2025	P02535--JESSICA MICHELLE ANDRADE	122234140011511	5,736.60
	11/25/2025	P02526--MARTINA RANGEL	122234140011510	5,535.84
	11/25/2025	P02515--SUNSHINE BILINGUAL DAYCARE	122234140011509	8,672.27
	11/25/2025	P02513--ESMERALDA Y GONZALES	122234140011508	1,715.11
	11/25/2025	P02511A--GLAFIRA E CAMACHO DE TRUJILLO	122234140011507	3,269.34
	11/25/2025	P02507--LETICIA HERNANDEZ	122234140011506	1,559.89
	11/25/2025	P02504--VIRGINIA RUELAS DE LEYVA	122234140011505	7,026.18
	11/25/2025	P02489--VANESSA NICOLE MEJIA	122234140011504	3,095.32
	11/25/2025	P02486--ROSALINDA VARGAS MATA	122234140011503	4,317.60
	11/25/2025	P02464--GLADYS ISELA RODRIGUEZ	122234140011502	9,211.53
	11/25/2025	P02463--YADIRA REBOLLEDO	122234140011501	8,784.30
	11/25/2025	P02435--JANET GARCIA-ALAPIZCO	122234140011500	9,799.54
	11/25/2025	P02418--BERTHA ALICIA GOMEZ	122234140011499	4,817.59
	11/25/2025	P02416--DANIELA GUADALUPE ESPINOZA	122234140011498	5,171.00
	11/25/2025	P02411--MAYRA ELENA GONZALEZ MORALES	122234140011497	8,147.98
	11/25/2025	P02385--TEODORA GIRON MORALES	122234140011496	5,839.93
	11/25/2025	P02374--SUNSHINE CENTER	122234140011495	1,024.91
	11/25/2025	P02368--CARMEN SANTOS PACHECO	122234140011494	8,835.07
	11/25/2025	P02367--BEATRIZ ADRIANA CARRILLO HERNANDEZ	122234140011493	7,246.18
	11/25/2025	P02351--ALMA DELIA WENCES	122234140011492	1,630.56
	11/25/2025	P02347--RAQUEL G DE IZARRARAS	122234140011491	2,108.35
	11/25/2025	P02328--YADIRA CARDONA FAMILY CHILD CARE	122234140011490	2,634.57
	11/25/2025	P02324--LUZ MARIA RAMIREZ	122234140011489	1,023.66
	11/25/2025	P02320--LILIANA REYES GONZALEZ	122234140011488	983.27
	11/25/2025	P02299--EDITH ALEJANDRA GALLEGOS	122234140011487	1,963.34
	11/25/2025	P02296--DOLORES SANCHEZ LOPEZ	122234140011486	941.78
	11/25/2025	P02295--EDUVIJES SUAREZ	122234140011485	3,893.76
	11/25/2025	P02284--ANDREA GUADALUPE DIAZ	122234140011484	1,948.30
	11/25/2025	P02278--HAYDEE ESTEBAN	122234140011483	878.07
	11/25/2025	P02277--MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	122234140011482	14,496.35
	11/25/2025	P02271--GUADALUPE CARRIZOZA DE CASTILLO	122234140011481	8,110.03
	11/25/2025	P02263--MARISOL GONZALEZ	122234140011480	4,610.92
	11/25/2025	P02261--JUANA MORILLON GUILLEN	122234140011479	8,077.03
	11/25/2025	P02254--JENNIFER KRISTINE GARCIA CONTRERAS	122234140011478	861.28
	11/25/2025	P02242--TERESA LUZ RUIZ	122234140011477	3,260.64
	11/25/2025	P02236--ROSEMARY ZAVALA	122234140011476	7,690.35
	11/25/2025	P02217--MARIA LUISA CASAS	122234140011475	13,406.88
	11/25/2025	P02215--ERIKA L CENTENO	122234140011474	10,764.97
	11/25/2025	P02210--ANA HERMELINDA SANTOS PACHECO	122234140011473	8,750.34
	11/25/2025	P02208--CELFIDA SANTOS DE RUIZ	122234140011472	4,780.25
	11/25/2025	P02201--BERTHA GOMEZ NUNEZ	122234140011471	13,350.10
	11/25/2025	P02200--GLORIA PADILLA MONTES DE OCA	122234140011470	1,845.33
	11/25/2025	P02195--LINDA'S CHILD CARE PROVIDER INC	122234140011469	11,656.22
	11/25/2025	P02176--MA DEL CARMEN GOMEZ GRANADOS	122234140011468	9,347.23
	11/25/2025	P02173--BERTHA CONTRERAS	122234140011467	2,970.81
	11/25/2025	P02172--MARIA LEDESMA DE GARCIA	122234140011466	6,902.00
	11/25/2025	P02163--ALICIA DE LA GARZA	122234140011465	3,290.89
	11/25/2025	P02161--SANDRA MARTINEZ VARELA	122234140011464	4,584.15
	11/25/2025	P02158--CASA DE ADORACION TULARE	122234140011463	7,030.09
	11/25/2025	P02154--GUADALUPE CABRERA	122234140011462	13,169.69
	11/25/2025	P02130--ARACELY CRUZ DE MONTERROSA	122234140011461	14,080.32
	11/25/2025	P02090--HERMELINDA VILLEDA	122234140011460	460.24

Bank	Date	Vendor	Document no.	Amount
	11/25/2025	P02088--MARIA Z RODRIGUEZ DE OCHOA	122234140011459	3,100.69
	11/25/2025	P02083--MARIA PAZ	122234140011458	6,031.55
	11/25/2025	P02080--MARIA F MARTINEZ	122234140011457	5,276.68
	11/25/2025	P02032--MARIA F AGUILAR DE SANDOVAL	122234140011456	3,446.67
	11/25/2025	P01972--RUBICELA ALCANTAR DE TORRES	122234140011455	2,940.47
	11/25/2025	P01969--ANA MARIA NAVARRO GUTIERREZ	122234140011454	5,570.61
	11/25/2025	P01963--ELVIRA OCHOA GOMEZ	122234140011453	14,549.66
	11/25/2025	P01955--LIDIA ALONDRA BRAVO DE MENDOZA	122234140011452	3,574.37
	11/25/2025	P01943--GLORIA MORENO DE HERNANDEZ	122234140011451	1,757.11
	11/25/2025	P01919--MARIA FRANCISCA MENA	122234140011450	9,900.86
	11/25/2025	P01906--SOFIA ALVAREZ DE GONZALEZ	122234140011449	9,610.55
	11/25/2025	P01889--MARIA SANDRA L DE ESTRADA	122234140011448	1,998.97
	11/25/2025	P01853--MARIA C ZEPEDA DE NUNEZ	122234140011447	5,363.24
	11/25/2025	P01850--RUTH CARINA PAREDES	122234140011446	5,220.59
	11/25/2025	P01837--ISABEL C MEDINA DE GARCIA	122234140011445	1,707.70
	11/25/2025	P01806--MARIA E SANCHEZ DE GOMEZ	122234140011444	6,765.48
	11/25/2025	P01802--SAIDY LORENA MAYEN	122234140011443	4,962.76
	11/25/2025	P01789--MARIA G AYALA	122234140011442	6,073.92
	11/25/2025	P01765--VERONICA ALVAREZ	122234140011441	5,412.08
	11/25/2025	P01759--MARIBEL MEDINA VARGAS	122234140011440	2,611.34
	11/25/2025	P01755--BEATRIZ JACQUEZ NUNEZ	122234140011439	926.74
	11/25/2025	P01561--ANA M. DAVILA	122234140011438	6,907.85
	11/25/2025	P01556--YNEZ ATHENA CHAVEZ-ANDRADE	122234140011437	8,050.09
	11/25/2025	P01518--ROMELIA MORENO DE ESPINOZA	122234140011436	7,076.16
	11/25/2025	P01508--ROCELIA OROZCO LEMUS	122234140011435	3,447.53
	11/25/2025	P01482--ROSA ANGELA ORTIZ	122234140011434	7,256.91
	11/25/2025	P01465--ESMERALDA ALCANTARA	122234140011433	4,030.23
	11/25/2025	P01382--LUZ MARIA VILLAGOMEZ	122234140011432	13,353.77
	11/25/2025	P01377--MARIA GUADALUPE NAVARRO DE ORTIZ	122234140011431	3,349.32
	11/25/2025	P01353--CARMEN BELTRAN	122234140011430	6,750.77
	11/25/2025	P01304--MARIA GUADALUPE JAYME	122234140011429	4,913.74
	11/25/2025	P01279--AIDEE SANDOVAL	122234140011428	2,146.50
	11/25/2025	P01208--MARIA M ANGULO	122234140011427	6,261.85
	11/25/2025	P01171--ARACELI EMMA GUERRERO DE MENDEZ	122234140011426	6,836.31
	11/25/2025	P01096--LAURA A RODRIGUEZ	122234140011425	4,053.08
	11/25/2025	P01033--BLANCA ESTELA JIMENEZ	122234140011424	928.39
	11/25/2025	P01027--MA L MONROY DE SEVILLA	122234140011423	1,848.93
	11/25/2025	P01013--MARIA DE JESUS REYNA	122234140011422	4,345.71
	11/25/2025	P01000--CLAUDIA ANDREA MUNOZ	122234140011421	4,374.56
	11/25/2025	P00852--ELISA GONZALES	122234140011420	6,411.51
	11/25/2025	P00837--AGUSTINA MORENO	122234140011419	1,885.10
	11/25/2025	P00832--YOLANDA CORTES DE MENDOZA	122234140011418	1,320.21
	11/25/2025	P00818--MARICELA CORTEZ	122234140011417	2,773.38
	11/25/2025	P00810--MAGDA F. SALDIVAR	122234140011416	8,184.99
	11/25/2025	P00808--MERCEDES CORRALES HIGUERA	122234140011415	857.95
	11/25/2025	P00803--DELIA IRENE ARAUJO DOMINGUEZ	122234140011414	6,968.11
	11/25/2025	P00780--MAYRA FLORES	122234140011413	989.71
	11/25/2025	P00524--IRMA GUTIERREZ	122234140011412	6,097.96
	11/25/2025	P00468--GABRIELA GARCIA DE RODRIGUEZ	122234140011411	13,623.27
	11/25/2025	P00435--PATRICIA MUNOZ VASQUEZ	122234140011410	11,061.52
	11/25/2025	P00043--MARIA TERESA ALANIS	122234140011409	1,956.91
	11/25/2025	P00014--LILIA ISORDIA DE RANGEL	122234140011408	4,807.66
	11/25/2025	P00003--CATALINA CASTRO AYALA	122234140011407	14,668.37
Total for CBB - Operating Acct			1525	**6,186,586.83**

MEMORANDUM

To: Board of Directors

From: Robert Espinosa, Program Design and Management Administrator

Date: January 26, 2026

Subject: *Agenda Item IV(e): Head Start Under-Enrollment Plan Completion Update* – **Info Item**

On November 9, 2024, the Office of Head Start (OHS) placed Community Action Partnership of Kern (CAPK) Head Start on an Under-Enrollment Plan of Action. This plan required CAPK to achieve and sustain at least 97% enrollment in both Head Start Preschool and Early Head Start for six consecutive months. Under-Enrollment was a significant problem nationally as we emerged from the pandemic.

On December 23, 2025, CAPK received formal written notification from OHS confirming that the program has successfully met and maintained the 97% enrollment requirement for the required six-month period, thereby satisfying the terms of the Plan of Action. This accomplishment represents a significant program milestone and reflects the strength of CAPK's recruitment, enrollment, and retention strategies. Just as important, it highlights the collaborative support and alignment between all departments within the division. The program extends sincere appreciation to the Board of Directors for its continued partnership and leadership, particularly for supporting key decisions and actions that helped position the program for success, including approval and guidance related to salary and benefits enhancements, as well as program option changes, conversions, and reductions necessary to enhance operations and strengthen enrollment outcomes.

Internally, this achievement is also a testament to the extraordinary work of CAPK Head Start staff. Across the program, teams rebuilt waitlists, processed thousands of applications, and worked diligently to accommodate unique family circumstances while maintaining compliance and ensuring children were placed as quickly and appropriately as possible. Staff also implemented coordinated communication and outreach campaigns, strengthened follow-up processes, and operated as a united team across service areas to remove barriers and reach families effectively.

Meeting this requirement supports CAPK's ongoing compliance with federal expectations and helps protect program funding stability by ensuring eligible children and families have access to Head Start and Early Head Start services. While this milestone closes the specific under-enrollment plan of action, the program will continue to monitor enrollment closely to sustain these outcomes and respond to future enrollment trends as needed.

CAPK Head Start recognizes this success as a shared achievement and an important opportunity to celebrate the dedication, perseverance, and teamwork that made full enrollment possible.

Attachment:
Administration for Children and Families - Office of Head Start Letter

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | headstart.gov

December 23, 2025

Ms. Maritza Jimenez, Board Chair
Community Action Partnership Of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301-4510

Re: Grant No. 09CH012489

Dear Ms. Jimenez,

This letter serves as formal recognition from the Office of Head Start (OHS) of Community Action Partnership of Kern's satisfactory completion of the underenrollment plan. Community Action Partnership of Kern has achieved and maintained at least 97% enrollment in Head Start Preschool and Early Head Start for six consecutive months following the conclusion of the 12-month period, which concluded on November 9, 2024.

Section 641A(h)(3) of the Head Start Act requires OHS to determine which Head Start agencies have operated with an actual enrollment that is less than full funded enrollment for at least four consecutive months. OHS is also required to collaborate with such agencies on the development of a plan and timetable for reducing or eliminating underenrollment.

Community Action Partnership of Kern met the criteria listed in the Head Start Act and successfully implemented a plan to reduce underenrollment over the 12-month period as described in Section 641A(h)(4).

Achieving and maintaining full enrollment took significant work and effort and we congratulate you on this important accomplishment.

Sincerely,

Office of Head Start

ATTACHMENT A

Sec. 641A Standards; Monitoring of Head Start Agencies and Programs

...

(h) Reduction of Grants and Redistribution of Funds in Cases of Underenrollment-

(1) DEFINITIONS- In this subsection:

(A) ACTUAL ENROLLMENT- The term actual enrollment' means, with respect to the program of a Head Start agency, the actual number of children enrolled in such program and reported by the agency (as required in paragraph (2)) in a given month.

(B) BASE GRANT- The term base grant' has the meaning given the term in section 640(a)(7).

(C) FUNDED ENROLLMENT- The term funded enrollment' means, with respect to the program of a Head Start agency in a fiscal year, the number of children that the agency is funded to serve through a grant for the program during such fiscal year, as indicated in the grant agreement.

(2) ENROLLMENT REPORTING REQUIREMENT- Each entity carrying out a Head Start program shall report on a monthly basis to the Secretary and the relevant Head Start agency

(A) the actual enrollment in such program; and

(B) if such actual enrollment is less than the funded enrollment, any apparent reason for such enrollment shortfall.

(3) SECRETARIAL REVIEW AND PLAN- The Secretary shall

(A) on a semiannual basis, determine which Head Start agencies are operating with an actual enrollment that is less than the funded enrollment based on not less than four consecutive months of data;

(B) for each such Head Start agency operating a program with an actual enrollment that is less than its funded enrollment, as determined under subparagraph (A), develop, in collaboration with such agency, a plan and timetable for reducing or eliminating underenrollment taking into consideration--

(i) the quality and extent of the outreach, recruitment, and communitywide strategic planning and needs assessment conducted by such agency;

(ii) changing demographics, mobility of populations, and the identification of new underserved low-income populations;

(iii) facilities-related issues that may impact enrollment;

(iv) the ability to provide full-working-day programs, where needed, through funds made available under this subchapter or through collaboration with entities carrying out other early childhood education and development programs, or programs with other funding sources (where available);

(v) the availability and use by families of other early childhood education and development options in the community served; and

(vi) agency management procedures that may impact enrollment; and

(C) provide timely and ongoing technical assistance to each agency described in subparagraph (B) for the purpose of assisting the Head Start agency to implement the plan described in such subparagraph.

(4) IMPLEMENTATION- Upon receipt of the technical assistance described in paragraph (3)(C), a Head Start agency shall immediately implement the plan described in paragraph (3)(B). The Secretary shall, where determined appropriate, continue to provide technical assistance to such agency.

(5) SECRETARIAL REVIEW AND ADJUSTMENT FOR CHRONIC UNDERENROLLMENT-

(A) IN GENERAL- If, after receiving technical assistance and developing and implementing the plan as described in paragraphs (3) and (4) for 12 months, a Head Start agency is operating a program with an actual enrollment that is less than 97% of its funded enrollment, the Secretary may--

(i) designate such agency as chronically underenrolled; and

(ii) recapture, withhold, or reduce the base grant for the program by a percentage equal to the percentage difference between funded enrollment and actual enrollment for the program for the most recent year for which the agency is determined to be underenrolled under paragraph (3)(A).

(B) WAIVER OR LIMITATION OF REDUCTIONS- The Secretary may, as appropriate, waive or reduce the percentage recapturing, withholding, or reduction otherwise required by subparagraph (A), if, after the implementation of the plan described in paragraph (3)(B), the Secretary finds that--

(i) the causes of the enrollment shortfall, or a portion of the shortfall, are related to the agency's serving significant numbers of highly mobile children, or are other significant causes as determined by the Secretary;

(ii) the shortfall can reasonably be expected to be temporary; or

(iii) the number of slots allotted to the agency is small enough that underenrollment does not create a significant shortfall.

(6) REDISTRIBUTION OF FUNDS-

(A) IN GENERAL- Funds held by the Secretary as a result of recapturing, withholding, or reducing a base grant in a fiscal year shall be redistributed by the end of the following fiscal year as follows:

(i) INDIAN HEAD START PROGRAMS- If such funds are derived from an Indian Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Head Start programs.

(ii) MIGRANT AND SEASONAL HEAD START PROGRAMS- If such funds are derived from a migrant or seasonal Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more programs of the type from which such funds are derived.

(iii) EARLY HEAD START PROGRAMS- If such funds are derived from an Early Head Start program in a State, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Early Head Start programs in that State. If such funds are derived from an Indian Early Head Start program, then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in one or more Indian Early Head Start programs.

(iv) OTHER HEAD START PROGRAMS- If such funds are derived from a Head Start program in a State (excluding programs described in clauses (i) through (iii)), then such funds shall be redistributed to increase enrollment by the end of the following fiscal year in 1 or more Head Start programs (excluding programs described in clauses (i) through (iii)) that are carried out in such State.

(B) ADJUSTMENT TO FUNDED ENROLLMENT- The Secretary shall adjust as necessary the requirements relating to funded enrollment indicated in the grant agreement of a Head Start agency receiving redistributed funds under this paragraph.

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: January 20, 2026

Subject: *Agenda Item V(a)*: January Policy Council Report – **Action Item**

The Policy Council met for two scheduled monthly meetings since the Board of Directors last convened. The first meeting of the 2025-2026 term was held on November 18, 2025 with a second meeting conducted on December 16, 2025. In both instances, a quorum was established.

During the course of the November meeting there were several action items brought before the Council. The Policy Council approved the submission of the 2026-2027 Head Start Refunding application to the Office of Head Start, as well as the proposed Policy Council meeting dates for the balance of the term and also elected members to fill various Executive Officer positions. Most notably, during the November meeting, the Council approved the election of Maria Reyes to serve as the Policy Council Representative to the CAPK Board of Directors. Additionally, through the prescribed voting process, one parent member was elected to attend the National Head Start Winter Leadership Institute in Washington D.C. where they will speak with elected officials to share their Head Start story and advocate for the program. The Start Recruitment & Selection Plan was presented to the Council, however the request for approval was subsequently withdrawn by staff.

Several new business items were once again presented to the Council during the December meeting. This included information regarding the Head Start Risk Assessment Notification monitoring review report, as well as the nomination and election of two Policy Council parent members to attend the Head Start California Annual Parent & Family Engagement Conference in February. Additional new business was that of Policy Council standing committees. Information specific to each of the committees was shared followed by the election of members to serve on their respective chosen committee.

The next Policy Council meeting will take place on January 20, 2026.

Recommendation:

The Policy Council requests Board approval of the January Policy Council Report and the meeting minutes from October 28, 2025 and November 18, 2025.

Attachments:

Policy Council Meeting Minutes from October 28, 2025, and November 18, 2025.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
October 28, 2025
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. **Call to Order**

The meeting was called to order at 6:03 p.m. by Chairperson, Ruby Cruz.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Gabriela Rangel, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Ashley Trent, Ian Anderson, Jennifer Wilson, Lililana Juarez

2. **Public Comments**

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

None

3. **Committee Verbal Reports**

a. **Budget & Finance Committee – Gabriela Rangel**

The Budget & Finance Committee met on October 21, 2025 and reviewed the Head Start and Early Head Start budget to actual reports as well as all other standing reports for the period ending August 31, 2025. It was shared that over the course of the 2024-2025 Policy Council term the Budget & Finance Committee has met consistently each month to review all required reports as noted in the Head Start Program Performance Standards, and more. Early in the term the committee had the opportunity to review, discuss, and monitor the budget for the new Central Kitchen as well as the No Cost Extension budget reports. During the term, the independent audit as well as a budget revision were also reviewed by the committee. These items were subsequently presented to and approved by the full Council. Appreciation was expressed to the Budget & Finance Committee staff sponsor Louis Rodriguez, for his preparation of the reports and thorough review with the committee as well as answering any questions and providing clarification when needed.

b. **Bylaws Committee – Dominique Bassi**

The Bylaws Committee met on October 7, 2025 and reviewed the entire draft version of the bylaws which contained all committee recommended revisions. The review was the first step in the process of updating the bylaws, the document will be presented to the Policy Council for approval and then to the Board of Directors for their approval as well.

c. **Planning Committee – Christopher Cuzul**

The Planning Committee met on October 14, 2025 and reviewed the Division Program Activity Report for the month of September 2025. Early Head Start reached 100% enrollment and Head Start reported 98% enrollment during this reporting period. Progress towards the dual language school readiness goal was also shared with the committee. It was noted that center based as well as education staff will receive dual language training beginning in 2026 with site supervisors having received the training in September. The Training and Technical Assistance Plan was also presented to the Planning Committee for review and discussion.

d. **School Readiness Committee – Kaylonie Howard**

The School Readiness Committee met on several occasions during the current term and had the opportunity to hear quite a bit of information on the various components within the Head Start program that support school readiness. Over the course of the meetings held, members shared what school readiness meant to them and heard from staff about how medial and dental checkups, healthy meals and more all support a child's overall school readiness. During the final meeting of the term the 2025-2206

School Readiness Goals were shared with the committee who also had the opportunity to provide feedback and make recommendations of their own. Those goals were then presented to the CAPK Board of Directors as well as to the Policy Council, for approval. The goals were subsequently approved and are the current goals that children are working towards during the 2025-2026 program year.

4. <u>Presentations</u>

a. **Head Start Career Opportunities – Elizabeth Williams, Professional Development Manager**
Elizabeth introduced herself and shared an overview about the role of the Head Start Professional Development (PD)Team and the services they provide to the program. She shared that the team, which is comprised of four members supports staff not only in Kern County but in San Joaquin County as well. The team recognizes that what is provided for staff trickles down and impacts children that the program serves. Therefore, it is important to ensure that staff not only receive high quality training but that they are also provided with career advancement opportunities as well. The PD team participates in community outreach, participating at job fairs and other community events to share employment opportunities that are available within the Head Start division. Employment opportunities are also posted on the agency (CAPK) website so as to reach a wider audience of potentially interested applicants. As time permits, the team also supports individuals in understanding the requirements for various positions within the program. Elizabeth also shared that the PD team provides support and motivation and encourages staff to continue to grow their career within the agency by sharing opportunities for advancement that are available to staff as many continue their education and obtain additional units or advanced degrees. In continuing to share information Elizabeth shared that when individuals are offered positions and are onboarded, they are provided robust training before they report to their centers and begin their work with the children and families our program serves. It is important they feel comfortable and confident as they begin their new journey. Equally important in this training process is the opportunity to begin to build relationships with staff, as we spend a great deal of time at work and we want them to feel like this is truly their home away from home. Ongoing professional development whether staff has been with the program for a month or for 14 years, staff receive ongoing training. The program looks at what is new, what is on the cutting edge, what else can we do that is in support of children and families that are enrolled in our program. Opportunities for staff to increase their knowledge and expand their horizons is an area the PD is always looking for. Elizabeth also shared that there is a partnership with Grand Canyon University, which has been in place for a few years, which provides staff who are interested in furthering their education with the opportunity to do so at a discounted rate. Elizabeth shared that there are currently some open positions in Kern County with a bit more opportunities available in San Joaquin County due to a recent program expansion. In closing she provided members with her email and asked them to reach out to her should they have any questions, or if they would like additional information or support on employment opportunities.

b. **Recognition of 2024-2025 Policy Council Members – Jeremy Tobias, CEO Community Action Partnership of Kern and Yolanda Gonzales, Director Head Start/State Child Development**
CAPK Chief Executive Officer Jeremy Tobias addressed Policy Council members earlier in the evening, during the dinner portion of the event. Mr. Tobias expressed his appreciation and thanked members for their commitment and service to the Policy Council as well as for their support of the Head Start program. On behalf of Jeremy Tobias, Jerry Meade, Assistant Director of Program along with Head Start Director, Yolanda Gonzales, acknowledged Policy Council members for their valuable contributions made over the course of the year to the program. Members were called upon individually and provided a certificate of appreciation, as well as a letter of commendation for their service on behalf of the program.

5. <u>Consent Agenda</u> ***ACTION**

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

a. Policy Council Meeting Minutes – September 22, 2025
b. Policy Council Planning Committee Meeting Minutes – September 9, 2025
c. Policy Council Budget & Finance Committee Meeting Minutes – September 16, 2025
d. Policy Council Bylaws Committee Meeting Minutes – October 7, 2025
e. Head Start Budget to Actual Report, March 1, 2025, through August 31, 2025
f. Early Head Start Budget to Actual Report, March 1, 2025, through August 31, 2025
g. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through August 31, 2025
h. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through August 31, 2025
i. Parent Travel & Childcare through August 31, 2025
j. Parent Activities through August 31, 2025
k. Head Start Program Review & Evaluation Report – September 2025
l. Backpack Connection Series: How to Plan Activities to Reduce Challenging Behaviors (English/Spanish)
m. Fall Carnival – October 29, 2025, Friendship House Community Center
n. HalLAWeen Event – October 30, 2025, Bakersfield Police Department
o. Fall Harvest Festival – October 30, 2025, Lamont Elementary School District (English/Spanish)
p. Kern County Touch-A-Truck – November 8, 2025, Beale Library
q. Black Kitchen Table Talk – November 15, 2025, California Coalition for Black Birth Justice
r. Save the Date – 3rd Annual CAPK Head Start Fatherhood Conference – January 23, 2026, DoubleTree Hotel
s. Domestic Violence Month – October
t. Victim Services Unit – Kern County District Attorney
u. Weekly Activities – Bakersfield American Indian Health Project
v. CAPK Energy Weatherization/Utility Bill Assistance
w. BrightLife Kids – CalHOPE
x. FREE Monthly Community Health Screenings – Dignity Health Kern County (English/Spanish)
y. Nurse Referral Dental Treatment – Kern County Children's Dental Health Network
z. The Open Door Network – Delano Center
aa. Head Start Recruitment Flyer (English/Spanish)
bb. Early Head Start San Joaquin Flyer (English/Spanish)
cc. Home Visiting Program Flyer (English/Spanish)

A motion was made by Michelle Jara-Rangel and seconded by Christopher Cuzul to approve consent agenda items (a) through (cc). Motion carried unanimously.

6. <u>New Business</u> *ACTION

a. **2026-2027 Head Start/Early Head Start Training and Technical Assistance Plan – Rosa Guerrero, Administrative Analyst**
Rosa referenced the program goals and objectives which the Council approved in August (2025) and shared that following the approval of that document a training plan was created based upon those goals and objectives. In reviewing the document Rosa noted that the approved goals and objectives can be identified in the Training and Technical Assistance Plan for the next fiscal year which will begin on March 1, 2026 through February 2027. The plan outlines strategies as well as progress that is being made for each of the following goals, workforce, health and safety as well as school readiness. Rosa spoke to and shared a few specific examples in each of these areas. A motion was made by Rene Williams to approve the 2026-2027 Training and Technical Assistance Plan, with a second by Gabriela Rangel. Motion carried unanimously.

b. **2026-2027 Head Start/Early Head Start Refunding Application – Rosa Guerrero, Administrative Analyst**
The 2026-2027 refunding application for Head Start and Early Head Start along with budget detail was provided to and discussed with the Council. Rosa stated that this will be the third year of a five year grant cycle. In speaking about the budget detail, Rosa noted that modifications were made to the personnel category, fringe benefits, and other supplies. The primary reason for this change in personnel costs was due primarily to program changes, transitioning part year services to full year services. It was also noted that the state contracts were full earned and as a result of such, the program will be balancing the

remainder of the projected costs as noted on the budget detail with those earnings. Information was also provided regarding a change in the indirect rate from 10% to 12% which was approved by the CAPK Budget & Finance Committee. A motion was made by Alejandra Verduzco to approve the 2026-2027 Head Start/Early Head Start Refunding Application and seconded by Maria Worthy. Motion carried unanimously.

c. **CAPK Head Start Policy Council Bylaws Revised 2025 – Lisa Gonzales, Program Governance Coordinator**
Lisa shared that the Bylaws Committee met on a number of occasions over the course of the current term and reviewed the CAPK Head Start Policy Council Bylaws in their entirety. She also shared that during this time there were some recommended revisions made by the committee. The revisions were made to the document across all areas, with the document subsequently reviewed one final time by the Bylaws Committee. Lisa shared with the Council the most notable areas of change. This included but was not limited to an increase to membership on the Policy Council School Readiness Committee, a decrease in membership to the Bylaws Committee, as well as the removal of a section which excluded any familial relative of a CAPK employee the opportunity to serve as a member of the Policy Council. Lisa also noted that minor grammatical and formatting changes were made to the document as well for consistency purposes. A motion was made by Dominque Bassi to approve the revised Policy Council Bylaws; seconded by Christopher Cuzul. Motion carried unanimously.

7. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their time and for the commitment they have made to the Policy Council over the past year. She expressed additional gratitude to those members who returned to serve during this term (2024-2025) and about the transition they made from meeting in a virtual setting (2023-2024 term) to meeting in person. Lisa stated that as the outgoing Council completes their term, she looks forward to working with new members who will begin their term in November. She also thanked new members for attending the October Policy Council meeting which provided them with an opportunity to see how a Council meeting is conducted. Lisa shared additional details on a few noteworthy events that were contained within the Policy Council packet. She spoke about the upcoming 3rd Annual Fatherhood Conference which will be held in January at the DoubleTree Hotel and encouraged members to register. Lisa added that attendees do not necessarily have to be the child's father, but can be a male role model in their life, such as an uncle, grandfather, neighbor, etc. She also spoke about a sensory friendly event taking place at the Beale Library, the Touch a Truck event. Lisa concluded speaking about the 5th Annual Native American Heritage Month Celebration taking place at the Marriott Convention Center and will include free lunch and giveaways and is open to the public.

b. **Community Representative – Ian Anderson, Kern Adult Literacy Council**
No report was provided, as Ian was unable to attend the meeting.

c. **Community Representative – Paula De La Riva, First 5 Kern**
Paula shard that she has had the opportunity to present information about First 5 Kern at several parent meeting held at various Head Start sites. She has been grateful to have the opportunity to reinforce parents' role as an advocate for their child as they continue to be their first teacher from the moment their child is born. Paula added that it is really about giving parents the tools they need and making them accessible. In closing Paula shared that she has seen firsthand through parents' inquisitive nature how Head Start supports and prepares parents to want to know more, learn more, and to keep seeking information for not just their child but for their family. She gave gratitude for her time on the Council.

d. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Michelle stated the Board of Directors met on September 24, 2025 adding that the consent agenda was approved with no items removed.

There were three action items as well as an informational item presented to the Board under new business. Employee health insurance renewal for 2026, which would be accompanied by a rate increase for both the employer and the employee for medical as well as dental plans was presented to the board as an action item. Also presented for action were the financial reports for July 2025 as well as the appointment of an ad hoc committee in order to recommend a temporary board appointment for the vacant seat on the Board of Directors due to the passing of CAPK Board Member Yolanda Ochoa. Each action item was presented to the Board independently and in detail followed by an opportunity for discussion. Upon conclusion of each

presentation, all action items were approved. The informational item shared was the move of the CAPK Foundation from Brown Act governance to private nonprofit governance. The foundation will transition from an open meeting governance model to a private nonprofit governance model centered on fundraising and philanthropic growth.

The reports for the CalVet's Assistance Foundation, and the Policy Council were presented and approved. Chief Executive Officer Jeremy Tobias provided an update on the federal and state budgets.

The Board convened for closed session to conference with legal counsel regarding two items, however no action was taken on the items. The Board of Directors will meet next on October 29, 2025.

e. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda thanked the Council for all their work and commitment they have provided during the past year. She added that they (members) have truly helped to the program be as good as it is. Yolanda shared that the CAPK Head Start program is on that is always looking to move forward and to strengthening systems and strengthening the work it does so that children receive the best care and the best school readiness skills to move them forward.

It was shared that this year marks Head Start's 60th birthday and in celebration of such there are a lot of wonderful things taking place at sites. There have been art shows and a variety of other celebratory events happening to mark this milestone.

Yolanda talked about the program having a lot of wonderful community partnerships through various companies and individuals that donate to the program. She continued and highlighted a recent donation of jackets. As winter approaches, this donation will allow our children to receive new jackets.

It was shared that community care licensing continues to visit sites, ensuring that they are fully compliant and that health and safety measures are in place and that all regulations are being followed. Yolanda reported that there has nothing but great news to report as a result of those visits. She went on to share licensing can be a site for many hours, as it is an extensive review and she compliments center staff for all they do.

Yolanda also complimented administrative staff and noted that the program is fully enrolled and that is a result of hard work. She encouraged members to share their Head Start story with others; they can provide their experience about the program.

There was a ribbon cutting in San Joaquin County in September for the new University Park Center which will now serve Head Start children. The program is very excited to have the opportunity to serve the pre-k population in San Joaquin County.

Yolanda shared that there are a lot of things happening (on a larger scale) at the moment, however, Head Start will remain strong and continue to move forward. She stated that it is her pleasure to serve as the Director of CAPK Head Start and to be able to highlight with others all the amazing things our program does within our agency, adding this is also because of the involvement of our Policy Council.

8. <u>Policy Council Chairperson Report</u>
Ruby thanked Lisa and Yolanda and expressed her gratitude. She added that it has been a pleasure serving over the past year with the other members of the Council, stating that she will miss it. Ruby shared that she will always carry CAPK in her heart, she loves the program, it is wonderful and her daughter is now in kindergarten and her son who is enrolled in the program is doing great!

9. <u>Policy Council Member Comments</u>
Members had an opportunity to share a comment if they would like.

Christopher Cuzul thanked everyone in CAPK for their support in and out of the classroom. Adding that as a parent he definitely felt the support, and it makes a big difference. Christopher shared now that his son is in kindergarten and his teachers have asked Christopher where his son attended school prior to elementary school. Christopher attributes it to all the support received through the program.

Dominique thanked everyone for attending and adding it was nice to see everyone. Having a new little one Dominique was not sure she would be returning to the Council for the upcoming term.

Kaylonie Howard stated that this current term was her fourth term noting that she only had one more term left. She was thankful for the opportunity to learn more about the program and to be able to see "behind the scenes" what is taking place with her children's learning and everything else.

Maria Worthy thanked everyone for all the opportunities noting that her participation in the Policy Council has prepared her as a member of the School Site Council at her son's elementary school.

Michelle Jara-Rangel shared this year marks her fifth and final year, however as a Board Member her term continues until January, and she looks forward to seeing those members who will be returning. She also shared information about a ribbon cutting event for a new park in Shafter and invited members to attend. Michelle added that there will be vendors as well as the police and fire department and more. Michelle thanked parents for their participation and stated that although Policy Council is a requirement for programs it is great to have parents willingly participate and give of themselves.

Gabriela Rangel thanked everyone for another great year. She shared that her son is now in kindergarten and she did advocate during the school year on behalf of Policy Council and encouraged moms that she saw in the classroom to participate. She is hopeful that there will be representation in the coming term from the Head Start site her son attended. Gabriela shared that it was a pleasure and she always looked forward to meetings.

10. <u>Adjournment</u>

The meeting was adjourned at 6:56 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
November 18, 2025
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. Call to Order

The meeting was called to order at 5:35 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Alejandra Verduzco, Candy Diaz, Clarissa Menoza, Frances Torres, James Osborne, Jennifer Juarez Hernandez, Joanna Rosales Bautista, Maria Reyes, Maritza Garcia, Michelle Jara-Rangel, Monique Silva, Norma Valentin Nino, Rebecca Castro, Zuleima Garcia

Policy Council Members Absent: Gabrielle Arriola

2. Public Comments

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

None

3. Consent Agenda ***ACTION**

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

a. Policy Council Meeting Minutes – October 28, 2025
b. Head Start Budget to Actual Report, March 1, 2025, through September 30, 2025
c. Early Head Start Budget to Actual Report, March 1, 2025, through September 30, 2025
d. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2025, through September 30, 2025
e. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2025 through September 30, 2025
f. Parent Travel & Childcare through September 30, 2025
g. Parent Activities through September 30, 2025
h. Head Start Program Review & Evaluation Report – October 2025
i. Children's Mobile Clinic – November 2025 (English/Spanish)
j. Healthy Cooking Methods – National CACFP Association (English/Spanish)
k. Energy Weatherization Utility Bill Assistance – Community Action Partnership of Kern (English/Spanish)
l. 3rd Annual Fatherhood Conference – January 23, 2026, DoubleTree Hotel - Bakersfield, CA (English/Spanish)
m. Backpack Connection Series: How to Give Clear Directions (English/Spanish)
n. Pyramid Model Leadership Newsletter – November 2025 (English/Spanish)
o. Head Start Recruitment Flyer (English/Spanish)
p. Early Head Start San Joaquin Flyer (English/Spanish)
q. Home Visiting Program Flyer (English/Spanish)

A motion was made by James Osborne and seconded by Alejandra Verduzco to approve consent agenda items (a) through (q). Motion carried unanimously.

4. <u>New Business</u> ***ACTION**

a. **2026-2027 Head Start/Early Head Start Revised Refunding Application – Rosa Guerrero, Administrative Analyst**
Rosa shared that the 2026-2027 refunding application including budget detail had been previously approved by the Policy Council (2024-2025 term) however staff have since identified unrecognized revenue along with a budget discrepancy. This finding resulted in the need for a revision to the budget detail that will accompany the refunding application. Rosa shared the revised budget detail with the Council along with specifics regarding the previously unrecognized revenue. It was noted that the submission of the 2026-2027 refunding application, along with budget details, is due to the Office of Head Start by December 1, 2025. The motion was made by Candy Diaz and seconded by Frances Torres to approve the submission of the 2026-2027 Head Start/Early Head Start Refunding Application with budget detail. Motion was approved unanimously.

b. **2026-2027 Recruitment & Selection Plan – Carol Hendricks, Enrollment and Attendance Manager**
The Head Start Performance Standards require that a program review its Recruitment and Selection Plan on an annual basis. Carol shared that in complying with this mandate, a committee comprised of staff, parents, and community members met on two occasions to review the document and to provide feedback. As a result of the meetings, there were updates that the committee felt were needed. Carol shared the components that were updated based upon committee recommendations. She also spoke to some of the updated priorities recently announced from the Administration for Children and Families (ACF), which is under the U.S. Department of Health and Human Services. Carol then reviewed the Recruitment and Selection Plan with the Council in greater detail. Upon conclusion, there was an opportunity for questions and comments to which there were many. After significant robust discussion along with recommended edits to the document as well as suggestions, it was deemed that there would be no action taken on this matter. It was also shared that the item will be withdrawn from the Board of Directors agenda and will not be moving forward. Staff will review the document, taking into consideration the feedback received from members during the presentation to the Policy Council and it will be brought back to the Council in December.

c. **2025-2026 Policy Council Proposed Meeting Dates – Lisa Gonzales, Program Governance Coordinator**
The proposed Policy Council meeting dates were presented to the Council for their input and approval. Upon presentation and review of such a motion was made by James Osborne to approve the meeting dates as proposed; seconded by Monique Silva. Motion was approved unanimously.

d. **Nomination and Election for Policy Council Chairperson**
It was noted that descriptions of the role and responsibilities for each of the Policy Council Officer positions were made available to members as a part of the November Policy Council Packet. An overview of the position of Policy Council Chairperson was then provided with a request for nominations for this position. James Osborne nominated himself to serve in this capacity. The nomination was accepted, seconded by Michelle Jara-Rangel and subsequently unanimously approved by the Council.

e. **Nomination and Election for Policy Council Vice Chairperson**
Upon conclusion of an overview provided regarding the role and responsibilities of the Vice Chairperson position, Norma Valentin Nino was self-nominated to serve in this capacity. This nomination was accepted, seconded by Rebecca Castro, and subsequently unanimously approved by the Council.

f. **Nomination and Election for Policy Council Secretary**
After the description outlining the duties of this position, Alejandra Verduzco was self-nominated for the position of Policy Council Secretary; seconded by Maritza Garcia and carried unanimously by the Policy Council.

g. **Nomination and Election for Policy Council Treasurer**
The duties of this position were also shared with members, including that the Treasurer is the Chairperson of the Budget & Finance Committee. Maria Reyes was interested in the position and self nominated; seconded by James Osborne with subsequent unanimous approval received from the Council.

h. **Nomination and Election for Policy Council Parliamentarian**
The role and responsibility for this Executive Officer position was shared with the Policy Council; however, there was no interest from any members in filling this role. It was noted that this item will be revisited at the next meeting.

i. **Nomination and Election of Policy Council Representative to the Board of Directors**
This position garnered quite a bit of interest from members. Information was shared about the role, responsibility, and expectation of the position. In part, members were informed that all meetings are during the

day, and that in addition to their service on the Board of Directors the member that is elected to this position must also serve on one of the Board of Directors' committees. There were four members who were interested in serving in this capacity. The recently approved Board Meeting schedule was shared with those members to ensure their schedule would allow them to participate. Additionally, Board Member, Michelle Jara-Rangel, shared with members the commitment as well as stating that serving on the Board is very informative and provides you with the opportunity to learn a lot, and to see how the Head Start program is supported by the agency. Jerry added that it is important to understand the commitment, adding that if the Board is unable to meet quorum in order to conduct business it does not just affect Head Start, it affects the entire agency. He added that there is also the expectation to share a Policy Council verbal report with the Board during each meeting, it is a standing item of the Board agenda. There were a few questions from members which were responded to accordingly. Each of the four members interested in serving as the Policy Council Representative to the Board of Directors was provided an opportunity to share with the Council why they wanted to participate in this role. Upon conclusion of each member sharing their "why" with the Council voting took place. Members were informed that they have one vote and they may vote for themselves. As a result of the voting process, Maria Reyes was elected by the Policy Council to serve as the representative of the Board of Directors by a majority vote.

j. **Nomination and Election of 1 Policy Council Member to attend the National Head Start Association Winter Leadership Conference, January 25 – 29, 2026, Washington D.C.**
As an attendee at this conference for the past ten years, Jerry shared his past conference experience with members. He added that the opportunity to attend the Winter Leadership Conference is not typically presented to a member of the Council however because of the current government situation as it relates to the future of Head Start Funding, the program elected to budget for this expenditure. Jerry also spoke about the opportunity for the member elected to participate, to share their story with our elected representatives, adding that they are much more interested in hearing perspectives from the parents in our program than from staff. Jerry spoke about attending workshops on a variety of topics, as well as leadership training opportunities. He also touched on the potential travel dates and duration of time noting that if one is interested it is important to ensure they have checked their work schedules, school, childcare, etc. and are able to attend for the scheduled time. When discussion concluded about this opportunity concluded there were three members interested in attending the conference. The members who were interested in this opportunity each shared with the Council the reason as to why they wished to be considered, which was then followed by the voting process. Upon conclusion of voting the outcome resulted in a tie between two members. Members were informed that a re-vote will take place between the to members who received an equal number of votes. As a result of this second voting procedure, Clarissa Mendoza was elected by a majority vote to attend the National Head Start Association Winter Leadership Conference. It was also shared with members that there will be an opportunity to attend a more locally based conference in the coming months.

5. <u>Standing Reports</u>

a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**
Lisa thanked members for their attendance and noted that since this is the first meeting of the new term, members now hopefully have an idea as to how meetings are conducted. She added that at next month's meeting members will be selecting the committee they wish to serve on. Lisa shared that for those members who were elected to serve as an officer of the Policy Council earlier in this meeting, they, with the exception of the Chairperson, are automatically appointed to a committee. She encouraged members to review each of the committees and their functions prior to the December meeting. Lisa also reminded members that all committee meetings are held virtually. It was shared that if a member does not have the means to participate in a virtual setting the program can provide a device for them to use for this purpose as long as they are a member of the Council. Lisa also spoke about the importance of confirming one's attendance at Policy Council meetings and moving forward for committee meetings as well. In closing she reminded members to park in the parking structure on the top level, not just in the interest of safety but also due to the fact that the building does close its lobby prior to Policy Council meetings.

b. **Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative**
Michelle stated the Board of Directors met on October 29, 2025 meeting quorum. The consent agenda was approved with no items removed.

There were six action items as well as two informational item presented to the Board under new business. All action items were approved. Verbal reports and minutes for both the CAPK Foundation and the Policy Council were provided and subsequently approved. Additionally, a verbal report for the Veterans Support Services was presented. It was noted that at the recent Veterans Stand Down event, there were 428 veterans who attended this free event. There were fifty-three female veterans, 375 male veterans and thirty-two homeless veterans at the event. Michelle also noted there was also an increase in the number of dependents that attended this event. The event served breakfast for three hundred people, and lunch for seven hundred people with ninety vendors participating and 120 volunteers.

Chief Executive Officer Jeremy Tobias provided the Board with an update on the federal and state budgets noting that staff are closely monitoring the Energy and Low Income Home Energy Assistance Programs and a reduction in staff if there is not government resolution. The Board did not have any closed session items to address. The next scheduled meeting will be November 24, 2025.

c. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Jerry Meade, Assistant Director of Program presented the Head Start report on behalf of Yolanda Gonzales. He began by sharing each month this report will be shared and that will be either by Yolanda, Jerry or Gloria Barbero who is the Assistant Director for our San Joaquin County program. During this report, what is typically shared are program updates and anything that is pressing in the world of Head Start. Jerry continued and stated that it is important to note the federal government has reopened and our program is excited to be one of the first programs to be meeting with its program specialist. He stated that we (the program) have a lot of action items pending approval from the Office of Head Start and are pleased that they are there to support the program. Jerry added the importance of noting that we are on a continued resolution for our federal budget, and not out of the clear just yet. The continued resolution is through January, and therefore to avoid another potential shut down the budget will have to be approved in January or before. Jerry shared that staff would keep the Policy Council informed of what is taking place as far as federal funding is concerned and shared his optimism.

In other events taking place Jerry stated that a coat drive has begun for children. Coats were distributed earlier in the day to centers and will continue to be distributed throughout the coming week. He added that fifteen boxes of coats were also sent to San Joaquin County to benefit the children the program serves in that area.

In conclusion, Jerry noted that during the holiday season there are closures for holiday celebrations, for an opportunity for staff to connect with families and for our children to enjoy the holiday season as well. He wished everyone a safe and fun holiday and thanked members for their commitment, time, and devotion to the Policy Council.

6. <u>Policy Council Chairperson Report</u>
Newly elected Chairperson, James Osborne had no comment at this time.

7. <u>Policy Council Member Comments</u>
Members had an opportunity to share a comment if they would like.

Alejandra Verduzco shared that this is her third year on the Policy Council and this meeting was the most exciting and interesting meeting ever!

Candy Diaz also felt that the meeting was fun and very interesting and exciting.

Michelle Jara-Rangel shared that a new Board member will be appointed to serve on the Policy Council so her last meeting is coming up. She stated that she hopes during the December meeting that during this comment time members provide a little introduction about themselves. Michelle shared that it is important for her to get to know people on a little bit more personal level. She welcomed everyone to this new term.

Frances Torres was grateful for the wonderful meal provided.

Maria expressed gratitude for her election to the Board of Directors and to the officer position of Treasurer. She added that she was very nervous but also very excited.

Maritza Garcia shared that the meeting was very interesting and she is looking forward to serving on the Policy Council. She also stated it was nice to meet the other members.

Rebecca Castro expressed thanks for being a part of the Council, she looks forward to collaborating and serving on a committee. Rebecca shared that she has participated in similar experiences but not to the same capacity as the Policy Council and added that she is very excited.

Jennifer Juarez shared that she is excited to be a part of this team and to begin on this journey!

8. Next Scheduled Meeting

The next Policy Council meeting will be held on December 16, 2025 at 5:30 p.m. in the Board Room.

9. Adjournment

The meeting was adjourned at 7:17 p.m.